

Academic Affairs Council--DRAFT

MINUTES

AUGUST 17, 2018 9:15 AM ``

MELBOURNE, B2R211

MEETING CALLED BY	Scott Herber
TYPE OF MEETING	Monthly AAC Meeting
FACILITATOR	
NOTE TAKER	Robin Boggs
ATTENDEES	Meer Almeer, Robin Boggs, Sue Campbell, Roland Chambers, Frank Christopian, Kim Coluccio, Marianne D’Altilio, Julie Derrick, Salli DiBartolo, Laura Earle, Deborah Eaton, Holly Erler, Sharon Fletcher, Ray Gainer, Jimmy Gamez, Katina Gothard, Tammy Harding, Paulette Howell, Bruce Heshner, Andrew Lieb, Linda Miedema, Josephina Oramas, James Oriani, Sandra Lanza, Michelle Loufek, Ashley Olund, Beverly Payne, Cindy Puckett, Michelle Richard, Renee Roth, Steve Salvo, David Simmons, Phil Simpson, Jill Simser, Lynn Spencer, Wayne Stein, Bob Stover, , Christi White, John Wiggins, Elmira Yakutova-Lorentz

I. Agenda topics: Approval of Minutes and Announcements

DISCUSSION	<u>Introductions:</u> Introductions of those present and guests.		
	<u>Approval of April 13, 2018 Minutes:</u> Holly Erler motioned for the approval of the April 13, 2018 minutes. Motion was seconded by Laura Earle. Motion Approved.		
	<u>Officer Elections:</u> Andrew Lieb was nominated for Vice Chair. Holly Erler made the motion and Laura Earle seconded. Motion Approved		
	Robin Boggs was nominated as Secretary. Laura Earle made the nomination and Holly Erler seconded. Robin requested a backup in cases of absences. Michelle Richards agreed to cover. Motion Approved.		
	<u>Announcements:</u>		
<u>Confirmation of Membership:</u> Scott Herber requested updates for Cluster Chairs, AAC Representatives, and the Alternate AAC Representatives.			
	Cluster	Cluster Chair(s)	ACC Representative/Alter
	Health Sciences	Sandi Lanza & Laura Earle	Marianne D’Altilio/ Debbie Eaton
	Accounting/Business/Economics/Entrepreneurship	Frank Christopian	Frank Christopian/ Julia Derrick

Computer Science/Computer Applications/ Office Technology/Drafting/Graphics	Nelly Cardinale & Daniel Mondshein	Beverly Payne/ Nelly Cardinale	
English/EAP	Carrie Wells	Andrew Lieb/	
Humanities/Religion	Alicia Spring	Ilanna Grimes/	
Library Science	Matt Remer	Jill Simser/ Ashley Olund	
Math	Katina Gothard	Elmira Yakutova-Lorentz/ Johnathan Emond	
Science/Engineering	Jim Yount	Jimmy Gamez/ Dan Wagner	
Social/Behavioral Science	Laura Dunn	Cindy Puckett/ Patty Wallace	
Education/Early Childhood	Marika Koch	Kim Coluccio/ Marika Koch	
Developmental Education (Reading and Writing)	Janice Stutte	Robin Boggs/ George Chen	
Communications/World Languages	Roland Chambers	Holly Erler/ Roland Chambers	
Music/Art/Theatre	Robert Lamb	Chan Ji Kim/ Joanna White	
EMS/Fire/Legal Assisting/Criminal Justice	Harold Zacks	Ray Grainer/ Rex Hezlitt	
Aerospace/Conditioning/Culinary/Digital TV/Media/Welding/Engineering Technology	Bill Fletcher	Bruce Heshel/ Ted Hertselle	
At Large ACC Representatives			
Cocoa- Laura Earle/Holly Erler	Titusville- Michelle Richard/Marsha Lake		
Melbourne- Belynda Cain/Roland Chambers	Palm Bay- David Shedrow/Sasan Kermani		
eLearning-Salli DiBartolo/Chuck Kise			
Committee Chairs			
Assessment- Ad Hoc Status CDC- Ron Vanderveer Library- Matt Remer LMS- Salli DiBartolo	Diversity-Andrew Forbes ETAS- Salli DiBartolo Handbook- Susan Styron Honors Rep- TBD		
<p>Reminder on submitting honors courses---Christi White made the recommendation that curriculum with lab components and/or honors courses, faculty should submit both forms at the same time. It makes the variations/credentialing the same/fees the same.</p> <p>If submitting the just the honors, please submit both. If the original is not in performance based language, then eventually the original will need to be updated.</p>			

