

# Academic Affairs Council

## MINUTES

APRIL 13, 2018

9:15AM – 10:39 AM

COCOA, BLDG. 12, RM. 228

MEETING CALLED BY	Scott Herber
FACILITATOR	Andrew Lieb
NOTE TAKER	Robin Boggs
ATTENDEES	John Armstrong, Robin Boggs, Stephanie Burnett, Belynda Cain, Nelly Cardinale, Roland Chambers, Frank Christopian, Kim Coluccio, Marianne D'Altilio, Connie Dearmin, Salli DiBartolo, Laura Earle, Deborah Eaton, Holly Erler, Roy Gainer, Ilana Grimes, Bruce Hescher, Chan Ji Kim, Andrew Lieb, Ashley Olund, Bianca Parker, Matt Remer, Michelle Richard, David Shedrow, Laura Sidoran, Phil Simpson, Wayne Stein, Patty Wallace, Christi White, Elmira Yakutava-Lorentz

### Agenda topics

[TIME ALLOTTED] APPROVAL OF MINUTES/ANNOUNCEMENTS/PRESENTATIONS AND GUESTS SCOTT HERBER

DISCUSSION	<p><u>Approval of March 9, 2018 Meeting Minutes:</u> Laura Earle motioned; Belynda Cain seconded. Minutes approved</p> <p><u>Announcement:</u> None</p> <p>No Presentations or Guests for the meeting.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] CURRICULUM REVIEW SCOTT HERBER

DISCUSSION	<p>Blanket approval for the 48 curriculum packages with no comments</p> <ol style="list-style-type: none"> <li><a href="#">RFA ID: 5687</a> - DEHC 1003 - Pre-Clinical Dental Hygiene. Action Requested: Lab Fee Updates-Approved</li> <li><a href="#">RFA ID: 5686</a> - DEHL 1800 - Dental Hygiene Clinical 1. Action Requested: Lab Fee Updates -Approved</li> <li><a href="#">RFA ID: 5426</a> - DEHC 2602 – Periodontology. Action Requested: Change in Course- Approved with corrections</li> <li><a href="#">RFA ID: 5309</a> - ETIC 2411 - Technical Task Analysis/Implementation. Action Requested: Change in Course -Approved after discussion</li> <li><a href="#">RFA ID: 5208</a> - ETSC 1603 - Fundamentals of Robotics &amp; Simulation. Action Requested: New Course --Approved</li> </ol>
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6. [RFA ID: 5162](#) - EEX 2010 - Introduction to Exceptional Education. Action Requested: Change in Course -Approved
7. [RFA ID: 5566](#) - DEHL 2806 - Dental Hygiene Clinic 4. Action Requested: Lab Fee Updates -Approved
8. [RFA ID: 5365](#) - BAS Applied Allied Health Biomedical Specialization: BCHC 4103 - Biochemical Methods- Action Requested: New Course- Approved after discussion.
9. [RFA ID: 5162](#) - EEX 2010 - Introduction to Exceptional Education. Action Requested: Change in Course--Approved
10. [RFA ID: 4822](#) - FFP-2540 - Fire Protection Systems & Extinguishing Agents. Action Requested: Change in Course-Approved
11. [RFA ID: 5182](#) - ENC 1101H - Honors Composition I. Action Requested: Change in Course -Approved
12. [RFA ID: 5355](#) - BAS Applied Allied Health Biomedical Specialization: BSC 3424 – Nanotechnology. Action Requested: Change in Course-Approved
13. 03/29/2018: [RFA ID: 5202](#) - MAC 1105 - College Algebra. Action Requested: Change in Course -Approved
14. [RFA ID: 5307](#) - MAC 1114 - College Trigonometry. Action Requested: Change in Course-Approved
15. [RFA ID: 5354](#) - BAS Applied Allied Health Biomedical Specialization: BSC 4434 – Bioinformatics- Action Requested: Change in Course-Approved after discussion
16. [RFA ID: 5353](#) - BAS Applied Allied Health Biomedical Specialization: BSC 4870 - Principles of Pharmacology. Action Requested: Change in Course-Approved after discussion
17. [RFA ID: 5310](#) - MAC 1140 - Precalculus Algebra-Action Requested: Change in Course-Approved
18. [RFA ID: 5351](#) - BAS Applied Allied Health Biomedical Specialization: BSC 4911 - Individual Mentored Research in Biology/Biotechnology. Action Requested: Change in Course-Approved
19. [RFA ID: 5314](#) - MAC 1147 - Precalculus Algebra/Trigonometry. Action Requested: Change in Course-Approved
20. [RFA ID: 5203](#) - MGF 1106 - Math for Liberal Arts 1. Action Requested: Change in Course-Approved
21. [RFA ID: 4523](#) - MUN 1380 - Community Chorus. Action Requested: Change in Course-Approved

