

Academic Affairs Council

MINUTES

NOVEMBER 15, 2013 9:08AM-1:05PM

COCOA, 12-228

MEETING CALLED BY	Laura Dunn
FACILITATOR	Laura Dunn
NOTE TAKER	Karen MacArthur
ATTENDEES	Cathy Beam, Wayne Brown, Stephanie Burnette, Belynda Cain, Sue Campbell, Conie Dearmin, Salli DiBartolo, Christi DiSturco, Laura Dunn, Debby Eaton, Karen Eisenhauer, Dustin Files, Andrew Forbes, Scott Herber, Holly Kahler, Sandra Lanza, Karen MacArthur, Linda Miedema, Deana Morone, Holly Mulholland, Cindy Puckett, Amy Rieger, Ray Roberts, David Shedrow, Jill Simser, Joanna White, Elmira Yakutova-Lorentz

Agenda topics

[**TIME ALLOTTED**] OPENING/APPROVAL OF MINUTES LAURA DUNN

DISCUSSION	<p>Laura Dunn went over the October 18, 2013 minutes briefly since they'd been sent for approval on short notice.</p> <ul style="list-style-type: none"> Stephanie Burnette said she'd already been contacted regarding the math cluster's proposals and Transfer Protocol 429 Phil Simpson wouldn't be present at today's meeting to discuss the information he'd collected regarding humidity damage across the campus. Sue Campbell said that the nursing program is experiencing mildew problems with their equipment too The LMS survey is open for voting through November 25 The dual enrollment caps appear to be at the high school level, not individual sections at the college <p>Holly Kahler motioned to approve the minutes. Debby Eaton seconded. The motion passed.</p>
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[**TIME ALLOTTED**] NEW BUSINESS DR. MIEDEMA, LAURA DUNN

DISCUSSION	<p><u>SACS update:</u> Dr. Miedema said the SACS team was very impressed while here. They thought the faculty and administration had a good relationship and communication. The SACS team also said the QEP was the most broadly based determination they'd seen. There were two adjuncts questioned regarding their credentials and the college will get a recommendation over this. Another issue was the QEP assessments that had been removed per the advice of the VP consultant. The SACS team wanted those assessments restored.</p> <p>The biggest issue is the assessment of the AA program; the SACS team didn't feel the college had met the standard of assessing core abilities because the cycle of assessment hadn't been completed. The college is required to assess the AA and AS students separately according to the recommendation of the onsite SACS reviewers. The Assessment Committee will meet next week on November 22 to discuss the situation. Most likely the college will be put on monitoring status for this by SACS until the assessment cycle is complete.</p> <p>Laura Dunn said there is a possibility of meeting the requirement for assessment by adding a second Core Ability to courses. The original method of linking Core Abilities</p>
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allowed clusters to select their own and most clusters selected Think Critically and Solve Problems. This meant there were few clusters assessing other Core Abilities. The college needs a method to determine which Core Abilities would be assessed by the disciplines to ensure all students are assessed on all five Core Abilities. One possibility is to assign Core Abilities based upon the five General Education areas. SACS would like to see a plan for addressing its concerns by March 2014.

Many courses have already been rewritten and are linked with existing Core Abilities. Changing now would strain the ability of the Curriculum Development Committee to complete all the course packets processing through the committee.

Karen Eisenhower says the assessment process has been confusing for everyone; faculty weren't sure what artifacts were required from the previous year.

Amy Rieger said the faculty need to be aware of this situation so they don't resist switching Core Ability assessments. She believes Dr. Miedema should ask the clusters to meet to discuss the situation before the end of the semester.

Laura Dunn said the written report from SACS hasn't yet arrived but the college is likely to go on monitoring status if not probation if we continue with the current assessment plan without modifications.

Sue Campbell motioned that the AAC formally recommends the adoption of discipline-based assignment of Core Abilities for assessment based upon the five subject areas of Florida's General Education areas as follows:

Communications: Communicate Effectively

Humanities: Process Information

Mathematics: Think Critically and Solve Problems

Sciences: Work Cooperatively

Social Sciences: Model Ethical Behavior and Civic Responsibility

Wayne Brown seconded this motion. The motion passed.

