

Academic Affairs Council

MINUTES

MARCH 9, 2018

9:15AM – 9:50 AM

MELBOURNE, BLDG. 2, RM. 211

MEETING CALLED BY	Scott Herber
FACILITATOR	Andrew Lieb
NOTE TAKER	Robin Boggs
ATTENDEES	Robin Boggs, Belynda Cain, Roland Chambers, Frank Christopian, Kim Coluccio, Marianne D'Altilio, Connie Dearmin, Holly Erler, Jimmy Gamez, Bruce Hescher, Chan Ji Kim, Robert Lamb, Sandi Lanza, Andrew Lieb, Deana Handfield Looney, Justin Looney, Ashley Olund, David Shedrow, Christi White, Elmira Yakutava-Lorentz

Agenda topics

[TIME ALLOTTED] APPROVAL OF MINUTES/ANNOUNCEMENTS/PRESENTATIONS AND GUESTS ANDREW LIEB

DISCUSSION	<p><u>Announcement:</u> Andrew Lieb, as Vice Chair, announced he would be running the meeting since Scott Herber was not able to attend.</p> <p><u>Approval of Minutes:</u> Holly Erler made a motion to approve minutes with the corrections. Both Frank Christopian and Belynda Cain seconded the motion. Motion approved.</p> <p>No Presentations or Guests for the meeting.</p>
------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] CURRICULUM REVIEW ANDREW LIEB

DISCUSSION	<p><u>Direct voting:</u> All the courses from CDC had been reviewed and fixed (as needed) by Christi White. Frank Christopian made a motion to block approve all courses for AAC curriculum review. Belynda Cain seconded the motion. Motion carried.</p> <p>Andrew Lieb pointed out AAC's appreciation for the work by CDC.</p> <p>All the following courses were approved:</p> <ol style="list-style-type: none"> RFA ID: 4942 - Course Number: ACG 2450: Computerized Accounting Action Requested: Change in Course, Other RFA ID: 5002 - Course Number: MGF 1107: Math for Liberal Arts 2
------------	---

Action Requested: Other

3. [RFA ID: 5184](#) - Course Number: FIL 1003: Appreciation of the Motion Picture II- Action Requested: Change in Course
4. [RFA ID: 5185](#) - Course Number: FIL 1002: Appreciation of the Motion Picture I - Action Requested: Change in Course
5. [RFA ID: 5306](#) - Course Number: ENT 2411: Small Business Accounting and Finance - Action Requested: Change in Course, Other
6. [RFA ID: 4522](#) - MUN 1340: Madrigal Ensemble -Action Requested: Change in Course, Other
7. [RFA ID: 4524](#) - MUN 1310: Concert Choir- Action Requested: Change in Course
8. [RFA ID: 5226](#) - MUN 1120: College Concert Band -Action Requested: Change in Course
9. [RFA ID: 5227](#) - MUN 1220: College Chamber Orchestra-Action Requested: New Course, Change in Course
10. [RFA ID: 5228](#) - MUN 1280: Brevard Community Orchestra -Action Requested: Change in Course
11. [RFA ID: 5229](#) - MUN 1710: Jazz Band -Action Requested: Change in Course
12. [RFA ID: 5230](#) - MVK 1211: Piano Lessons-Action Requested: Change in Course
13. [RFA ID: 5231](#) - MVK 1311: Applied Piano -Action Requested: Change in Course
14. [RFA ID: 5232](#) - MVK 2321: Applied Piano -Action Requested: Change in Course
15. [RFA ID: 5248](#) - TPP 2300: Directing 1 -Action Requested: Change in Course

Program and Courses

1. Program Title: Drafting

1. [RFA ID: 4422](#) - ETDC 1150: Blueprint Reading -Action Requested: New Course

2. Program Title: Health Sciences Navigator AS

1. [RFA ID: 4742](#) - HSC 2810: Health Care Navigator Field Experience -Action Requested: New Course, New Program, Lab Fee Updates

2. [RFA ID: 4743](#) - HSA 1100: Health Care Delivery Systems
Action Requested: New Course
3. [RFA ID: 4746](#) - HSA 2010: Introduction to Public Health
Action Requested: New Course

3. Program Title: Diagnostic Medical Sonography

1. [RFA ID: 4883](#) - SON 2000: Introduction to Sonography
Action Requested: Change in Course
2. [RFA ID: 4884](#) - SON 2112: Abdominal Sonography 2
Action Requested: Change in Course
[RFA ID: 4885](#) - SON 2122: Obstetrical Sonography 2
Action Requested: Change in Course
3. [RFA ID: 4887](#) - SON 2211: Ultrasound Physics and Instrumentation 1 -Action Requested: Change in Course
4. [RFA ID: 4888](#) - SON 2212: Ultrasound Physics and Instrumentation 2 -Action Requested: Change in Course
5. [RFA ID: 4889](#) - SON 2111: Abdominal Sonography 1
Action Requested: Change in Course
6. [RFA ID: 4890](#) - SON 2121: Obstetrical Sonography 1
Action Requested: Change in Course

