

Academic Affairs Council

MINUTES

FEBRUARY 20, 2015 9:15AM-1:08PM

COCOA, 12-222

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| MEETING CALLED BY | Scott Herber |
| FACILITATOR | Scott Herber |
| NOTE TAKER | Karen MacArthur and Carol Harvest |
| ATTENDEES | John Armstrong, Marina Baratian, Stephanie Burnette, Nelly Cardinale, Holly Christmas, Connie Dearmin, Salli DiBartolo, Laura Earle, Deborah Eaton, Andrew Eisler, Sharon Fletcher, William Fletcher, Carol Harvest, Scott Herber, Holly Kahler, Richard Kahler, Barbara Kennedy, Rita Kronis, Karen MacArthur, Ethel Newman, Beverly Payne, Kathleen Peters, Amy Rieger, Ray Roberts, Kristie Rose, David Shedrow, David Simmons, Karen Simpson, Christi White, Joanna White, Elmira Yakutova-Lorentz |

Agenda topics

[TIME ALLOTTED]

ANNOUNCEMENTS/APPROVAL OF MINUTES

SCOTT HERBER

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| DISCUSSION | <p>The January 23, 2015 minutes were approved.</p> <p>Scott Herber said he had received an email from Dr. Miedema that she's very pleased the AAC has gotten so much material approved this year.</p> <p><u>AAC website and minutes submission</u>: Catherine Harwood has updated the AAC website. Documents on the site are PDFs so all minutes sent to her will be converted to PDF format.</p> <p><u>Diversity Infusion Committee</u>: This committee will meet March 6, 2015 on the Cocoa campus at 9:15am. The building and room number are TBA.</p> <p><u>Vice chair elections for 2015-2016</u>: Members are asked to think of nominations and the election will be held at the March or April AAC meeting.</p> <p><u>Developing standards for curriculum review</u>: How best to review curriculum before AAC vote was discussed. To what level should the AAC review curriculum? At the meetings should members spend time reviewing courses line by line? Should there be a limit on the number of courses reviewed each year unless there are special circumstances? Should there be deadlines for updates since some courses are more than 10 years old?</p> <p>Ray Roberts suggested that AAC members assigned to review curriculum send comments to the curriculum author (s), other AAC members assigned to review the same curriculum, the CDC chair, Holly Christmas, Christi White, and the AAC chair. The college hopes to have an online review system available by May so that AAC members can note online when they've finished reviewing curriculum.</p> <p>Ray Roberts and Scott Herber will jointly create curriculum review standards for AAC members.</p> |
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[TIME ALLOTTED]

PRESENTATION

CAROL HARVEST

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| DISCUSSION | <p><u>WAC/WID Project information</u>: Carol Harvest described the conference she'd attended that featured writing across the curriculum. Since that conference in November 2014 she has been working with Purvette Bryant in the Grants/Development Office to write a grant to develop a similar program at EFSC. The program will be designed to encourage instructors with courses that don't generally include significant writing to increase the amount of writing in their sections. This project will be voluntary and faculty-driven.</p> <p>Only four instructors will be invited to the pilot program. The proposal should be ready by mid-March and they would like to start it in fall 2015. Faculty would have to meet over the summer if they're interested in participating in the pilot. If there aren't enough faculty for fall 2015 the pilot will begin in spring 2016.</p> <p>AAC members discussed the need for APA citing work and help for students in understanding plagiarism.</p> |
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[TIME ALLOTTED]

CURRICULUM

LAURA EARLE

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| DISCUSSION | <p><u>BAS Information Systems Technology</u>: Connie Dearmin motioned to approve this folder pending minor edits. John Armstrong seconded. The motion passed.</p> <p><u>Business Administration AS</u>: Ray Roberts motioned to approve this folder pending minor edits. Kristie Rose seconded. The motion passed.</p> <p><u>Computed Tomography</u>: John Armstrong motioned to pass the entire folder pending minor edits. Ray Roberts seconded. The motion passed.</p> <p><u>Dental Assisting</u>: Ray Roberts motioned to approve the folder. Debby Eaton seconded. The motion passed.</p> <p><u>Dental Hygiene AS (HUN1201)</u>: Holly Kahler motioned to approve this folder. Kristie Rose seconded. The motion passed.</p> <p><u>Developmental Ed</u>: Elmira Yakutova-Lorentz motioned to approve the folder pending minor edits. Connie Dearmin seconded. The motion passed.</p> <p><u>Diagnostic Sonography</u>: Kristie Rose motioned to approve this course pending minor edits. Ray Roberts seconded. The motion passed.</p> <p><u>Drafting and Design Technology AS</u>: Salli DiBartolo motioned to approve this folder. Kristie Rose seconded. The motion passed.</p> <p><u>ENL2012</u>: Ray Roberts motioned to approve this packet. Kristie Rose seconded. The motion passed.</p> <p><u>HLP1081</u>: Amy Rieger motioned to approve this packet. Nelly Cardinale seconded. The motion passed.</p> <p><u>Magnetic Resonance Imaging</u>: Ray Roberts motioned to approve this folder. Kathleen Peters seconded. The motion passed.</p> <p><u>Network Systems Technology AS</u>: Karen MacArthur motioned to approve this folder pending minor edits. Nelly Cardinale seconded. The motion passed.</p> <p><u>New Network Support Technician CCC</u>: Debby Eaton motioned to pass this folder. Kristie Rose seconded. The motion passed.</p> |
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BSC2009: This course was discussed at length. Members wanted to know how well the course transfers to other institutions, is the course likely to make, will it be an elective or a science credit, is it worth three credits, why the 2000 level, why there are no prerequisites for a 2000 level course, why not design a career course aligned with meta-majors, would this be better as a seminar course, are there financial aid implications, is the content too narrow? Barbara Kennedy answered all questions about the course as the members asked them.

