

Academic Affairs Council

MINUTES

DECEMBER 2,
2016

COCOA, BUILDING 12, R 228

MEETING CALLED BY	Scott Herber
TYPE OF MEETING	Monthly AAC Meeting
FACILITATOR	
NOTE TAKER	Robin Boggs
ATTENDEES	Robin Boggs, Stephanie Burnette Belynda Cain, Nelly Cardinale, Roland, Chambers, Frank Christopian , Dr. Kathy Cobb, Kim Coluccio , Marianne D'altilio , Laura Earle, Holly Erler ,William Fletcher, Dr. Jayne Gorham, Ilana Grimes, Deana Handfield, Scott Herber, Rita Kronis, Robert Lamb, Andrew Lieb, Ashley Olund, Matt Remer , Michelle Richard, David Shedrow, Patty Wallace , Carrie Wells, Christi White, Elmira Yakutova-Lorentz

Agenda topics: Approval of October 14, 2016 Minutes

DISCUSSION	Approved with Corrections from Robert Lamb, Holly Erler, and Christi White.

ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION	Dr. Cobb formally requested approval for a new program in Anesthesia Technology. This program will require new faculty and curriculum. College will file SACS paperwork. AAC discussed the new AS degree.
CONCLUSIONS	Scott Herber called for a proclamation for support. Approved.

9:15-9:45

CURRICULUM REVIEW

SCOTT HERBER

DISCUSSION	The following had no comments: ARTC 1330, CRW 2001, FRE 2932, LIT 2100, MTB 1103, PHYC 2054, RTE 1804, SON 2804, SPC 2608, SPC 2608H, ASC 2949, EETC 1142, MOU BUAS, FFP 1109, FFP 2780.
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	Scott Herber called for blanket approval. Holly Erler made the motion for approval. Michelle Richard second. Approved.
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Scott Herber asked question regarding FFP 1040. Resolved. Approved.
 Laura Earle questioned the lack of hyphenation of Service Learning on EUH 2849. CDC reportedly wants revisions of all 4th credit option courses. Laura Earle motioned for approval; seconded. Approved
 HAS 4850 has a typo. Laura Earle requested to remove convoluted sentence. Change accepted. Laura Earle made motion to approve. Nelly Cardinale second. Approved.

Robert Lamb addressed concerns about the Anglicized spelling of specific German words in GER 2220. Laura Earle suggested to send GER 2220 back to John Harbaugh (instructor) for confirmation. Scott Herber announced that ACC will take an email vote for approval. Quick review of GER 1120 and 1121 showed no additional concerns over spelling. Laura Earle motioned for approval; Holly Erler seconded. Approved.

JPN 1120- capitalization is not consistent. Question arose regarding word choice. "What does 'produce' mean? " Checked the competency-Produce Japanese phrases. Core Ability includes speaking and writing. Consensus- Probably left open for the instructor to decide. Not parallel—take comma out to make it parallel. Robert Lamb motioned to approve. Andrew Lieb seconded. Approved
 JPN 1121 Andrew Lieb motioned to approve; Belynda Cain seconded. Approved.
 SPW 2905- Question resolved. Holly Erler motioned for approved. Marianne D’altilio seconded. Approved

Anesthesia Technology AS. Christi White needs to add the code. Nelly Cardinale motioned to approve; Bill Fletcher seconded. Approved.
 Radiography Program “Y” needs to be added for insurance. Marianne D’altilio motioned to approve; Belynda Cain seconded. Approved
 EETC 2620- COOS- level missing; Scott Herber will send back to Meer Almeer to add level and then send out for email vote.

CONCLUSIONS	Scott Herber made necessary corrections to files. Christi White will follow up.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Files in CATS updated	Scott Herber	12-2-2016
Code Added in for Anesthesia Technology AS	Christi White	12-2-2016

PRESENTATIONS AND GUESTS SCOTT HERBER

DISCUSSION	None
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COMMITTEE ANNOUNCEMENTS SCOTT HERBER

DISCUSSION	<u>CDC:</u> Susan Campbell is stepping down
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ETAC: Michelle Richard expressed concerns about which college entity is responsibility for approved list. List is not being updated. After discussion, AAC concluded if college has installed specific software/programs, they should be fine. IT should be responsible the list. Dr. Cobb requested that an email should be sent to her. She added that if something has been approved, it should be automatically added to the list. Scott Herber suggested that the email should include federal mandated and ADA accommodations.

Robert Lamb has additional question about software. There is a lot of confusion about which software should be on instructors' requests. Since IT maintains the licenses, IT should have the list. Scott Herber reminded members that if publisher updates the editions, the instructors need to go through the entire process for approval.

Assessment: A request to approve an addition to the AAC manual and a discussion on status change for the committee.

As Alaina Grimes handed out materials, Carrie Wells presented the request for the Assessment Committee to go to an "ad hoc" status and stop monthly meetings. Assessment is now at the stage of cluster and program reviews. Review teams will meet once a year. These teams will work with Dr. Jayne Gorham's Planning and Assessment team. They work with the process. Dr. Jayne Gorham stated that the process is user friendly; after faculty input the results of their assessment, the Planning and Assessment team compiles data and sends to the different clusters. This data is core ability level data, not program level. Clusters will look at their level and see how it compares with program data in addition to the number of instructors participated, the number of students assessed, and the number of students who met criteria. After reviewing the data, the clusters can submit suggestions for improvement.

Questions were asked about who would be conducting the review? Clusters will select representatives going to review. Review team is made up of different areas of the college; the meeting will be open to ensure transparency. The Assessment structure/process is done.

Laura Earle suggested the Core Abilities needed to be reviewed. The coverage is not consistent. There are gaps.

Carrie Wells made a request for a motion for ad hoc status (no stipend). ACC can request meetings-at least once a semester

minimum. Since the stipend is contractual, the motion is tabled for further discussion.

Diversity No report--

LMS No report

Library No report

Handbook

Department Chair- vote on next semester

Adjunct -- vote on next semester

CONCLUSIONS

ETAC- Dr. Cobb will send email regarding questions regarding software approved list
Assessment Committee motion is tabled

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Department Chair Handbook	Scott Herber	Spring 2017
Adjunct Handbook	Scott Herber	Spring 2017

Updates if available and Old
Business

SCOTT HERBER

DISCUSSION

AAC Handbook Update and Possible Approval--- Scott Herber sent email to everyone. Waiting on responses.

Administrative Assistant Guidebook and Possible Approval--- Michelle Richards reviewed and was highly impressed. Various administrative assistants collaborated with Scott Herber's coordination. The handbook is very specific. Andrew Lieb made the motion to approve; Michelle Richard seconded. After discussion, approved.

	<p><u>Science Laboratory Coordinator Guidebook</u> - Laura asked if it was sent to Health Sciences for review due to guidelines regarding bio-hazardous material disposal. Suggestion was made to also send it to Bill Fletcher since welding has hazardous material/waste.</p>
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CONCLUSIONS	AAC Handbook and Science Laboratory Coordinator Guidebook are still under review.
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NEW BUSINESS/OPEN BUSINESS

SCOTT HERBER

DISCUSSION	<p>Laura Earle reported the Faculty Mentoring is no longer under TPDC. An administrative/UFF review decided to move it over to ACC. ACC will need to determine the liaison for the committee.</p> <p>Motion to add FMSS to a full AAC committee status. Holly Erler motioned for approval. Andrew Lieb second. Approved.</p>
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No Open Business.

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CONCLUSIONS

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Adjournment: 10:21 AM		
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