

# Academic Affairs Council

MINUTES

JANUARY 12, 2018

9:15 AM – 10: 05  
AM

MELBOURNE B 2, R 211

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Robin Boggs
ATTENDEES	John Armstrong, Robin Boggs, Belynda Cain, Roland Chambers, Frank Christopian, Kim Coluccio, Sharon Cronk-Raby, Marianne Daltilio, Connie Dearmin, Salli DiBartolo, Darrin Durham, Debbie Eaton, Holly Erler, Roy Gainer, Jimmy Gamez, Ilana Grimes, Ted Hartselle, Scott Herber, Rex Hazlitt, , Andrew Lieb, Ashley Olund, Erika O’Neal, Beverly Payne, Cindy Puckett, Matt Remer, Michelle Richard, Wayne Stein, Christi White, Joanna White, John Wiggins, Elmira Yakutava-Lorentz,

Agenda topics

**APPROVAL OF MINUTES/ANNOUNCEMENTS**

SCOTT HERBER

DISCUSSION	<p><b>Minutes:</b> Approval of November minutes. Frank Christopian made the motion to approve while Ted Hartselle seconded. The motion passed.</p> <p><b>Announcements:</b></p> <ol style="list-style-type: none"> <li>1) Roland Chambers announced a World Language mini-conference for 2-16-2018 at the Palm Bay Campus. Aaron Houts is hosting.</li> <li>2) Stephanie Burnette announced 1<sup>st</sup> Census Reporting will run Tuesday 1/16 to the following Tuesday. No LDA or Comments are required and there are now tutorials to assist faculty.</li> <li>3) Scott Herber announced that Jan 23/24 is the due date for student applications for the Conference for undergraduate research. Almost 200 abstracts have already been submitted. Connie Dearmin wanted to know if abstracts will be available for reading</li> <li>4) Wayne Stein announced that Green Dot workshops will count for MCC.</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**PRESENTATIONS AND GUESTS: NONE**

DISCUSSION	
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9:30-10:07

**CURRICULUM REVIEW**

SCOTT HERBER

DISCUSSION	<ol style="list-style-type: none"> <li>1. <u>RFA ID: 5044</u> – – Culinary AS. FSSC 1120 Management of Food and beverage Purchasing Discussion regarding word choice of some of the objectives. Christi White explained “neither” comment. Approved</li> <li>2. <u>RFA ID: 5042</u>-- Culinary AS. FSSC 1100 Menu and Marketing Management - Verb Choice examined. Approved.</li> <li>3. <u>RFA ID: 5047</u> – – Culinary AS. FSSC 1202 Introduction to Basic Culinary Operations. Formatting issues. Christi White will fix. Word choice concerns addressed. Darrin Durham approved resolutions for correcting word choice concerns. Approved</li> <li>4. <u>RFA ID: 5048</u> – – Culinary AS. FSSC 1203 Kitchen and Dining Room Operations. Formatting issues. Christi White will fix. Word choice concerns addressed. Darrin Durham approved resolutions for correcting word choice concerns. Approved</li> <li>5. <u>RFA ID: 5049</u> – – Culinary AS. FSSC 1204 Food, Beverage, and Pastries Preparation Word choice concerns addressed. Approved. State Approved as FSSC 1224</li> <li>6. <u>RFA ID: 5050</u> – Culinary AS. FSSC 1248 Garde –manger No Comments. Approved.</li> <li>7. <u>RFA ID: 5051</u> – Culinary AS. FSSC 1250 Dining Room Management Holly Erler had questions regarding Prerequisite. Concern address. - Approved.</li> <li>8. <u>RFA ID: 5052</u>—Culinary AS. FSSC 2205- Food Service Management and Customer Service Capstone. Check Prerequisite. Approved</li> <li>9. <u>RFA ID: 5053</u> – Culinary AS. FSSC 2284- Catering and Buffet Management Formatting issues. Christi White will fix formatting and will eliminate the 1204 pre-requisite. Approved</li> <li>10. <u>RFA ID: 5045</u> –Culinary AS. FSSC 2300 –Supervision and Personnel Management One edit needed. Fixed. Approved.</li> <li>11. <u>RFA ID: 5055</u> – Culinary AS. FSSC 2383 Culinary Arts Practicum. Checked for Pre=Requisite. Approved. Approved. State Approved as FSSC 2940.</li> </ol>
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	<p>12. <u>RFA ID 5046</u>-- Culinary AS FSSC 2599 Food and Beverage Control. Checked for Pre-Requisite. Approved.</p> <p>13. <u>RFA ID 5054</u> -- Culinary AS HUNC 1203 Culinary Nutrition Approved</p> <p>14. <u>REA ID 4202</u>-- STSL 1327 Principles and Practices of Surgical Technology Laboratory Already Approved, but last competency fixed.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION	<p>5) CDC --None</p> <p>6) ETAC –Scott Herber discussed prototype with IT (Betsy Wetzel) where ETAC will incorporate several form. Prototype may be able to be tested in a few weeks.</p> <p>7) Assessment – ad hoc</p> <p>8) Diversity None</p> <p>9) LMS ad hoc</p> <p>10) Library- Matt Remer, chair of the Library Committee, presented a handout stating the Library Cluster recommendations for fine policy. Holly Erler made motion to approve. Belynda Cain seconded. Approved.</p> <p>11) Handbook None</p> <p>12) Textbook Affordability Ad Hoc Committee—Andrew Lieb reported that the committee should be finishing up work soon on recommendations for Textbook Affordability. RCMATS forms should be computer based. Proposal recommends changes in process. Each clusters can determine which course is sequential (college wide), so individual Cluster chairs can sign off for sequential. Campus Based Department Chair can sign off for non-sequential). Third meeting will be in January.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<b>Updates if available and Old Business</b>		SCOTT HERBER
<b>DISCUSSION</b>	<p>A. ADA Compliance --- update</p> <p>Update: Everyone is on track for check their courses for compliance. The administration is looking at purchasing a new program that will assist faculty in evaluating course materials for compliance.</p> <p>B. Written policy from Administration regarding ADA compliance</p> <p>College is working on a written policy from Administration regarding ADA compliance</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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<b>New Business--NONE</b>		
<b>DISCUSSION</b>		
<b>Open Business: NONE</b>		SCOTT HERBER
<b>DISCUSSION</b>		
<b>Adjournment—10:21</b>		