Connie Dearmin said she will present this to the Assessment Committee November 22.

Scott Herber suggesting forming an ad hoc subset of the CDC to address the curriculum needs any changes to the assessment plan will cause in order to expedite the curriculum approval process.

Karen MacArthur will forward the meeting minutes to the Office of Institutional Effectiveness so that they are aware of the AAC's recommendation.

Adjunct Evaluation Form: Faculty have been using different versions of the form because they didn't know where the most current version was kept. A more recent version of the form was uploaded into Knowledge Tree recently.

Late Add Policy: Members discussed the various policies addressing student who add courses late. Some have missed in-class assignments and some are considered absent. Sometimes students add late because their courses were canceled or because financial aid didn't arrive on time. Late adds can be even more difficult in a six or eight week semester. Students need to know the implications of adding a course late and advisors need to tell students there might be consequences for adding late. Stephanie Burnette and Dr. Miedema will add a warning statement to the student handbook and will send a statement to Advising.

Student Athlete Policy: Members reviewed the proposed policy statement from Dr. Miedema and said they needed clarification on if 'competition' also included practice. Are coaches aware of this policy? Members also wanted the statement 'unless excused by the instructor for scheduled athletic completion.' They wanted it changed to 'The student is expected to complete all missed classroom and homework assignments assigned by the instructor...'

Karen Eisenhauer said she will review the policy and report back to the AAC.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Present the AAC's recommendation to the Assessment Committee	Connie Dearmin	11/22/13
Send the AAC meeting minutes to Dee Sibley	Karen MacArthur	11/22/13
Write a statement about late add policy to student handbook	Dr. Miedema	
Send a statement to advising about late add policy	Stephanie Burnette and Dr. Miedema	
Review the student athlete policy draft	Karen Eisenhauer	

[TIME ALLOTTED]

CURRICULUM

CATHY BEAM, LAURA DUNN

DISCUSSION	<p>Karen Eisenhauer suggested the college offer a course redesign workshop during faculty workdays at the beginning of the semester or as part of Welcome Back. Karen MacArthur will send this idea to Barbara Kennedy and the Center for Teaching Excellence.</p> <p>Cathy Beam presented information on the following areas: <u>Fire Science Technology AS</u>: The RFAs help the program handle the various previous education and experience students bring to the program. One request pertained to training and getting a certificate instead of a PSAV. Affected courses are FFP1000, FFP2505, FFP2720, FFP2770, FFP2780, and FFP2810.</p> <p><u>Program closures</u>: Accounting Operations PSAV and Medical Administrative Specialist PSAV are closing due to low enrollment and completion. The current students will be contacted and a plan for completion will be developed.</p> <p>Salli DiBartolo motioned to accept these curriculum changes from Cathy Beam. Sandy Lanza seconded. The motion passed.</p> <p><u>BSC2910</u>: Within the course description the words 'the following' need to be added so that the sentence reads, "Skills to be learned include, but are not limited to the following".</p> <p><u>CHM2910</u>: Within the course description the words 'the following' need to be added so that the sentence reads, "Skills to be learned include, but are not limited to the following". Under the COS competency 1, the word 'to' needs to be added so that the sentence reads, "Schedule research time frame according to facility availability"</p> <p>Debbie Eaton motioned to approve BSC2910 and CHM2910 pending these edits. Scott Herber seconded. The motion passed.</p> <p><u>CET courses</u>: CET1172 and CET1174 had the 'C' removed from the course numbering. Sandy Lanza motioned to approve the change. Amy Rieger seconded. The motion passed.</p>
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SLS1101: This course was rewritten for performance based language. Ray Roberts motioned to approve the course pending minor edits:
 'school' to 'college' in course description
 Remove "I can teach this class..." from description
 Change BCC to EFSC through documents
 Change "Ethic & Civic Responsibility" to "Model Ethical Behavior and Civic Responsibility"

Connie Dearmin seconded the motion. The motion passed.

