

Academic Affairs Council

MINUTES

FEBRUARY 9, 2018

9:15 AM – 10: 05
AM

COCOA B 12, R 228

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Robin Boggs
ATTENDEES	Robin Boggs, Stephanie Burnette, Belynda Cain, Sue Campbell, Frank Christopian, Marianne DAltilio, Salli DiBartolo, Debbie Eaton, Holly Erler, Roy Gainer, Jimmy Gamez, Ilana Grimes, Scott Herber, Sasan Kermani, Chan Ji Kim, Sandy Lanza, Andrew Lieb, Beverly Payne, Cindy Puckett, Matt Remer, Wayne Stein, Holly Wendel, Christi White, Elmira Yakutava-Lorentz,

Agenda topics

APPROVAL OF MINUTES/ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION	<p>Scott Herber asked if there were any corrections that needed to be made to the minutes. Laura Earle moved for approval. Motion received a second. Motion Approved.</p> <p>Announcements FURC (Florida Undergrad Research Conference) is coming up soon. The conference may have upwards to 370-380 participants.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

PRESENTATIONS AND GUESTS: NONE

DISCUSSION	
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9:30-10:07

CURRICULUM REVIEW

SCOTT HERBER

DISCUSSION	<ol style="list-style-type: none"> RFA ID: 5251 - NUR 1021 - Fundamentals of Nursing Action Requested: Change in Course due to state frameworks Approved RFA ID: 5122 - PTN 1930 - Pharmacy Seminar Action Requested: Lab Fee Updates Approved RFA ID: 4882 - PTN 1941 - Pharmacy Practicum Action Requested: Change in Course, Approved
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4. RFA ID: 5222-BUAS AS degree- Christi White fixed all issues Approved
5. RFA ID: 4162-CHEM Technology AS—effective term should be 201840—Issue corrected; Approved
6. RFA ID: 4902- HRCC- Human Resource Administrator CCC
7. RFA ID: 4662- MOU OST -- Approved
8. RFA ID: 5250 Paralegal Studies- Changed to limited access— approved
9. RFA ID: 4603 CGS 1000 title change approved
10. RFA ID: 4891 NUR 4900 Directed Study Capstone—Andrew Lieb stated that Competency 4 was incorrect; Laura Earle suggested to make less wordy; Cindy Puckett made suggestions; Approved with edits
11. NURS 4901 same comments as in 4900; take out comment about the Gates Foundation out; Approved with edits
12. [RFA ID: 4802](#) - Radiography: RTE 1824 - Radiographic Clinical Education 3; Action Requested: Change in Course ; limited access program, doesn't need pre-requisites; Approved
13. [RFA ID: 4803](#) - Radiography: RTE 2834 CPT - Radiographic Clinical Education 4 Action Requested: Change in Course, Change in Program limited access program, doesn't need pre-requisites; Approved
14. [RFA ID: 4804](#) - Radiography: RTE 2844 - Radiographic Clinical Education 5; Action Requested: Change in Program Approved
15. [RFA ID: 4805](#) - Radiography: RTEC 1503 - Radiographic Procedures 1; Action Requested: Change in Program; Approved
16. [RFA ID: 4727](#) - Veterinary Assistant CCC: all within VTAS - all within VTAS; Action Requested: New Program –don't feel the state program is adequate; make program more stringent. Getting letters of support; Approved
17. [RFA ID: 4722](#) - Veterinary Technology (VTAS): ATE 2632 - Veterinary Surgical Nursing; Action Requested: Change in Course; Approved
18. [RFA ID: 4724](#) - Veterinary Technology (VTAS): ATE 2654 - Advanced Anesthesia, Surgery, and Radiography Action Requested: Change in Course; Competency 5 looks at old competency; Approved
19. [RFA ID: 4723](#) - Veterinary Technology (VTAS): ATEL 1652 - Introduction to Anesthesia, Surgery, and Radiography