PRESENTATIONS AND GUESTS

SCOTT HERBER

DISCUSSION	<p><u>SACSCOC</u>- Dr. Miedema presented information regarding SACSCOC. SACS rewrote the manual in December 2017. In an effort to streamline the document, the principles were changed, and those changes will impact the college. Dr. Miedema provides examples for a short description on several of the following:</p>
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Section 1: Principles of Integrity
 Section 2 : Mission
 Section 3: Basic Eligibility Standard
 Section 4: Governing Board
 Section 5: Administration and Organization
 Section 6: Faculty-- Each educational program needs to justify and document qualifications
 Section 7: Institutional Planning and Effectiveness (QEP)
 Section 8: Student Achievement
 Section 9: Educational Program Structure and Content
 Section 10: Educational Policies, Procedures, and Practices- Dr. Miedema advised that all faculty should make sure that the syllabus is complete for each class.
 Section 11: Library and Learning/Information Resources
 Section 12: Academic and Student Support Services, Dr. Miedema also pointed out that the college must inform students on how much they have to pay back when taking out student loans.
 Section 13: Financial and Physical Resources
 Section 14: Transparency and Institutional Representation

EMTS (Educational Materials Tracking System)- Andrew Lieb requested that faculty should look at the form in MyEFSC to examine the forms. The instructions were not included. At this point, only the cluster chairs should be using this tracking system for when the cluster has decided if educational materials are college-wide (sequential) or campus based (non-sequential). This is also where the OER (Open Educational Resource) information will be contained. Each cluster should evaluate OERs for the instructors to be able to use in addition or to replace educational resources. The cluster is empowered to decide if the OER meets the objectives. The cluster vote must be completed by ETAC deadlines.

CURRICULUM REVIEW

DISCUSSION	None

COMMITTEE UPDATES

SCOTT HERBER

DISCUSSION	<p><u>CDC</u> Next week's meeting has a heavy agenda. There are now 15 members in CDC representing a "good mix" of disciplines. Ron Vanderveer has changed procedures to use a clean review. The originator will show up and face for final effort (after contacting originator). The committee will not be editing during the meeting since all edits should be completed prior to the meetings.</p>
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ETAC Deadline updates---Michelle Richard stated that the deadlines currently on ETAC system are not accurate. There is a change in time periods. The ETAC Software and textbook deadlines should be aligned. The State recommends 17 days.

Currently, the Curriculum date us the 3rd Thursday in August and January. There should be exceptions for Publisher changes. The suggestion date is the 3rd Thursday in September and February.

Discussion held regarding the exceptions being about to be allowed for specialized textbooks. Debbie Eaton moved to accept the suggestion of September 15 and February 1 (eliminates the summer deadline) with Michelle Richard seconded. Motion Passed.

Assessment -ad hoc

Diversity-no updates Concerns expressed that inaction of the Diversity committee is holding up curriculum. Scott Herber will intervene. Suggestion was made to have the Diversity rep on CDC or have the committee become a subcommittee. Cindy Puckett expressed a concern about the makeup of the committee membership. The committee (subcommittee) needs to be sensitive to include substantial numbers of representatives from groups other than the traditional culturally dominate group. Laura Earle made a motion to accept recommendation; Salli DiBartolo seconded. Motion approved.

LMS—Michele Richard and Salli DiBartolo made a motion to move LMS into a subcommittee of ETAC. After discussion, Laura Earle suggested that since the ETAC committee chair is also the chair of LMS committee, there should be dual chairs. David Simmons seconded. Motion Approved.

Library-no updates

Handbook –no updates

No Honors Rep

Textbook Affordability--- ad hoc committee The committee’s work is done. Updates coming.

UPDATES (IF AVAILABLE) AND OLD BUSINESS

SCOTT HERBER

DISCUSSION

ADA Compliance --- Questions still remain. For example, when is the deadline for the traditional face-to-face class materials to be ADA Compliant? Phil Simpson responded that the process is still ongoing and the college is gathering tracking reports
David Simmons requested clarification about difference between online and f2f. Linda Miedema stated that a work force for Distributed Learning has been established.
Also, the College still searching for a better way to track UDOIT reports.

