

Academic Affairs Council

MINUTES

AUGUST 18, 2017 9:13AM – 11:46 AM

MELBOURNE, B2, 211

<b>MEETING CALLED BY</b>	Scott Herber
<b>FACILITATOR</b>	Scott Herber
<b>NOTE TAKER</b>	Robin Boggs
<b>ATTENDEES</b>	Meer Almeer, John Armstrong, Stephanie Burnette, Belynda Cain, Nelly Cardinale, Roland Chambers, Rachel Costa, Kim, Coluccio, Frank Christopian, Marianne D’Altilio, Connie Dearmin, Julie Derrick, Laura Earle, Deborah Eaton, Holly Erler, , Nikki Farrahi, Rachel Gould, Jimmy Gamez, Ilana Grimes, Mevlut Guvendik, Deana Handfield, Walt Hazelton, Scott Herber, Bruce Heshner, Rex Hezlitt, Andrew Lieb, Valarie Joiner, Chuck Kise, Robert, Lamb, Sandra Lanza, Linda Miedema, Ashley Olund, Beverly Payne, Cindy Puckett, Matt Remer, David Shedrow, , Suzanne Sparling, , Ramona Smith, Wayne Stein, Patty Wallace, Joanna White, John Wiggins, Chris Wilson, Elmira Yakutova-Lorentz, Lisa Yarnell

Agenda topics

[**TIME ALLOTTED**] APPROVAL OF MINUTES/ANNOUNCEMENTS SCOTT HERBER

<b>DISCUSSION</b>	<p><u>Minutes:</u> John Armstrong motioned to approve the amended minutes from the April 21, 2017 meeting. Connie Dearman seconded. The motion passed.</p> <p>Announcements:</p> <p><b>ADA Compliance</b>—Faculty are reminded that they must be in compliance. Scott Herber commented that faculty are personally liable. Examples of Compliance:</p> <ul style="list-style-type: none"> <li>• Videos used in the classroom/Canvas should have Closed Caption capability. Transcription is OK, but CC is preferred.</li> <li>• Documents must be able to be read by reader.</li> </ul> <p>Dr. Miedema stated that anything posted online needs to be compliant even the companion sites from publishers. Dr. Laura Sidoran is a good contact if faculty have questions. Also, UDOIT in Canvas will assist faculty in checking if curricular materials are in compliance. Ramona Smith alerted faculty that there is a glitch with You Tube; videos with CC on the pages may not turn up when using UDOIT. It’s recommended that all faculty check all videos to ensure that closed caption is available. The CC options does not have to be automatically set. As long as the CC button is visible. Dr. Miedema’s office is in charge and will assist.</p> <p>A private citizen (watcher) is checking out colleges for compliance. This watcher and others are able to file lawsuits against a college for compliance concerns, and once that occurs, everything comes under the Sunshine Law. EFSC has until Feb 18 to show compliance. Dr. Miedema commented that we need to show progress. Robert Lamb stated that SAIL is for students with access problems; for example, blind students have readers.</p> <p>Ultimately, progression is the key. The federal law goes into effect in January and</p>
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compliance checks start in March.

**Student Success Check System:** This program will roll out in January; Scott Herber demonstrated. This program will allow faculty to select students who are having academic problems. Faculty will have options to select individual students from a list, give the reasons why those selected need support. The students, their advisors, and the "assistance source" will get automatic email. This Student Success Check System will provide documentation and tracking. Laura Earle asked if faculty will have the capability to upload documents. Suggestion was made to add TRIO to the assistance sources. Stephanie Burnette announced that withdrawal options will be added.

**Attendance Reporting Changes:** EFSC now has Census Reporting. Faculty report attendance (Census) at the beginning of each term. (See technical paper). No more monthly attendance reporting after the initial reporting at the beginning of all terms (for financial aid eligibility). Attendance policies must be stated in the syllabus for each course. The 15% rule is no longer statutory or federal. There were problems with the VA, and if the college doesn't have a standard attendance policy, there is more flexibility. Instructors have choices whether to withdraw students for non-attendance during the term or to wait until the end of the term to assign an F. Regardless, students receiving certain grades (such as a F, I, N, or U) must all have a last date of attendance (LDA). Students withdrawn from classes by their instructors must also have a LDA

Stephanie Burnett responded to multiple questions about the new Census and reported that the registrar's office will be changing the tutorials. If there is a need to change the syllabus, students must be notified. Elmira Yakutova-Lorentz asked which better for the college—an F or a W. Stephanie Burnette responded that both grades were considered non-completers. Stephanie also commented that when faculty goes in to complete the Census, the form looks very similar to the former attendance reporting. Additional discussion on options ensued.

**RCMATS:** Betsy Wetzel will be getting the textbook adoption forms online.

**ETAC** form is still being reviewed. After review finished, the form will be online

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

**[TIME ALLOTTED] PRESENTATIONS AND GUESTS**

**DISCUSSION**

**Ramona Smith- Student Conference:** In addition to creating a pamphlet with all of the campus workshops offered by staff and faculty, a Student Conference is being planned for the Spring by CTE and the Office of Student Life. The day- long conference will feature speakers and workshops for students. Workshops can last from 15 minutes to an hour. Faculty are encouraged to participate for credit for MSS and Tenure. Additionally, this may help with Assessment.