Graphic Technology AS: GRAC2157 didn't appear to have a linked Core Ability. Holly Kahler motioned to approve the course pending inclusion of a linked Core Ability. Debby Eaton seconded the motion. Jill Simser said she would look at documents in the CDC to ask about the Core Ability.

Patient Care Assistant PSAV: Salli DiBartolo motioned to approve HCP0020, HCP0121, HCP0332, and HSC0003. Debby Eaton seconded. The motion passed.

ENG1001: Andrew Forbes motioned to approve this course packet pending state approval of the course and the approval being presented at the January 2014 AAC meeting. Debby Eaton seconded the motion. The motion passed.

COM3120: The COM3120 course that was approved pending changes in a previous AAC meeting has yet to implement the changes. Currently the AAC has no fixed time limits on course packets approved pending change. Holly Kahler motioned that the COPS for COM3120 should be resubmitted with the faculty credentialing corrections included for final approval by the CDC and AAC by the February AAC meeting. Scott Herber seconded. The motion passed.

BAS Organizational Management: BUL3130, MAN4162, QMB3250 all need credentialing information included in the COPS by the February AAC meeting. Ray Roberts motioned for provisional approval of all three courses pending the inclusion of credentialing statements by the February AAC meeting. Scott Herber seconded. The motion passed.

Ray Roberts motioned that the CDC ensure faculty requirements need to be printed on the actual course packets instead of just listing links because links change and the information isn't available for signature pages. Scott Herber seconded. The motion passed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send Karen Eisenhower's idea regarding course redesign workshop at Welcome Back to Barbara Kennedy	Karen MacArthur	

[TIME ALLOTTED]

OLD BUSINESS

LAURA DUNN

DISCUSSION	<p><u>AAC Assessment Survey</u>: Members discussed the content of the upcoming survey. The survey should be short enough that faculty will respond and include comment boxes for informative remarks. Members discussed the wording of questions and whether the questions were leading. Members decided to remove the options for 'strongly agree' or 'strongly disagree' from the questions and to change the wording in question 2 to ask "the AAC is meeting the academic needs of faculty".</p> <p><u>Developmental Ed Changes and Task Force</u> – Phil Simpson was unable to attend the meeting and provide an update on this.</p>
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Humidity Issues: Phil Simpson was unable to attend the meeting and provide an update on this.

Textbook Policy & Procedure: The current form was shown on the projector for members to review. Members wanted to remove the Space Port location, a specific semester no longer offered, substitute 'course materials' for 'textbook', remove 'telecourses', and add a column for online content. Debby Eaton will send the form to Laura Dunn and Laura Dunn will forward the form to AAC members for review.

Policy on Students Taking Classes With Family Members: Scott Herber distributed two policies for AAC members to review and vote upon. Scott Herber will send a reminder email to Laura Dunn and AAC members will vote upon the policy by email.

Gordon Rule Policy: Previously cluster chairs had been asked to review the Gordon Rule policy and see how it applies to courses taught within their clusters. Faculty need to be sure they're aware of the policy and applying it correctly. Members asked if this could be addressed at the spring Welcome Back or faculty work days.

Faculty Handbooks: Members updating faculty handbooks should send a brief status report to Karen MacArthur by November 22.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send the corrected textbook adoption form to Laura Dunn	Debby Eaton	
Send the corrected textbook adoption form to AAC members	Laura Dunn	
Send email reminder for voting on family member policy	Scott Herber	
Review two policies on family members and send comments to Scott Herber by November 22	All AAC members	November 22
Arrange for email voting on family member policies	Laura Dunn	
Ask if the Gordon Rule policy can be addressed at Welcome Back or during a faculty work day		
Send a brief status report on handbook updating	Karen MacArthur, Robert Lamb, Karen Cuda, Kathleen Peters, Scott Herber, Debby Eaton, Laura Earle, Bill Fletcher	November 22

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	The next meeting of the AAC will be January 17 at 9am in Melbourne.