22. [RFA ID: 5586](#) - NUR 1021 - Fundamentals of Nursing. Action Requested: Lab Fee Updates-Approved
23. [RFA ID: 5587](#) - NURC 1003 - Transition Course. Action Requested: Lab Fee Updates -Approved
24. [RFA ID: 5726](#) - PAD 4003 - Public Administration and Management. Action Requested: New Course, Other-Approved with corrections
25. [RFA ID: 5706](#) - POS 2041 - American National Government. Action Requested: Change in Course-Approved
26. [RFA ID: 5286](#) - STA 2023 – Statistics. Action Requested: Change in Course-Approved
27. [RFA ID: 5246](#) - THE 2000 - Theatre Appreciation. Action Requested: Change in Course -Approved
28. [RFA ID: 5247](#) - THE 2000H - Honors Theatre Appreciation. Action Requested: New Course -Approved

#### Program Only

1. [RFA ID: 5486](#) - Business Operations College Credit Certificate: Action Requested: Change in Program, Other -Approved
2. [RFA ID: 5546](#) - CTBS Core Courses: Action Requested: Change in Course, Change in Program -Approved
3. [RFA ID: 5387](#) - Child Development Early Intervention. Action Requested: Change in Program -Approved
4. [RFA ID: 5388](#) - Early Childhood Education A.S.: Action Requested: Change in Program -Approved
5. [RFA ID: 5666](#) - Engineering Technology: Action Requested: Other -Approved
6. [RFA ID: 5386](#) - Preschool Specialization: Action Requested: Change in Program -Approved

#### Program and Courses

1. [RFA ID: 5806](#) - AA, Humanities Core: MUT 1111 - Music Theory 1. Action Requested: Change in Program -Approved
2. [RFA ID: 5311](#) - BAS Applied Allied Health Advanced Allied Health Specialization: HSA 4850 - Capstone Healthcare Management. Action Requested: Change in Course, Change in Program -Approved after discussion
3. [RFA ID: 5446](#) - BAS Applied Allied Health Biomedical Specialization: ATEC XXXX - Laboratory Animals and the IACUC. Action Requested: New Course -Approved

4. [RFA ID: 5352](#) - BAS Applied Allied Health Biomedical Specialization: BCH 4024 - Introduction to Biochemistry and Molecular Biology. Action Requested: Change in Course -Approved
5. [RFA ID: 5350](#) - BAS Applied Allied Health Biomedical Specialization: CHMC 3005 - Physical Chemistry for Life Sciences. Action Requested: Change in Course, Other -Approved
6. [RFA ID: 5349](#) - BAS Applied Allied Health Biomedical Specialization: CHMC 3120 - Analytical Chemistry with Laboratory. Action Requested: Change in Course, Other -Approved
7. [RFA ID: 5362](#) - BAS Applied Allied Health Biomedical Specialization: CHMC 4139 - Bioanalytical Instrumentation with Laboratory. Action Requested: Change in Course, Other -Approved
8. [RFA ID: 5358](#) - BAS Applied Allied Health Biomedical Specialization: HSC 3083 - Quality Assurance for the Biomedical Sciences Laboratory. Action Requested: New Course, Change in Program -Approved
9. [RFA ID: 5357](#) - BAS Applied Allied Health Biomedical Specialization: HSC 3650 (3820) - Transcultural Biomedical Science. Action Requested: New Course. Number changed in CATS Approved with corrections
10. [RFA ID: 5364](#) - BAS Applied Allied Health Biomedical Specialization: HSC 4851 - Health Sciences Internship-Biomedical Sciences Specialization. Action Requested: Change in Course. Number changed in CATS- Approved with corrections
11. [RFA ID: 5361](#) - BAS Applied Allied Health Biomedical Specialization: MCB 4203 - Bacterial and Viral Pathogens. Action Requested: New Course -Approved with corrections
12. [RFA ID: 5360](#) - BAS Applied Allied Health Biomedical Specialization: MCBC 3020 - Biology of Microorganisms. Action Requested: Change in Course, Other - Approved with corrections
13. [RFA ID: 5348](#) - BAS Applied Allied Health Biomedical Specialization: PCB 3063 – Genetics. Action Requested: Change in Course- Approved
14. [RFA ID: 5347](#) - BAS Applied Allied Health Biomedical Specialization: PCB 4233 – Immunology. Action Requested: Change in Course- Approved
15. [RFA ID: 5346](#) - BAS Applied Allied Health Biomedical Specialization: PCB 4234 - Biology of Cancer. Action Requested: Change in Course- Approved with corrections
16. [RFA ID: 5359](#) - BAS Applied Allied Health Biomedical Specialization: PHC 4094 - Introduction to Biostatistics for Health Science and Public Health. Action Requested: New Course- Approved
17. [RFA ID: 5313](#) - BAS Applied Allied Health Biomedical Specialization: ZOOC 4232 - Comparative Parasitology. Action Requested: Change in Course- Approved
18. [RFA ID: 5312](#) - BAS Applied Allied Health Biomedical Specialization: ZOOC 4603 - Developmental Biology. Action Requested: Change in Course, Change in Program, Other - Approved
19. [RFA ID: 5326](#) - Computer Programming and Analysis A.S: COP 1332 and COP 233 - Visual Basic Programming and Advanced Programming. Action Requested: Deletion

