

Academic Council Meeting

Minutes - Approved

Friday, October 28, 2016

10:00 A.M. – 12:00 P.M., WD 312

In Attendance: Judy Anderson, Jeff Bates, Lisa Briggs, Crystal Clark, Christine Creagh, Julie Cronk, K. Sandy Drakatos, Holly Finnegan, Charla Fraley, Adam Keller, Tracy Koski, Mary Lewis, Melissa Logue, Jack McCoy, Amy Ng, Ann Palazzo, Nancy Pine, Ben Pugno, Jack Popovich, Rita Rice.

Guests: Polly Owen, David Tom, Adam Moskowitz, April Magoteaux (Program Review)
Tony Goins (Employee Web Project)

1) Program Review Presentation 10:00-11:00 (Polly Owen, April Magoteaux, Adam Moskowitz, and David Tom)

April Magoteaux and Polly Owen presented the new program review process, where Nursing is one of the pilot programs that has gone through the process. David Tom and Adam Moskowitz presented the details from the A&S side, specifically the program review for the AA degree. (Currently the A&S division is looking at “plans of study” as their “programs or at least at the moment.) They presented the documents used for the review and how the students’ success numbers, the data regarding instructors, and the diversity and status of both populations in regards to those who teach and take the courses offered for a particular program/plan of study. They went through the data in great detail. The vast majority of all the data is compiled by the data warehouse in Achievement Analytics, so it should be a very efficient process and one that will be more efficient than the current processes of program review.

This comprehensive program review is essentially required by the HLC and critical to the college’s accreditation down the road. As important, it empowers the faculty in these programs/plans of study to make recommendations and request resources as the data indicates such resources are necessary.

There is simply too much information in these presentations to appropriately capture in these minutes. Polly Owen, April Magoteaux, Adam Moskowitz, and David Tom can be contacted for details regarding the pilot program review process and its implementation across the college.

2) Employee Web Project 10:30-11:00 (Tony Goins)

The College is moving away from an intranet and going with an inward-facing faculty/staff website to compliment the main website, which will serve current and prospective students moving forward. The main page will have a link to jump off into the employee site. Several co-chairs had questions and concerns about recent items the Academic Council recommended be available on the front of the webpage, but it doesn't appear that the web development team has formalized all the details about what will be included. Judy Anderson is working on the Employee Web Project in the following teams: 1) main team (overseeing the entire project and divided by "executive area"; ours is OAA), 2) navigation team (which determines where information will be located and how to get there), and 3) governance team (which will determine best procedures for who is responsible for maintaining the website for a specific academic program. Judy will keep AC informed and ask for feedback as the project proceeds.

3) Approval of Minutes from September 23, 2016 meeting

Holly Finnegan motioned to approve the minutes from the September 23, 2016 meeting; the motion was seconded by Ben Pugno, and the motion was passed unanimously with no abstentions.

4) Membership: Updates for Autumn 2016 and Requests (Judy Anderson)

Revision to Membership procedures:

Replacing co-chairs for temporary absence: There was a discussion what to do about the case where a co-chair of an OAA committee will be on leave for temporary yet extended period of time (illness, sabbatical, etc) of up to one full semester. In such cases, AC has agreed that the committee will hold an election from among its membership for a replacement until the original co-chair returns from leave. During that time, the elected replacement will receive the reassigned time allocated for the co-

chair duties. AC agreed that the temporary replacement would serve for only one semester; if the original co-chair's absence is longer than one semester, the committee will discuss electing a permanent replacement.

5) Science Placement Testing – College Credit Plus and CSCC Students

Faculty from the Biological and Physical Science Department have expressed concerns about waiving the pre-req science placement testing for CCP students. There are various situations faculty have explained where this requisite placement test cannot be waived, and have asked for this topic to be discussed by the AC.

Academic Council recommended at this meeting for that the Dual Enrollment, Curriculum, and Assessment Committees begin an initial investigation and fact-finding mission to determine what factors may or may not have been considered already and if future considerations need to be made before officially waiving course requirements selectively for one student population versus another. Adam K. asked the group to work towards a conclusion on this matter because it is one that the Academic Council should be considering, and that decisions about modifying or changing placement requirements shouldn't come from any other body. Neither Dual Enrollment Co-chair was present at today's meeting, so a more formal and in-depth discussion and/or recommendation will come at a future meeting.

All other agenda items were tabled for the next meeting due to time

Judy Anderson reminded the group there will be an extended meeting/retreat on November 18, from 10:00 AM to 2:00 PM, in WD 315.

Motion to adjourn by Holly F., and the motion was seconded by Ann P. The motion passed unanimously.

Minutes Submitted by,

Adam Keller
Vice President, CSEA