Academic Affairs Council

MINUTES   NOVEMBER 20, 2015   9:15AM – 11:46AM   COCOA, 12-228

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Karen MacArthur
ATTENDEES	Meer Almeer, John Armstrong, Stephanie Burnette, Sue Campbell, Nelly Cardinale, Holly Christmas, Kathy Cobb, Connie Dearmin, Salli DiBartolo, Laura Earle, Deborah Eaton, Karen Eisenhauer, Andrew Eisler, William Fletcher, Jose Garcia, Walt Hazelton, Scott Herber, Holly Kahler, Rita Kronis, Robert Lamb, Sandy Lanza, Andrew Lieb, Karen MacArthur, Holly McKnight, Michelle Richard, Amy Rieger, Ray Roberts, Kristie Rose, David Shedrow, David Simmons, Christi White, Jim Yount

Agenda topics

[TIME ALLOTTED]   APPROVAL OF MINUTES/ANNOUNCEMENTS   SCOTT HERBER

DISCUSSION	Approval of minutes: Laura Earle motioned to approve the minutes from October 16, 2015. Nelly Cardinale seconded. The motion passed. FURC: The 9th Annual Florida Undergraduate Research Conference will be hosted by EFSC in February 2018. This will be the first time a state college has hosted this event and will be prestigious for our students; normally this is held at a university. It will be held at the Melbourne campus with Ashley Spring and Scott Herber as the faculty leads for the conference. Gordon Rule courses: An email will be sent to faculty regarding upcoming changes in the Gordon Rule. Please check your email to read the news when it is released.

[TIME ALLOTTED]   CURRICULUM REVIEW   LAURA EARLE

DISCUSSION	Connie Dearmin motioned for direct voting on the curriculum packets. Andrew Lieb seconded. The motion passed. Scott Herber said he would like to thank Jim Yount for the idea of scheduling curriculum approval times since it has helped expedite the process. CHI2948 Service Learning Field Studies: RFA ID 176 – approved HIMC1273 Computerized Physician Office/Billing: RFA ID 172 – approved with minor edits. JPN2948 Service Learning Field Studies: RFA ID 177 – approved MAE2801 Elementary School Mathematics: RFA ID 495 – approved. MEAC0204 Medical Assisting PSAV closure: RFA ID 578 – approved. PHI2010H Honors Introduction to Philosophy: RFA ID 558 – approved. RET1024 Introduction to Respiratory Care: RFA ID 579 – approved.

RET2280 Critical Medicine in Respiratory Care: RFA ID 580 – approved.

RET2350 Cardiopulmonary Pharmacology: RFA ID 581 – approved.

RET2714 Neonatal/Pediatric Respiratory Care: RFA ID 582 – approved.

RETL1832 Clinical Respiratory Care 1: RFA ID 584 – approved.

RETL1833 Clinical Respiratory Care 2: RFA ID 585 – approved pending minor edits.

RTE1000 Clinical Seminar: RFA ID 535 – approved.

RTE1385 Radiobiology and Radiation Protection: RFA ID 536 – approved pending minor edits.

RTE1418 Principles of Radiographic Imaging 1: RFA ID 537 – approved pending minor edits.

RTE1457 Principles of Radiographic Imaging 2: RFA ID 538 – approved.

RTE1513 Radiographic Procedures 2: RFA ID 539 – approved.

RTE1523 Radiographic Procedures 3: RFA ID 540 – approved.

RTE1613 Radiographic Physics: RFA ID 541 – approved pending minor edits.

RTE 1804 Radiographic Clinical Education 1: RFA ID 542 – approved pending minor edits.

RTE1814 Radiographic Clinical Education 2: RFA ID 543 – approved pending minor edits.

RTE1824 Radiographic Clinical Education 3: RFA ID 544: approved.

RTE2473 Radiographic Imaging 3: RFA ID 545 – approved pending minor edits.

RTE2533 Radiographic Procedures 4: RFA ID 546 – approved.

RTE2782 Radiographic Pathology: RFA ID 547 – approved.

RTE2834 Radiographic Clinical Education 4: RFA ID 548 – approved.

RTE2844 Radiographic Clinical Education 5: RFA ID 549 – approved pending minor edits.

RTE2854 Radiographic Clinical Education 6: RFA ID 550 – approved pending minor edits.

RTE2931 Radiographic Seminar: RFA ID 551 – approved.

RTEC1503 Radiographic Procedures 1: RFA ID 552 – approved.

RTEL1418 Radiographic Image Analysis 1: RFA ID 553 – approved pending minor edits.