4. Program Title: BASOM Org. Mgt. Public Administration Specialization

1. [RFA ID: 5223](#) - PAD 4034: Public Policy Development and Implementation -Action Requested: New Course, Change in Program, Other
2. [RFA ID: 5224](#) - PAD 4223: Public Budgeting and Finance
Action Requested: New Course,
3. [RFA ID: 5225](#) - PAD 4330: Urban and Regional Planning
Action Requested: New Course, Other

5. Program Title: Practical Nursing

1. [RFA ID: 5506](#) - PRNC 0064: Practical Nursing Foundations Transition -Action Requested: New Course
2. [RFA ID: 5507](#) - PRNC 0099: Practical Nursing Foundations 2
Action Requested: New Course

After the curriculum review, Robert Lamb asked a question about the Curriculum Review process. He submitted four courses for approval, and three have been approved according to CATS. Robert is concerned about the length of time of the process. Andrew Lieb responded he would check.

[TIME ALLOTTED]

COMMITTEE ANNOUNCEMENTS

ANDREW LIEB

DISCUSSION	<ul style="list-style-type: none"> a. CDC –No updates b. ETAC–No updates c. Assessment –No updates d. Diversity–No updates LMS e. Library–No updates f. Handbook –No updates g. Textbook Affordability ad hoc committee (Updates will be addressed in New Business)
------------	--

[TIME ALLOTTED]

UPDATES (IF AVAILABLE) AND OLD BUSINESS

ANDREW LIEB

DISCUSSION	<p><u>ADA Compliance:</u> Dr. Miedema sent out email as well as a reminder to check with SAIL. Faculty are reminded to scan each course. Belynda Cain asked if instructors using the same course materials/CANVAS shell for multiple course need to scan each course. Andrew Lieb stated that he would check to see if there is a difference. Robert Lamb brought up a concern about UDOIT inconsistency and Holly Erler brought up the concern about personal liability.</p> <p><u>Written policy from Administration regarding ADA compliance:</u> Dr. Miedema sent email out Thursday which addressed this issue.</p>
------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

NEW BUSINESS

ANDREW LIEB

DISCUSSION	<p><u>Textbook Selection Process and RCMATS revision:</u> Andrew Lieb led the discussion of the committee’s work over the last few months. David Shedrow commented that he was still concerned about Free software or software authored by faculty. Regarding free software, David has had no approval form to be submitted to ETAC. He would like to have a copy of original ADA that is the basis for this mandate. For authored software, the CBA restricts faculty</p>
------------	--

from benefiting from student purchase of faculty authorized products. If students are having accessibility issues with faculty authored software, they should the author if the students are having accessibility issues.

Steps for Process: First, faculty should check the VPAT (for accessibility). They should be able to get VPAT information from the publisher first. If there are challenges/problems, SAIL has an administrative liaison (current title-College-wide Accessibility Technology Coordinator) who can assist faculty checking on accessibility issues. Belynda Cain inquired about VPAT; a short definition for VPAT is a list of specific ways that software is accessible. Andrew explained that the responses are *Yes/Sometimes/No*. Vendors should provide this information. Next, the cluster decides whether a course is sequential or non-sequential. The faculty decides how to teach the course. Documentation is essential for any exception. The cluster drives the textbook process for sequential textbook selection. **Chan Ji Kim** clarified that the cluster reviews potential textbooks. The textbook selection process will use the new forms. Andrew announced that Scott Herber is working with IT to get the textbook forms in IT. When this occurs, the cluster chairs will initiate the process. The integration with IT will enable the faculty to track and search. At this point, Andrew Lieb mentioned that few edits are expected and that the that the Textbook Affordability ad hoc committee will continue to work on rubrics and a cost benefit analysis.

Motion To Approve made by David Shedrow; the motion was seconded by **Chan Ji Kim**. The motion carried. This document will be added to the handbook later.

Addition discussion:

- a) Diversity committee needs to approve courses. There are four courses that need approval as soon as possible.
- b) There was a question about adjunct work spaces.
However, each campus has an adjunct work place on each

campus.

- c) Christi White announced that the accident and liability special course fees are moving to lab fees. The fees have already been approved. (Information only)

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

[TIME ALLOTTED]

OPEN BUSINESS

ANDREW LIEB

DISCUSSION

- a. Students are coming in with software of textbook. This is fine.
- b. Robert Lamb discovered the faculty need to back up hard drives. This is a function that the college does not perform. The college backs up the servers, so only the share drives are backed up. Dr. Miedema was surprised. Robert Lamb received several emails from Betsy Wetzel and Robert Sims regarding this issue. Andrew Lieb requested that Robert send a copy of email. Connie Dearmin expressed concerns regarding battery backups. She will send an email to Andrew Lieb.
- c. Jimmy Gamez stated the shared printer is on another floor, and IT gives different people different responses when questioned about the printer. Andrew Lieb asked Jimmy to send an email about the issue.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Send emails to Andrew Lieb

Robert Lamb
Jimmy Gamez
Connie Dearmin

Adjournment 9:50 AM: Holly Erler made motion to adjourn. Bruce **Hescher** seconded.

Special Note: Meeting ended in record time-- within 40 minutes