

# Academic Affairs Council

## MINUTES

OCTOBER 14, 2016 9:00AM – 10:15PM

MELBOOURNE, 2-211

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| MEETING CALLED BY | Scott Herber   |
| C                 | Scott Herber   |
| NOTE TAKER        | Robin Boggs  |
| ATTENDEES         | John Armstrong, Robin Boggs, Belynda Cain, Nelly Cardinale, Kathy Cobb, Kim Coluccio, Frank Christopian, Marianne Daltilio, Salli DiBartolo, Laura Earle, Scott Herber, John Khoury, Shai Neumann, Ashley Olund, Beverly Payne, Matt Remer, Michelle Richard, David Shedrow, Patricia Wallace, Christi White |

### Agenda topics

#### APPROVAL OF MINUTES/ANNOUNCEMENTS

SCOTT HERBER

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| DISCUSSION   | I. <u>Minutes</u> : Approval of September 16, 2016 Meeting Minutes –Laura Earle made motion to approve; second John Armstrong. Discussion Motion Approved |          |
|              | II. Announcements - ADA will postpone its meeting to Friday, November 4, 2016 @ 9:30 AM at the Cocoa Campus, room to be announced                         |          |
| ACTION ITEMS | PERSON RESPONSIBLE  | DEADLINE |
| None         |   |          |
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9:15-9:35

#### Curriculum Review

SCOTT HERBER

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| DISCUSSION | <p><b><u>Group 1</u></b><br/>                 The following courses with “No Comment” were approved: ANE 1820, ANE 2220, ANEC 1440, ANEC 2210, ANEC 2450, ANE 1020, ATEL 1311, HSC 1149, ANE 2460, ANEC 1210. In addition, Pharmacy Technician CCC</p> <p>Discussion: Certified Surgical Tech- one question #4- employment history corrected to 1 year prior to employment. –Approved with correction;<br/>                 ANE 1270- spelling error- approved with correction<br/>                 Anesthesia Technology AS- Hours issue and catalog page issue- Holly Kahler stated POS correct; catalog issue- one course is listed twice; send to Laura Earle to conduct email vote by discipline. Wait for final approval<br/>                 ANE 2830- formatting error<br/>                 ANE 2831 formatting issue in Line MM</p> <p>After discussion and corrections- all approved</p> |
|            | <p><b><u>Group 2-</u></b><br/>                 Each of the following had minor edits- PET 3493, SPM 3000, MKA 1021<br/>                 PET 3493- Laura Earle stated that #6 needs to be renumbered – correction made<br/>                 SPM 3000- 3a needs rewording<br/>                 MKA 1021- Word choice issue with “evolution”</p> <p>After discussion, corrections made and approved</p> <p><b><u>Group 3</u></b><br/>                 The following had no comments and approved: GEY 2621, HUS 2318 HUS 2415, HUS 2445, HUS 2502, HUS 2531, HUS 2535, HUS 2821</p>   |

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|  | <p>Each of the following courses had one question: HUS 1302, HUS 1801, HUS 2200<br/> HUS 1801 needs to be returned for a lab fee<br/> HUS 2200- Course description needs word choice change- "Interpersonal" needs to be hyphenated.<br/> Approved with correction made by Christi White</p> <p><b>Group 4</b><br/> The following had no comments and approved: CAP 3940, CJE 1770, COT 4500, SLS 1301</p> <p>CAP 4773- Changes were confirmed by Christi White—Approved<br/> SLS 1371- One question- Christi White explained COS competency- self prepared student proposed and instructor approved---Approved</p> <p>Scott Herber expressed thanks to all on the CDC for their work on the curriculum.</p> <p><b>ACTION ITEMS;</b><br/> Anesthesia Technology AS- Hours issue and catalog page issue- Holly Kahler stated POS correct; catalog issue- one course is listed twice; send to Laura Earle to conduct email vote by discipline/ Wait for final approval</p> |
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PRESENTATIONS AND GUESTS

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| DISCUSSION | None |
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COMMITTEE ANNOUNCEMENTS

SCOTT HERBER

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| DISCUSSION | <p>I. Committee Announcements</p> <p style="padding-left: 40px;">a. CDC: CDC sent a request that the revised dates on the curriculum should not reflect when the originator wants the course to take effect. The revision date by the reviser for the curriculum should reflect when the last revision was made and the curriculum first comes to the CDC.</p> <p style="padding-left: 80px;">After discussion, the request will be sent back to the CDC with the recommendation that instead of revision date, use only the initial submission date by the reviser.</p> <p style="padding-left: 80px;">Motion to improve- John Armstrong, second by Linda (?) All Approve</p> <p style="padding-left: 40px;">b. ETAC</p> <p style="padding-left: 80px;">Michelle Richard and Sallie DiBartolo presented a request for approval of forms and submission process. ETAC needs information on the submission forms so that it can sign off on requests. The form will be a "fillable" form. Once the form is approved by AAC, the form will be placed in several places for faculty to use including a dropdown box on MyEFSC. Faculty will be given access along with instructions. If the curriculum is a website, a URL, You Tube video or others being used in the classroom, instructors need to fill out form and keep it on file. They don't have to go through the whole ETAC process.</p> <p style="padding-left: 80px;">If they are using a software or a platform change that's already on the college's approved list, but now the instructor wants to get it integrated with the LMS (Canvas), then the faculty would need to pass the forms through the appropriate channel (SAIL, IT, and finally ETAC) . Once approved through all levels, the original form is sent back to faculty. There will several areas for the approved list. Three separate deadlines set (spring, summer, fall). Instructors need to start ensuring curriculum materials are approved. Items will not be required for spring if they are on the approved list. Faculty need to start getting the forms into ETAC. Second form contains directions.</p> <p style="padding-left: 80px;">Laura Earle asked if every You Tube used in class needs a form. Michelle responded- legally, yes. The form states that the instructor has taken steps to</p> |
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provide SAIL accommodations. The form is for coverage in case of an audit. Instructors using media that is not closed caption (including You Tube) should integrate SAIL accommodations. This can include having a statement in the syllabus or transcripts.