NEW BUSINESS

SCOTT HERBER

DISCUSSION	<p><u>Gordon Rule Updates</u> Scott Herber commented that there needs to be a committee. Christi White wants to be a member of the committee. Motion by Lynn Spencer was seconded by David Simmons. Robert Lamb posed a - question about how classes can be Gordon Rule without writing. Christi White responded.</p> <p><u>Syllabus Task Force Creation</u>—Phil Simpson discussed that Appendix Z is no longer in the contract. A task force will be a joint venture between Admin and Faculty. Phil Simpson will be the contact and will send out a call for faculty. He will also organize, but will have a faculty member selected to be chair. Motion to accept the Syllabus Task Force creation made by David Simmons and seconded by Laura Earle. Motion approved</p> <p><u>Student Code of Conduct Academic Dishonesty</u> (possible vote needed Dr. Simpson wants to “put teeth” in the college documents so that if someone does committee an academic dishonest incident, there would be additional specifics that are more comprehensive to deal harshly with those students. Suggestions made</p> <ul style="list-style-type: none"> • place in Student Success Checklist (Student Success Student check needs revising) • discuss with the Associate Provost; <p>Discussion: Some faculty don’t go over the DC level. David Simmons believes that the college needs to define plagiarism. The more serious the effort, the more consistency the tracking.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Do we want to create a tracking system for academic dishonesty— Dr. Miedema suggested that perhaps a workshop that explores academic dishonesty. Andrew Lieb made a motion to approve suggestion. Beverly Payne seconded, Motion approved. <p><u>Online Minimum Requirements</u> Dr. Simpson provided an overview, but one change is outdated because there is no Appendix Z. Suggestion made to follow AAC handbook (Handout provided) Andrew Lieb made motion for approval. David Simmons seconded. Motion approved.</p> <p><u>New Curriculum Forms</u> Christi White presented new curriculum. In a move to make everything accessible, there are now drop down menus in the forms. Also, the tables eliminated with objectives (see handouts) and faculty will need to put number of core ability. One major change is on the only change on Fee Justification form. The biggest change is catalog template. The Catalog</p>
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page and the POS have been combined. If there is a pilot course, then faculty will need to add pilot course on the form and put changes in RED. Another combined is the last page is for programmatic changes. Motion to accept made by Laura Earle and Michelle Richard seconded. Motion Approved--

Committee lists----Laura Earle stated that the college needed a committee that tracks all of the committees being filled. The college needs a way to recruit new members as well as conduct surveys. The committee should be limited to 3 people, and Jennifer McCain has agreed to serve. – Motion to create a CTC2 (Committee Tracking Committee) made by Laura Earle. Andrew Lieb seconded. Approved with 1 abstaining.

Pilot courses ---- Katina Gothard requested to speak to the AAC. The college contract now contains a definition for pilot courses. Pilot courses have a 2 semesters limit. She provided some history where a course was not approved in the cluster because it would have gone into a course catalog. Katina Gothard wanted to have discussion so that there would be something in the curriculum paperwork to indicate if a course is a pilot. After the 2 semesters, the faculty in charge of the pilot would report back to cluster. There could be a phase 2, so the instructor has 4 semesters before resubmitting the pilot to the discipline. If the course is a brand new course, new objectives, with cluster approval, must be approved by state. Andrew Lieb and Katina Gothard inquired about given a specific designation (like Dev Ed). Christi White described a scenario---with start and end date for course; Christi can make sure it is state certified as a **PILOT** in title and a checkbox with a start and end date (2 terms). Laura Earle motioned for approval with a second by Cindy Puckett. Motion was approved. Scott Herber commented that he would ask CDC to write procedures for a pilot.

CONCLUSIONS

OPEN BUSINESS

SCOTT HERBER

DISCUSSION

None

~~Frank Christopian stated that if the college requires and 85%, should faculty send out emails to decide on their options of a F or W8.~~

~~Attendance – Veterans are required to have 30 days for attendance. Dr. Miedema is investigating the options to address VA concerns. For example, how do we manage the 30 day of attendance during the summer?~~

~~Scott Herber mentioned that there are fobs to track for attendance.~~

CONCLUSIONS



Meeting Adjourned at 12:05 PM

Draft