

Academic Affairs Council

MINUTES

OCTOBER 18, 2013 9:10AM-12:42PM

MELBOURNE, 10-111A

FACILITATOR	Laura Dunn
NOTE TAKER	Karen MacArthur
ATTENDEES	Meer Almeer, John Armstrong, Marina Baratian, Cathy Beam, Wayne Brown, Stephanie Burnette, Belynda Cain, Joanne Connell, Connie Dearmin, Salli DiBartolo, Christi DiSturco, Laura Dunn, Laura Earle, Deborah Eaton, Karen Eisenhauer, Dustin Files, William Fletcher, Andrew Forbes, Katina Gothard, Scott Herber, Bruce Heshner, Holly Kahler, Anne Kenner, Chuck Kise, Robert Lamb, Karen MacArthur, ShaunaLee Martin, Deana Morone, Amy Rieger, David Shedrow, Phil Simpson, Ronald Vanderveer, Joanna White, Elmira Yakutova-Lorentz

Agenda topics

[TIME ALLOTTED] OPENING/APPROVAL OF MINUTES LAURA DUNN

DISCUSSION	<p><u>Introductions</u>: AAC members and guests introduced themselves for the benefit of new representatives.</p> <p><u>Approval of minutes</u>: Debbie Eaton motioned to approve the September 20, 2013 minutes. Salli DiBartolo seconded. The motion passed.</p>
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[TIME ALLOTTED] NEW BUSINESS LAURA DUNN, STEPHANIE BURNETTE, CHUCK KISE

DISCUSSION	<p><u>MAT 1033 as pre-req for MGF 1106</u> – The math cluster has been asked to consider removing MAT 1033 (Intermediate Algebra) as a pre-requisite for MGF 1106 (Math for Liberal Arts). The cluster doesn't want to do so; they voted unanimously to keep the pre-requisite. Some faculty may have perceived the administration is attempting to dictate what the math faculty should do regarding pre-requisites but that isn't the case.</p> <p>Stephanie Burnette said with MAT 1033 as a pre-requisite for MGF 1106 and MGF 1107, the following situations can and do occur:</p> <ol style="list-style-type: none"> 1. If students postpone math to right before graduation, they may not have electives left and financial aid may not fund the course. Students cause themselves problems when self-advising and she believes there may be an increase in self-advising in the wake of the Developmental Education ruling 2. On some campuses department chairs are allowing students directly into the course so there has been a lack of consistency 3. A few years ago the math cluster created a flow chart that the advisors have been using. The chart notes that if students need prep courses they need MAT 1033. Advising without consistency has been difficult considering that some department chairs are allowing students directly into the course 4. If students don't intend to do an algebra sequence, why recommend it? <p>Dustin Files and Elmira Yakutova-Lorentz will go to the math cluster and ask the cluster to meet with Stephanie Burnette and Linda Eichas regarding math pre-requisites.</p> <p><u>Definition of retention</u>: At a previous AAC meeting the question arose as to how</p>
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'retention' is defined in state legislation. Does it mean graduation or completing a class? Faculty need to know this because maintenance of continuing contract and earning continuing contract may be affected by this.

Stephanie Burnette attempted to get an answer to this so she contacted Donna Lake. This answer she received used examples for explanation.

Example 1: For a class of 20 students, if 5 withdraw either on their own or for non-attendance, the class has 75% retention, 75% completion

Example 2: For a class of 20 students, where 3 fail, 2 get Ds, the course has 100% retention, 100% completion, 75% pass rate

Students should stay in the course until the end for retention rates. However, financial aid requirements may push students to withdraw. It also isn't clear yet how federal regulations for scoring higher education institutions will factor into this.

Transfer procedure 429: This procedure refers to evaluation of courses from other institutions. Some institutions use quarter systems instead of semesters and when transferring, the credits come in as .66 of a credit. Students must satisfy the credit requirements for each area of general education or fail to meet the graduation criteria. Stephanie Burnette would like to find a way to provide advisors ways to help students.

For some courses, this is problematic. BSC 1005, for example can come in as a 3 credit course instead of 4 when transferring from an institution using quarters instead of semesters. Students can take a CLEP test. Can they take a 4th credit option? Should we let students transferring in as 2.67 instead of 3 credits graduate anyway?

Clusters need to discuss this for feedback to Stephanie Burnette.