Dr. Cobb stated that when new technologies are added, they can fulfill the intent of SAIL and they don't need to get through ETAC. There is an approved list.

Instructors can add a general statement in syllabi or in any place where there is a video informing students needing accommodations to please contact them directly. Dr. Cobb advised that instructors can contact SAIL for assistance.

Michelle emphasized that instructors did not have to go through ETAC for every single website. The only time faculty need to go through ETAC if there is new software, learning platform, or integration with LMS.

Approved list should be kept in Datastor or ETAC classroom.

Questions about integration: if an instructor has a third party software that's used in class, and this software has components that are graded, integration with the LMS would allow for the grades to be automatically sent to the gradebook inside Canvas. Software can be merged with Canvas.

Holly Kahler stated that the college is encouraging the faculty to use OERs, so if faculty moved to more OERS and the videos have the CC captions, what is required? Have a document or a statement in the syllabus stating that accommodations are available. A statement is available.

Motion to approve the first forms: Laura Earle moved to approve while Belynda Cain seconded. Motion Approved.

Dr. Cobb suggested a phone conference with Dr. Sidoran regarding the statement.

Second form contained the directions to get forms through ETAC approval. This could also be where the statement is located. Link to the approved list could be added to this document. The FEPR statement has been removed since the college has decided not to provide directory information to 3<sup>rd</sup> party vendors.

Motion to approved- John Armstrong, seconded by David Shedrow Motion Approved

ETAC Dates for Submission: May 1, Oct 1, and Feb. 1.

Motion to approve- Beverly Payne, seconded by Belynda Cain. Motion Approved

- c. Assessment: Numerous questions regarding the Assessment Committee's form to be added to the ACC Manual. The purpose needs to be revised. Under Member Responsibilities, the AAC feels the "Two members per cluster is requested" is unrealistic. Other issues, such as the AC supports AA Assessment; no mention of AS Assessment, were raised. The ACC recommends that the document be sent back to the Assessment Committee to be revised. Holly Kahler made motion to table; seconded by John Armstrong. Motion Approved.
- d. Diversity- No Update (ADA postponed)
- e. LMS- No Update
- f. Library-Only major changes were to add faculty. Laura Earle made motion to approve Library Committee new description. Seconded by Belynda Cain. Motion approved.

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|  | <p>Guidelines for Collection Development and Management. This document is in compliance with state regulations. Laura motioned to approve; Belynda seconded. Motion Approved.</p> <p style="padding-left: 40px;">g. Handbook –No update</p> |
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**UPDATES AND OLD BUSINESS**

**SCOTT HERBER**

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| <b>DISCUSSION</b> | <p>AAC Handbook Update and Possible Approval--- Scott Herber</p> <p>Will be discussed in December meeting</p> <p>Administrative Assistant Guidebook and Possible Approval---Scott Herber</p> <p>Michelle Richard will review the Administrative Assistant Guidebook; Hold off for next meeting</p> |
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**NEW BUSINESS**

**[PRESENTER]**

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| <b>DISCUSSION</b> | <p>Moving the Physical Education Discipline to the Health Sciences Cluster---Scott Herber</p> <p>One of the courses is Health Analysis. Only John Hughes is the only FT Health/PE Instructor in college. Scott Herber contacted him. He responded. HPL 1081 should be in Health Sciences. Robin Boggs provided the historical perspective on how Health/PE ended up in Social/ Behavioral Science. Discussion regard PE credit classes at university level.</p> <p>John Armstrong moved to approve, seconded by Michelle Richard. Motion approved.</p> <p>Scott Herber will discuss with Dr. Handfield about placement in the Health Science department, so that this will be uniformed with the rest of the campuses. Approval by Committee</p> |
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| ACTION ITEMS   | PERSON RESPONSIBLE | DEADLINE |
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| Discussion with Dr. Handfield about the placement of PE in Health Sciences | Scott Herber       | December |

**OPEN BUSINESS**

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| <b>DISCUSSION</b> | <p><u>None</u></p> <p><u>Adjournment: 10:15</u></p> |
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| <b>SPECIAL NOTES</b> | <p>The next meeting will be on December 2, 9:15 AM - 1 PM<br/>Cocoa Library, Bldg. 12, Rm. 228</p> <p>Reminder: Please remember to sign in on the attendance sheet.</p> |
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