The course originated from the QEP committee and is part of a group of career courses to be offered. A psychology career course was already approved by the AAC in March 2014 and offered this fall and spring, although at the Cocoa campus enrollment was too low in the spring semester [section made at the Melbourne and Palm Bay campuses in the fall and spring]. The psychology career course was three credits as well. Stephanie Burnette said the course could transfer as an elective as part of a completed degree. One member said that denying BSC2009 while approving PSY2023 is inconsistent.

Two members of the science cluster were present and spoke against passing this course until the AAC has more information about the course. The two members of the science cluster said they did not remember a vote on the course. Members of the AAC expressed concern about the AAC voting on a course if there was confusion about a cluster vote. After the meeting, Jim Yount sent an email on February 25, 2015 to the science cluster, copying Scott Herber, Holly Christmas, and Christi White that a cluster vote took place.

Joanna White motioned to disapprove the course. Debby Eaton seconded. The motion to disapprove passed.

AA in Social Science: The economics course may be problematic because the state has identified this as a core course. Karen MacArthur motioned to table this folder until the March 2015 AAC meeting. Connie Dearmin seconded. The motion passed.

Medical Assisting AS and CCC: This packet was returned for edits.

CHMC3005: John Armstrong motioned to approve this packet pending minor edits. Debby Eaton seconded. The motion passed.

CHML1045: John Armstrong motioned to pass this packet pending minor edits. Debby Eaton seconded. The motion passed.

PHY2048: This packet was returned for revisions.

MAD2104: Bill Fletcher motioned to approve this packet pending minor edits. Nelly Cardinale seconded. The motion passed.

CET1176: Andrew Eisler said the cluster isn't ready to change this course requirement as scheduled. The cluster needs to work on it over the summer.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Jointly create AAC curriculum review standards | Ray Roberts and Scott Herber | |

[TIME ALLOTTED]

COMMITTEE ANNOUNCEMENTS

[PRESENTER]

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| DISCUSSION | <p><u>CDC</u>: no news from this committee.</p> <p><u>ETAC</u>: The next meeting is February 26, 2015. The committee is considering</p> |
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| | <p>changing from NetOps to Lanschool.</p> <p><u>Assessment</u>: no news from this committee.</p> <p><u>CTE</u>: Only two applications for the Distinguished Educator Award have been received. The deadline is March 17, 2015.</p> <p>Student Opinion Surveys will be open March 9, 2015.</p> <p>The Center is still requesting workshop proposals.</p> <p>There will be an email sent to faculty regarding student opinion surveys.</p> <p><u>Diversity</u>: no news from this committee.</p> <p><u>LMS</u>: Team Canvas is taking comments from faculty as to how well Canvas is working this semester.</p> <p><u>Library</u>: This committee currently has no chair since Norma Rudmik retired in January. There is now an opening on the committee to fill her space.</p> |
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[TIME ALLOTTED] OLD BUSINESS/NEW BUSINESS [PRESENTER]

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| DISCUSSION | <p><u>Student athlete policy</u>: Karen MacArthur motioned to approve this policy. Debby Eaton seconded. The motion passed.</p> <p><u>Survey for assessing the curriculum process</u>: Karen Eisenhower wasn't present to comment on the progress of this project.</p> <p><u>Faculty handbook</u>: Members reviewed the most current version and suggested edits. John Armstrong motioned to approve the handbook pending the suggested edits. Connie Dearmin seconded. The motion passed.</p> <p><u>Pre-majors</u>: Robert Lamb wasn't present to comment on the progress of this pilot.</p> <p><u>AAC Handbook update</u>: Karen MacArthur said that at the March 2014 AAC meeting members had voted to change AAC representative term limits from two years to one. The change was approved by administration and was sent to UFF. However, the official AAC Handbook was not updated. This issue is tabled until the March 2015 meeting.</p> <p><u>Chair needed for Standing Handbook Committee</u>: This committee is intended to review the handbooks twice per year. To date no one has volunteered for it.</p> <p><u>Honors Faculty approval process</u>: Changes suggested by the AAC were not included in the most recent draft of the Honors approval form. The Honors Council would like the AAC to discuss the process again. Laura Earle motioned to disapprove the document. Debby Eaton seconded. The motion to disapprove the document passed with one abstention.</p> <p>Marina Baratian is the official liaison between the Honors Council and the AAC. She will go to the Honors Council to ask about the relationship between the AAC and the Honors Council regarding reviewing Honors documents.</p> <p><u>Cluster minutes on the site</u>: Scott Herber provided Catherine Harwood with the most current list of cluster chairs. Cluster meeting minutes will be kept at the new web site instead of Datastor in the future. Laura Earle motioned that cluster meeting</p> |
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minutes should be kept on the new web site. Kristie Rose seconded. The motion passed.

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| Ask the Honors Council for clarification regarding relationship between AAC and Honors, especially concerning reviewing documents | Marina Baratian | |

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| SPECIAL NOTES | The next meeting will be March 13, 2015 in Melbourne, 10-111A at 9:00am. |
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