Learning Resources Subcommittee: Karen MacArthur discussed the Collegewide Libraries' collection development policy, giving reasons for having the policy. The policy had been sent by email for AAC member review prior to the meeting. Laura Earle motioned to approve the policy. John Armstrong seconded. The motion passed.

ETAS: Chuck Kise said in the past certain technology has been adopted by faculty without thinking much ahead. ETAS was formed to make recommendations for software, policies, and procedures. His first question was whether the AAC still feels there is a need for students to be tested on or taught basic computer skills. Two years ago the AAC thought there was and attempts were made to address it. Should there still be an orientation assessment? Members of the AAC thought there was still a need.

His second question was about courses with third-party websites. Students usually have access to these sites through their textbooks. Some of these websites have the functionality of a learning management system. However, these sites have FERPA issues because grades are now recorded by a third party. Some faculty have agreed to use these sites without regard to students registered with OSD. IT support is another problem with these sites – students call the college IT for help with third-party sites the college has no control over. 42 courses now use third-party websites.

Laura Earle asked if this could be addressed in the faculty handbook. Chuck Kise said some faculty feel that ETAS shouldn't be involved in their content decisions.

	<p>Will this change the textbook adoption form? Karen Eisenhauer thought that developmental education would be greatly affected by restrictions on the use of third-party websites. More faculty need to be aware of the role of ETAS in adopting technologies for course use.</p> <p>ETAS will work with Scott Herber in including technology section on the textbook adoption form and report back to the AAC at a future meeting.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask the math cluster to meet with Stephanie Burnette and Linda Eichas	Dustin Files and Elmira Yakutova-Lorentz	
Contact clusters and ask them to give feedback to Stephanie Burnette in re Transfer Procedure 429	Laura Dunn	
Work with Scott Herber to include ETAS on the textbook adoption policy form	ETAS	

[TIME ALLOTTED]

CURRICULUM

CATHY BEAM, LAURA DUNN

DISCUSSION	<p><u>Informational items:</u> Cathy Beam reported on EMS and Dental Assisting ATD to Dental Assisting Technology and Management AS memorandums of understanding. This information had been presented in the spring to the AAC but was sent back for corrections. All corrections have been made. Laura Earle motioned to approve the MOUs. Connie Dearmin seconded. The motion passed.</p> <p><u>Engineering Technology AS</u> – An AAC member questioned the domain levels at psychomotor with 'explain' as the verb in EETC 1611. Meer Almeer said this was intentional and provided reasoning. Bruce Heshner moved to approve EETC 1611 and the rest of the course packet. John Armstrong seconded. The motion passed.</p>
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[TIME ALLOTTED]

OLD BUSINESS

LAURA DUNN, PHIL SIMPSON,
DEBBIE EATON, SCOTT HERBER

DISCUSSION	<p><u>Off-agenda item: effects of power saving strategy:</u> Members of the AAC mentioned the effects of shutting off the air conditioning for weekends, holidays, and campus closures. Bill Fletcher, Meer Almeer, Laura Earle, Bruce Heshner, John Armstrong, Robert Lamb, and Scott Herber gave examples of damaged equipment of mold issues in their areas. Some microscopes had to be replaced, some equipment has rusted, supplies have gone bad, building 3 of the Titusville campus had mold issues and needed to be scrubbed. The Titusville and Palm Bay campus libraries have mold/humidity issues because of turning of the air conditioning.</p> <p>Laura Earle noted that during 1987-1988 the University of Florida had severe mold issues in its veterinary labs that cost over \$1 million in repairs and caused the program to be deemed limited accreditation for three years.</p> <p>Phil Simpson will discuss these issues caused by turning off air conditioners at the Executive Council. Faculty are asked to provide information about damages from humidity and mold to Phil Simpson so that a cost analysis can be conducted.</p> <p><u>Off-agenda item: LMS timeline:</u> Salli DiBartolo asked to move the LMS survey dates so that there will be more time at the end for decision-making between Canvas and Blackboard. The survey would be October 25-November 25, the next LMSSS meeting will be November 25th at 2pm, and the announcement of the choice will be December 1, 2013. Training to use the selected LMS will begin in the spring. Holly Kahler motioned to approve this schedule change. Amy Rieger seconded. The motion passed.</p>
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AAC Assessment Survey: Laura Dunn would like to send this survey in November 2013. She asked for the best person and method to assess the results of the survey. Laura Earle said the survey should have some more formal questions with answers that can be measured and two additional comment sections. Laura Dunn will contact Dr. Miedema to ask if she can arrange for the survey and advise the best way to complete it.