	RTEL1457 Radiographic Image Analysis 2: RFA ID 554 – approved.
	RTEL1503 Radiographic Procedures Laboratory: RFA ID 555 – approved.
	RTEL1513 Radiographic Procedures Laboratory 2: RFA ID 556 – approved pending minor edits. RTEL1523 Radiographic Procedures Laboratory 3: RFA ID 557 – approved.
	RUS2932 Special Topics in Russian Language: RFA ID 577 – approved.
	SPN2948 Service Learning Field Studies: RFA ID 178 – approved.
	STS0120 Surgical Technology 1 Program closure: RFA ID 576 – approved.

[**TIME ALLOTTED**]	PRESENTATIONS	[**PRESENTER**]

DISCUSSION	DOGS (Document Organizer Guidance System): Jose Garcia from Information Technologies came to hear the feedback from AAC members and guests regarding the new DOGS software. He also needed to know if the committee recommended web forms or PDFs and what the workflow would be like. Screenshots created by Mai Greenwood of the DOGS software were shown to everyone present. The software is intended for cluster-level work in creating curriculum. Members provided feedback and discussion for the various features and needs of the software but the final list of recommendations will be compiled and forwarded by Scott Herber. A needs document will be created and a cost-benefit analysis will be run to see if the requests are feasible. Eventually the CATS and DOGS software will merge into one curriculum software manager. Members discussed the need for an 'other' box under Evaluation Methodologies, the need for a hybrid format of both web forms and PDFs, populating with WIDS terminology vs retaining a subscription to WIDS, pop-up reminders and directions for form users, inclusion of crosswalks, MOUs, hot links to get codes, RFAs, textbook and software requirements, and the ability to work with clock hours.

[**TIME ALLOTTED**]	OLD AND NEW BUSINESS	[**PRESENTER**]

DISCUSSION	AAC Handbook: Scott Herber received some feedback and made corrections to the draft. He will send this revision out to AAC members in the spring. Faculty Handbook: the previously reported problems in the document have been fixed. Course material selection process: Kathy Cobb said the draft of the process was disseminated for feedback but she received none. Laura Earle said she had gotten feedback on the form and will give this feedback to Ray Roberts for the ad hoc committee to work on. Facilities liaison – Karen MacArthur said that in the spring 2012 semester the AAC voted to have a liaison from the AAC work with Facilities when academic issues and space concerns arise. The reorganization of the Melbourne library was what had triggered the discussion but no one from the library remembers hearing how meetings progressed. Ray Roberts said it was his understanding that the previous proposal for a facilities liaison from AAC was not adopted by the Administration after

	the AAC voted to attempt to establish one. There are facilities decisions being made across the college without faculty input. Bill Fletcher said he and an adjunct worked on plans for building 25 at the Cocoa campus but that the plans weren't used. Instead there was a motor in his classroom that made lecturing difficult because of the noise. Sue Campbell said one of the nursing labs had no sink. Kathy Cobb said she would take this information to the Executive Council for their next meeting. Laura Earle motioned to form a Facilities standing committee of the AAC. Salli DiBartolo seconded. The motion passed. Bill Fletcher and Ray Roberts will co-chair this committee. Karen MacArthur also said that finding these issues in the meeting minutes is difficult because of the quantity of minutes accumulated since the AAC's inception. Could the minutes for committees be made searchable? Kathy Cobb said place an IT project request and ask for this capability. Records retention: Karen MacArthur said the variety of documents and documents schedules cause tracking problems. Could there be a directory of records to be retained and record custodians identified? For example, the marked-up version of the AAC handbook was on the college web page for over a year because no one knew who had the master copy. There has also been discussion of who was to be responsible for textbook adoption forms. How long should that information be kept? Many faculty were unsure how long to keep artifacts from the initial assessment. Members discussed many instances where documents were hard to track. Laura Earle motioned to form a task force that will create a record retention directory. Nelly Cardinale seconded. The motion passed. Stephanie Burnette said the college uses GS5 for a list of required documents.

[**TIME ALLOTTED**]	COMMITTEE ANNOUNCEMENTS	[**PRESENTER**]

DISCUSSION	CDC: There will be one more meeting this semester so that the AAC can review curriculum at the January meeting. ETAC: Faculty can enter their course software requests into the system now. Assessment: The committee made a PowerPoint presentation of the history of the committee and the goals of assessment in order to bring new faculty and adjuncts up to speed. Diversity: Nothing to report. LMS: The committee considers itself dormant for now although Team Canvas is still in place. Library: The committee met in October and voted to change its membership guidelines to attempt to get broad participation. Handbook: Nothing to report.

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	The next meeting will be January 15, 2016 in Melbourne, 2-211 at 9:00am.