	<p>Action Requested: Change in Course ; Competency 1 looks at old competency; Approved</p> <p>20. <u>RFA ID: 4725</u> ATEL 2654, Advanced Anesthesia, Surgery, & Radiography Laboratory; Action Requested: Change in Course- No comments; Approved</p> <p>21. <u>RFA ID: 4726</u> - ATEL 2632, Veterinary Surgical Nursing Laboratory; Action Requested: Change in Course - No comments; Approved</p> <p>22. <u>RFA ID: 5062</u> - LIS 2004, Introduction to Internet Research Action Requested: Title Change - No comments; Approved</p> <p>23. <u>RFA ID: 4364</u> - HUM 1020H, Honors Introduction to the Humanities; Action Requested: New Course; Approved by Honors Council; No comments; Approved</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMITTEE ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION	<ol style="list-style-type: none"> 1) CDC –No Updates 2) ETAC—Updates have moved forward with some corrections. Discussion regarding the tracking forms. AAC would like to run RCMATs through the tracking. Perhaps there should be separate information for software v. academics. Laura Earle suggested having button for OER. Scott Herber will send image to AAC. If the image needs correction, please send the correction back to Scott. Once the forms are uploaded, ETAC committee will filter to others if needed. Free software will still have to go through process (add vendor) Everything will be able to be tracked. If no VPAT is available, faculty should contact Jessica Dillow, the Collegewide Accessibility Specialist (SAIL), who will work with the publishers. Faculty will need to send justifications for using programs if they wish to use programs that don't meet compliance standards m to Jessica Dillow. Scott Herber ended the discussion by adding that the forms (Document 1) needed to be renamed with more specific titles. 3) Assessment No Updates 4) Diversity No Updates 5) LMS No Updates 6) Library No Updates 7) Handbook No Updates
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	8) Textbook Affordability ad hoc Committee--- Andrew Lieb reported that the committee was finalizing its work and would be able to present at the next meeting. Final recommendations should be added to the handbook for AAC oversight.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Updates if available and Old Business		SCOTT HERBER
DISCUSSION	<p>A. ADA Compliance -Faculty are still working on compliance issues since the emphasis will be moving to face to face.</p> <p>B. Written policy from Administration regarding ADA compliance- Dr. Stein was not able to provide an updated timeline regarding the written policy.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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New Business		
DISCUSSION	Health Sciences has requested an additional seat. According to the AAC policy, clusters with 20 or more members can add another seat/representative in AAC. Nursing continues to add programs and faculty. Laura Earle made the motion to approve an additional AAC representative from Health Sciences and Holly Eler seconded the motion. Health Sciences will now have 2 representatives.	
Open Business		SCOTT HERBER
DISCUSSION	<p>Holly Wendell (Math) asked questions about the CLEP (College Level Examination Program). She expressed concerns that the questions on the CLEP were not stringent enough. It appears as if students are going through programs and graduating faster. Scott Herber requested that the Math discipline formulate a white paper that he will send to the cluster chairs. Stephanie Burnette stated that the CLEP exam has been going on for years as well as the - Credit for Prior Experience/Credit for Adult Experiential Learning. The State DOE reviews these exams. EFSC has to give CLEP students elective credit if they pass the exams.</p> <p>Dr. Sandy Handfield is the AVP of Student Services, which covers all advisors; Holly Wendell has signed up with College Board to be an item writer. Laura Earle suggested that perhaps other faculty may want to volunteer to be "item writers" on these types of exams.</p>	

Another concern mentioned was that the lighting on the south side of Building 15 (in the pathways crossing the street that leads to the parking lot) at the Melbourne Campus have been disconnected. Security was contacted, and the request to reconnect the lights will be denied until construction has been completed. Laura Earle will bring this issue up for discussion with the college.

Adjournment—10:11 A.M.

Next Meeting: March 9, 2018; 9:15 AM - 1 PM @Melbourne, Bldg. 2, Rm. 211