

# Academic Affairs Council

MINUTES

NOVEMBER 17, 2017

9:15 AM – 10: 05 AM

COCOA B 12, R 228

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Robin Boggs
ATTENDEES	John Armstrong, Robin Boggs, Stephanie Burnette, Belynda Cain, Roland Chambers, Frank Christopian, Kim Coluccio, Connie Dearmin, Salli DiBartolo, Laura Earle, Debbie Eaton, Holly Erler, Scott Herber, Bruce Heshner, Chan Ji Kim, Ashley Olund, Beverly Payne, Cindy Puckett, Matt Remer, Michelle Richard, Phil Simpson, Wayne Stein, Joe Wakim. Christi White  Excused: Andrew Lieb

Agenda topics

**APPROVAL OF MINUTES/ANNOUNCEMENTS**

SCOTT HERBER

DISCUSSION	<p><b>Minutes:</b> Laura Earle made motion to approve minutes; Holly Erler seconded. The motion passed.</p> <p><b>Announcements:</b></p> <p>A, The list of those who are eligible to teach the honors classes need to be checked. Either ask the Department Chair to check the list or Hon faculty need to check.</p> <p>B. Scott Herber is asking for volunteers to read and review abstracts for the Florida Undergraduate Research Conference.</p>	
	ACTION ITEMS	PERSON RESPONSIBLE
	DEADLINE	

**PRESENTATIONS AND GUESTS: NONE**

DISCUSSION	
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9:30-11:15

**CURRICULUM REVIEW**

SCOTT HERBER

DISCUSSION	<p>Motion was made to approve a blanket approval for those with no comment— Approved</p> <p>1. <u>RFA ID: 4224</u> - ASL 1140 - American Sign Language 1-Action Requested: Change in Course Competency #7—fixed Approved</p>
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2. RFA ID: 4225 - ASL 1150 - American Sign Language 2- Christy White fixed the typo. Action Requested: Change in Course. Approved
3. RFA ID: 4226 - ASL 2160 - American Sign Language 3- Action Requested: Change in Course. Approved
4. RFA ID: 4223 - CHI 1120 - Chinese 1 --Action Requested: Change in Course Competency 7—Discussion regarding verb choices. Resolved. Approved
5. 11/02/2017: RFA ID: 4262 - CHM 1015 - Introduction to Chemistry - Action Requested: Change in Course. Approved
6. RFA ID: 4142 - EGN 2440 - Probability and Statistics for Engineers Action Requested: New Course. Short Discussion. Approved
7. RFA ID: 4143 - EGS 2004 - Electrical Networks- Action Requested: New Course- Approved.
8. RFA ID: 4222 - JPN 2221 - Japanese 4 - Action Requested: Change in Course Approved
9. RFA ID: 4542 - PHT 2931 - Physical Therapist Assistant Seminar Action Requested: Lab Fee. Short Discussion. -Approved
10. RFA ID: 4122 - PTNC 1001 - Introduction to Pharmacy -Action Requested: Change in Course. Short Discussion -- Approved
11. RFA ID: 4202 - STSL 1327 - Principles and Practices of Surgical Technology Laboratory. Action Requested: Other. Short discussion. Approval based on correction of the formatting issues being fixed Holly Erler made motion to approve; John Armstrong seconded— Approved
12. RFA ID: 4422 - : ETDC 1150 BluePrint Reading—Holly Erler had a question regarding credentialing—any Master’s degree with a concentration in Engineering. Totals—48-62 hours allowable. Redundant language--- Verbiage is questionable. Bruce Hescher had question about word choice. 5B- analyzing. Linotypes is one word. Issues fixed during meeting...Levels correct but verbs not right. Save and returned to Christi White— not approved due to no representation
13. RFA ID: 2902 - Aerospace Technology: PSC 1341 - Physical Science for Today’s World -Action Requested: Change in Course—Approved
14. RFA ID: 4564 - Bachelor Applied Science Organizational Management: GEB 3213 - Foundations of Managerial Communications Action Requested: New Course, Deletion of Course, Change in Program, Other –Approved
15. RFA ID: 4343 - Dental Hygiene: DEHL 2804 - Dental Hygiene Clinic 3 - Action Requested: Change in Course, Other – Approved
16. RFA ID: 1320 - Fire Science AS: FFP 2111 - Fire Chemistry --Action Requested: Change in Course –Approved
17. RFA ID: 1322 - Fire Science AS: FFP 2120 - Building and Construction Codes. Action Requested: Change in Course –Approved