Use of Calculators for Testing: Joe Wakim created the requested list of calculators and shared it with the learning labs. Laura Dunn asked if there had been any feedback. Elmira Yakutova-Lorentz said there had been no complaints at Palm Bay. One learning lab member said the employees there have no time to clear the memories of the calculators.

Dual enrollment caps: Faculty have received conflicting information on capping the number of dual enrollment students in course sections. High schools cannot limit the number of students wanting to participate in dual enrollment. Julie Alexander of the Florida Department of Education said "there is nothing in statute that would explicitly prohibit" capping individual sections. EFSC might decide sections cannot be capped but not because of a Florida statute. Phil Simpson asked about rules from the Department of Education that might interpret the statutes. Phil Simpson will bring this issue to the college Executive Council.

Developmental Ed Changes and Task Force: Phil Simpson presented information on the outcome of the October 16 meeting in Melbourne that helped determine the task force purpose, charge, and leadership. The task force is creating a plan for implementation in fall 2014. In addition, the task force is creating a plan for students who opt not to enroll in development education classes and fail their other classes. Mary Roslonowski is helping address this issue. Bernice Kendrick from Financial Aid and Mark Cherry will assist also in considering the financial aid implications for students in this predicament. This process will evolve as data is collected; the first Student Success Data Collection Report is due October 31, 2015.

A definition of student success must also be considered – is it graduating? Improving their lives? Preparation for gateway courses?

Dual-credentialed faculty: It's possible in Banner to notate faculty who are credentialed in more than one area but accessing that information is difficult. Cluster chairs don't have permissions to find that information on their own. This process must be re-examined.

Textbook Policy & Procedure: Debbie Eaton and Scott Herber said they were unable to manipulate the forms because of read-only permissions on the document. They need the original author of the document to grant them permissions so that they can continue to update the document.

Where will the completed forms finally reside? This hasn't been decided.

Policy on students taking classes with family members: Scott Herber said there weren't many responses to his email about this from last month. He has spoken to the Human Resources department at UCF to learn their policies. The policy he has drafted is detailed and defines roles. Karen Eisenhauer asked if the policy could be broader rather than refined to allow flexibility. One AAC member said the paragraph about sexual relationships is extremely intrusive. The purpose of the policy is to avoid the appearance of impropriety to the public. Members would rather have a policy created with faculty input than a policy created solely by administration.

In a small county the restrictions on relationship can be problematic. Faculty know many members of the community. How will co-habitation be addressed?

AAC members should send comments to Scott Herber. He would like to have a second draft available at the next meeting.

ADPA proposal: Laura Earle said there was no feedback on the proposal. The proposal is now at the TPD committee now. Laura Earle will send to the AAC members again.

Gordon Rule policy: Laura Dunn will email cluster chairs to ask them what each cluster is doing in regards to the Gordon Rule in their disciplines. Does each cluster need to update its policies regarding the Rule? Cluster chairs need to ensure all faculty in their cluster understand what the Gordon Rule is.

Faculty Handbooks: Robert Lamb said Tony Akers had sent an updated version of the department chair handbook. The subcommittee members have ideas for the handbook but haven't finished working on it. Members of the faculty handbook are awaiting input from Kathy Peters. Laura Earle said the members of the adjunct faculty handbook subcommittee are busy focusing on SACS this week and will resume work later. Also, the handbook is geared towards AA and says little regarding AS departments.

Off-agenda topic: attendance policy for student athletes: Belynda Cain asked about where to find specifics for attendance policy for student athletes. Laura Dunn said she would contact Dr. Miedema regarding this. Currently there is an SGA form that addresses this.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email Phil Simpson with details of damage caused by humidity and mold	All AAC members	
Contact Dr. Miedema regarding assistance with the AAC Assessment Survey	Laura Dunn	
Ask the Executive Council to reconsider stance on dual enrollment caps	Phil Simpson	
Send comments regarding the policy of students taking class with family members to Scott Herber	All AAC members	
Create second draft of policy on students taking class with family members	Scott Herber	
Send the ADPA proposal to AAC members again	Laura Earle	
Review the ADPA proposal and provide feedback to Laura Earle	All AAC members	
Send notice to cluster chairs regarding the Gordon Rule	Laura Dunn	
Ask Dr. Miedema about attendance policy details for student athletes	Laura Dunn	

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	The next meeting will be at the Cocoa campus on November 15, 2013 in 12-228 at 9:00.