**Rachel Costa-Textbook affordability:** Rachel Costa along with two Cengage representatives (Shani Robinson and Jerri Norris) presented a new way of bring students material at less than market value. Cengage is offering an inclusive access using a business model that allows students to have access to course materials on the first day of class through the delivery of content direction into EFSC LMS.

Students who opt into the program are billed for the course materials after add/drop

through their student account. Student will have to opt in, not opt out. Other institutions such as FKCC, Palm Beach Atlantic, University of Florida, USF, and seven additional institutions are interested/committed to moving forward.

According to the presenters, this model may be considered a "Best Practices" which accelerates access to materials and helps to structure a predictable student experience and improves procurement by implementing institutions' discount schedule for all materials while reducing the material cost to students. An open enrollment will allow OER or home grown content.

Barnes and Noble offers "First Day" solutions where the cost of materials is added to the tuition for a particular course. Students have access to materials on the first day off class. There is "pricing power with Publishers partners" and can be altered to suit institutional needs. Various options such as print, new, used or 100% digital access help faculty.

Studies show that there is a difference in perceptions—93% faculty course material is as or more important than 5 years ago, but 64% of students don't purchase because of cost.

Presentation Slides included DOE course fees ground rules (graphic shown and explained), Web checkout (print and multi-format materials-- students can choose shipping or pick up in store), LMS Delivery—Digital only -seamless access through the LMS, Web checkout (students select materials on website, students use ID), and access—registration integration (when students register, they can check course materials; students can also select materials and Prepay).

Presentation also included samples from other colleges.

Students can opt in the first day; opt in will be lower price; however, opt out will be more expensive. The fee for a digital piece is more easily controlled; this includes access codes.

Roles and Responsibility—faculty indicates they want to have this option for their students. Barnes and Noble will do leg work, and the Publisher will deliver course material to stores. The college will need to create "optimal language on registration site" and only students in agreed on courses can opt in to program.

Digital access will only be good for one semester or longer; Cengage will work with publishers for extended period of time.

Dr Miedema asked about dual enrollment; Cengage working on plan on a case-by-case basis.

The next steps include

1. Conform internal logistics
2. Confirm titles and courses with Publisher reps.
3. Provide course details and book information

CENGAGE- model is simple and 2 page addendum to existing B&N agreement would need to be signed by Cengage, EFSC, and B&N. The addendum would have the parties agreeing to participate.

Shani Robinson and Jerri Norris, CENGAGE reps, stated that they would work with Bundles (example—Nursing books) The representative concluded by stating that the student oversees everything by opting in, faculty just make choices.

	Additional Discussion: Cindy Puckett asked about happens for those who opt out—prices are higher; SLS textbook has a good deal, and the CENGAGE reps stated that they will protect it. John Armstrong asked about ADA compliance.
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**[TIME ALLOTTED]** CURRICULUM REVIEW SCOTT HERBER

<b>DISCUSSION</b>	<u>NONE</u>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**[TIME ALLOTTED]** COMMITTEE ANNOUNCEMENTS SCOTT HERBER

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>a. CDC –Ron- Curriculum is due Sept 7</li> <li>b. ETAC- Nothing</li> <li>c. Assessment—will be getting emails from Dr. Jayne Gorham</li> <li>d. Diversity--nothing</li> <li>e. LMS—CANVAS review soon</li> <li>f. Library--nothing</li> <li>g. Handbook congrats to Susan Styron for adjunct handbook</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**[TIME ALLOTTED]** Updates if available and Old Business HERBER

<b>DISCUSSION</b>	<p>Dr. Miedema—handed out handout for Grants</p> <p>Goals for 2017-2018 academic year (Agreed upon goals)</p> <ul style="list-style-type: none"> <li>1. Curriculum review of old courses—Scott Herber has a list (10%) per semester. There are funds available for adjuncts to write curriculum. EFSC has multiple without performance based language that are 10 years old. Christi White provides good assistance</li> <li>2. Textbook affordability –AAC needs to come up with a process to aid faculty with textbook affordability</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

[Time allotted]

New Business

SCOTT  
HERBER

**Vice-chair and secretary elections**

Vice Chair: Andrew Lieb. Laura Earle motioned; Robin Boggs seconded Approved

Secretary—Robin Boggs. Laura Earle motioned; Cindy Puckett seconded Approved

**HLP 1081—transferred to Health Science**

Laura Earle presented to AAC that Health Science would like to keep HLP 1081 in the Social Sciences because there will be more students taking the course if it is a social science. Cindy Puckett countered by stating that Social Science doesn't want it in the Social Science discipline. An email chain was handed out for the AAC members to read. (see email)

A new PE teacher was hired in Cocoa to teach this class. Questions arose to whether HLP 1081 could be a pre-req for other programs. Laura Earle requested that AAC consider a motion to have Social Science keep the course as a social science. .