of Course, Other - Approved

20. [RFA ID: 4886](#) - Diagnostic Medical Sonography: SON 2171 - Introduction to Vascular Sonography. Action Requested: New Course - Approved

[TIME ALLOTTED]

COMMITTEE ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION

- a. CDC –No updates
- b. ETAC–ETAC meeting scheduled before the end of term.  
Michelle- Richards reported that the original list of currently approved programs is outdated, so all software must go through ETAC again. Bruce Hescher asked to attend ETAC meeting. Laura Sidoran responded David Shedrow’s question about ADA compliance and freeware. David questioned the law and requested to see Section 508’s overview of final ruling; law doesn’t specifically address VPAT, and the terms is accessibility. Phil Simpson responded that the Section 508’s Refresh addresses accessibility requirements. If VPAT is not there, an alternative accessibility plan can be provided. The Refresh provides a federal checklist in this section. Instructor participation is required. Alternative accessibility is the standard of accessibility for plan. Solid Universal Design, the frontloading the accessibility, is required. Side notes: Scott Herber mentioned the AAC is waiting for the handbook approval for AAC. Laura Sidoran announced Accessibility Week
- c. Assessment –ad hoc
- d. Diversity–No updates. Question: Has the Diversity Committee even met? Courses are being upheld.
- e. LMS- ad hoc
- f. Library- No update
- g. Handbook AAC needs to start adding additional information (such as the textbook information) into the handbook. start

	<p>to add things to handbook (textbook) Andrew Lieb mentioned additional information may be added in after bargaining</p> <p>h. Textbook Affordability Committee- ad hoc (updates will be addressed in New Business)</p>
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[TIME ALLOTTED]                      UPDATES (IF AVAILABLE) AND OLD BUSINESS                      SCOTT HERBER

DISCUSSION	<p>a. ADA Compliance Update --- Andrew Lieb asked about UDOIT. The administration looked at new software (Rely), but it didn't do anything different and didn't cover some aspects. Liz Craft will aid with the ADA compliance issues.</p> <p>b. Written policy from Administration regarding ADA compliance—Phil Simpson asked what AAC wants. Scott Herber will send out a request for questions, which he will forward the request to the administration. Phil Simpson commented that a FAQ may be needed.</p>
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UPDATE ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email to faculty about any questions about the ADA compliance	Scott Herber	

[TIME ALLOTTED]                      NEW BUSINESS                      SCOTT HERBER

DISCUSSION	<p>a. Nomination and Vote for AAC Chair for 2018-2020 term-- Laura Earle nominated Scott Herber; Andrew Lieb seconded; approved</p> <p>b. Testing Center Request for Help-- Graphs showing usage of assessment centers were provided to AAC. There is not enough manpower to handle the usage. Laura Sidoran stated that the graphs are informational. There are two additional ways to identify students</p> <ol style="list-style-type: none"> <li>1) Single specific log in</li> <li>2) Embed ProctorU as a fee; perhaps add in a user/lab fee so that students could test.</li> </ol> <p>The administration is working on plans. She asked for faculty to send ideas/comments to clusters.</p>
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c. Unpaid Registration Management—Informational Item only. See packet provided. Scott Herber announced that he would read through and send questions to Dr. Miedema.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**[TIME ALLOTTED]**                      OPEN BUSINESS AND NEW BUSINESS                      SCOTT HERBER

<b>DISCUSSION</b>	<p>Open/New Business</p> <p>Short discussion regarding accomplishments of the year.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Adjournment: 10:39 AM