	<p>18. <u>RFA ID: 1323</u> - Fire Science AS: FFP 2521 - Plans Exam and Blue Print Reading--Action Requested: Change in Course Approved</p> <p>19. <u>RFA ID: 4402</u> - Industrial Management Technology: MAN 2125 - Supervision and Performance Improvement -Action Requested: New Course, Deletion of Course, Change in Program Approved</p> <p>20. <u>RFA ID: 4102</u> - EDF 2720 - Children in Schools; Legal, Ethical, and Safety Concerns Action Requested: Documents, Other—Approved</p> <p>After approvals, John Armstrong complimented CDC for the work the committee has done. The process is streamlined and is much more efficient.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**COMMITTEE ANNOUNCEMENTS**

SCOTT HERBER

DISCUSSION	<ul style="list-style-type: none"> <li>a. CDC --none</li> <li>b. ETAC –none</li> <li>c. Assessment – ad hoc</li> <li>d. Diversity No</li> <li>e. LMS ad hoc</li> <li>f. Library no</li> <li>g. Handbook no</li> <li>h. Textbook affordability ad hoc committee—Robin Boggs confirmed that the committee had met and Holly Erler commented that the committee has an idea of what needs to be done. Next Meeting is in December.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION

A. ADA Compliance --- update

Phi Simpson announced that those faculty teaching online will receive an email from the Department Chairs regarding the process of documentation compliance with ADA mandates. Online faculty will need to run the scan before the class begins and at the end of the term. These scans should show due diligence in meeting compliance regulations. Since the spring is being used to fix the issues. Be sure to make comments about work for compliance—especially if there are some things that cannot be fixes. Both scans should be sent to eLearning.

Dr. Simpson assured AAC members that there was no reason that the College will get audited; instead, the college is being proactive. This mandate is not recent, Other colleges, such as Valencia, have done this years ago while some colleges haven't done anything.

Those teaching face to face classes will hear more during the spring term. Phase 3 will be working with faculty with their classroom content. The staff side consists of ensuring the public pages are compliant. Scans are happening now. Process will be showing the college has good intent.

Discussion: John Armstrong wanted to know which process is better when instructors have multiple sections of the same course. Should instructors do one scan and using the course copy that has the same material and then send the one scan. Salli DiBartolio commented that she would scan each individual class. John responded that there will never be a perfect scan. Instructors should make comments of problems in the post scan.

For those who have not attended the workshops or the webinar, they are very helpful. Also, new button to check accessibility is in CANVAS. Microsoft products have accessibility checks as well as the Web links.

John Armstrong also brought up Capture lectures. He has saved them as MP4 files and they are on a private You Tube channel. He has two versions. One is with Closed Caption while the other one doesn't. He was advised to use the CC one. There is a new version of Kaltura Reach that is supposed to be less frustrating.

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B. Written policy from Administration regarding ADA compliance

Phil Simpson reported that he and Dr. Laura Sidoran have been working with the college's lawyer, Mike Richey. They were able to find a prototype and are currently working on it to make is useable for EFSC. They are currently waiting

	on the final word from Mike Richey.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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	<b>New Business</b>	
<b>DISCUSSION</b>	<p>A. 48- hour email response rule for handbook---discussion and vote</p> <p>Scott presented two versions of the recommendation for the 48-hour email response. After some discussion, the following version was approved. Laura Earle made the motion and John Armstrong seconded.</p> <p><i>It is recommended that faculty respond to emails within two business days of receipt of the email. A business day is defined as Monday through Thursday when the college is open for normal business hours. Non-business hours are defined as the college being closed for holidays, closed for breaks, closed for unforeseen circumstances, and when a faculty member is off contract or on approved leave.</i></p> <p>Scott Herber stated that he would add this recommendation to the handbooks. Phil Simpson asked about Fridays. Laura Earle responded that Fridays were institutional, so faculty would have time for meetings for the college.</p>	
	<p>B. Syllabus development guide for new faculty – vote</p> <p>Scott Herber reported that Katina Gothard forwarded a request from the new faculty for a syllabus development guide for new faculty. After some discussion, it was determined that the handbook has a list of recommended segments for a syllabus. The contract also has minimum standards for a syllabus. Dr. Simpson reminded AAC that the entire contract is up for negotiations. Everything is open, so maybe there can be more specific language included.</p> <p>Scott Herber will contact Katina Gothard about waiting and ask her to direct the new faculty to the faculty handbook.</p>	
	<b>Open Business</b>	
	<b>SCOTT HERBER</b>	
<b>DISCUSSION</b>	<p>Holly Erler inquired about the email from HR regarding fingerprinting. Laura Earle responded that the UFF is going to talk to HR (Darla Ferguson). Laura requested that faculty wait until after the meeting.</p> <p>Scott Herber announced that he will have a meeting with IT regarding ETAC's use CATS system.</p>	
	<b>Adjournment—10:05 AM</b>	