Cindy Puckett, representing the cluster, stated that the cluster members will not change their minds if AAC goes backwards. Cindy argued that the reason for having this class in the cluster is no longer relevant. Chuck Kise commented that eLearning has 3 sections and asked "What will happen to the students?" Implementation has been delayed for this term.

Laura Earle stated that Health Sciences would happy to work with any group that keeps the course as required course.

**DISCUSSION**

Connie Dearman inquired about the catalyst for this change. Response-- the division changed clusters. Since the matter seemed to be settled, what changed? The change was in 2015 and delayed to Spring 2017.

Andrew Lieb asked about the AA planning guide and wanted to know "Who makes the decision/choice". Stephanie Burnette stated that the course plan of study showed change as of this term. The Program of Study said it would come off.

The new hire is working on Masters in Nutrition and will have options in BAS program.

In the past, the 2 hour class fit some students' schedule. If one checks the catalog, HLP is no longer there.

Some of the new Nursing faculty have questions about why the Social Science Cluster made this decision. What is undesirable? Cindy Puckett explained that the course is a physical education class. It was added to Social Science cluster years ago in order to protect instructors when the courses are re-aligned. The course was never considered a social science.

Resolution: AAC had already voted and there is no need to vote. The recommendation was made that this discussion return to the clusters (especially health science)

**Automotive technology:** This program is slated to be closed due to the state's

decision to not have duplication from high school and college.

Laura Earle clarified that the even though the automotive technology closed because of duplicative programs, the program is not duplicative. She went on to state that the college program required 1800 hours and the high school programs fed into the college programs (instructors are master's degree). The college's certification is not offered at the high schools. Although the Administration has the right to close programs, AAC is supposed to be notified before closure. The college did not notify. Laura stated that the program affects college and the community.

Dr. Miedema stated in light of legislation, EFSC discussed this with the Brevard Public School Board. The Adult Ed sector of BPS will run the program with the 1800 hours and master's level instructor. Walt Hazelton stated that the problem is that the School Board program won't graduate person for 4 years (provided visual) He contends that the reason for the bill was to not pay to start a new program. Additionally, the Advisory committee did not like this legislation either. Adults wanting to go to the Automotive Technology programs need to have night class options. Another concern is that Eau Gallie and Rockledge need to build buildings to house the programs and they don't have the proper equipment.

EFSC's program is a master program that prepares students to be A level technicians. The high school programs do not have time for this type of preparation. Programs completers--28 students per year. However, in Walt's opinion, the college does not advertise the programs. In fact, he contends that Workforce programs are not advertised at EFSC. The dealerships in the area hire EFSC students. Most program completers are employed. Private schools offer training a much higher cost. This is not good for the community. Walt spoke to retired faculty, Glenn Forester, who informed him that EFSC ended the night program due to few completers.

In regards to the AAS program, Indian River State College has an AAS program that didn't work well. Students obtained jobs before finishing the programs. Walt stated that this is a bad move and the advisory board is against as well as the dealers. Although dealers pay low to start, after 3 years, the students' salaries rise.

The Automotive Technologies program has 34 completers. Walt believes that he has around 59 completers. Walt's definition has students passing with a 2.0 GPA. EFSC defines completers as those who have completed the course requirements and have completed the TABE.

AAC needs to make the recommendation to support or not support the decision to close program. This is a formality. It's been already closed. No new program.

Laura Earle recommend that the program is valid and should not be closed. Her recommendation is seconded by Nellie Cardinale. The recommendation is approved with one member abstaining.

**AP Addendum:** The material in the syllabus should be pertained to the class. Questions have arisen about whether or not the AP syllabus addendum should be in syllabus. Some of the items on the addendum do not apply to the class. The original purpose of the AP addendum was to inform the student of certain pertinent information. One suggestion for the AP Addendum was to add a button on CANVAS for this type of document/information.

Dr. Miedema suggested sending the AP Addendum to the other campuses and gather information. Once completed, the Provosts and APs can discuss and then send the

AP Addendum back to AAC. Dr. Miedema will develop it and bring it back to AAC.

**ETAC issue**—problem was resolved.

**New Cluster Assignments/Locations:** Question: Who determines cluster locations for new courses/programs? Does AAC want to have more decision making? According to Laura Earle, there are no contract issues in regards to the CBA. AAC determined clusters; HR determines who is in cluster. For example, the Developmental Math instructors decided to be in the math cluster while the Developmental Reading and Writing instructors decided to separate from the English cluster. Historically speaking, the 1<sup>st</sup> meeting of AAC determined clusters (after contract setting up AAC)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
AP Addendum	Dr. Miedema	Prior to next meeting
[Time allotted]	Open Business	

**DISCUSSION**

Bruce Heshner asked for clarification on the civic requirements mentioned in the Welcome Back meeting. No one seems to know how this is going to be implemented. However, it appears as if most of the competencies are already in courses.

We may have to adjust course plans. Civics education doesn't make sense since it doesn't assist the students in the work force. Civics is included in the high school law. Laura Earle asked Dr. Miedema for the competencies so that faculty can be notified.

Additional Information: Some interns are present to learn how committees content—ALIP AAC recommends that they should come into the curriculum process.

Adjournment—11:46 AM