

Academic Council Co-Chairs Meeting

Friday, April 25th 10:00 am -12:00 pm

CT 107

Approved minutes submitted by Amy DiBlasi

I. In Attendance: Tracy Little, Deb Dyer, Amy DiBlasi, Crystal Clark, Jackie Teny-Miller, April Magoteaux, Mark Bocija, Nancy Pine, Gilberto Serrano (new Dual Enrollment Committee Co-Chair), Ann Palazzo (new Digital Learning Committee Co-Chair), Jack Popovich (new Digital Learning Committee Co-Chair), Sandy Drakatos, Alesa Mansfield, Antoinette Perkins, Adele Wright, Rita Rice (Honors Committee Co-Chair), Judith Anderson, Holly Finnegan (Promotion and Tenure Committee Co-Chair) – **Guests** – Phil MacLean and Tom Erney

II. Minutes approved from March 28th meeting – Motion by A. Perkins; seconded by D. Dyer, approved by committee

III. Faculty Governance Items – Tracy Little

Academic Council Committee Participation

Tracy presented a motion to allow for tenure-track faculty members to serve on up to two committees for the Academic Council. Academic Council co-chairs could only serve in one co-chair position at a time, but may serve in an official member capacity on up to one other Academic Council Committee. With the recent voting process for new members on the Digital Learning and Dual Enrollment Committees, Tracy received e-mails from faculty who wish to serve on more than one committee. Also, with only 350 full-time faculty, we may need people to serve on more than one to have full committees.

Discussion followed with the following points:

- Some current members do not participate on their committees. It is possible these people would sign up for an additional committee and continue this behavior. A. Perkins said the new Promotion and Tenure process will help alleviate this problem by incorporating a voucher system to committee participation.
- Since we do not know all faculty, ask nominees to write a short summary of why they want to become members of the committee.
- Consolidate some committees if possible.
- Co-chairs should participate in nominating good candidates.
- Action plan - We need to market our committees and our work/initiatives to all faculty, including junior faculty.

Governance Committee

CSEA is working on an MOU that will allow for a new committee to be created that will more closely align the process and procedures of the Academic Council with the Policy Council and establish mechanisms for distributing documents, policies, procedures, etc. between the two groups. The committee will include T. Little, Cathy Hatfield, the two Co-Chairs of Policy Council and any volunteers from the Academic Council. Members from the Academic Council committees may also serve on the Governance Committee. The MOU may allow for others as well. Contact Tracy if you are interested in volunteering.

IV. Student Support Committee Items – Amy DiBlasi

Phil MacLean – Math Strategy Team

Phil presented the findings and recommendations of the Math Placement Committee:

- a) Current process – Students complete the COMPASS exam with no preparation required for the first exam or the retake. The Math Department feels that students are often placed in the wrong course. The ramifications are that students can waste time in a class too simplistic, or fail in a class too complex.
- b) Multiple indicators (high school GPA, ACT, SAT), in addition to a placement test, should be used to determine the best placement for a student.
- c) There is also the concept that students should prepare for a placement test in order to review skills that they possess, but have not practiced for a time.
- d) Choices for tests include COMPASS, ACCUPLACER and ALEKS PPL. ACCUPLACER is perceived to be very similar to COMPASS. ALEKS has a higher cost (\$25 per test per student vs. \$4-\$5 for the others), but is adaptive, meaning that subsequent questions are created based correct/incorrect responses to earlier questions. ALEKS also allows students access to remediation services for up to six weeks after the test. So a students could take the test and then “study” up on their weaknesses and take the test again in 6 weeks.
- e) The Math Placement Committee recommends:
 1. Increase the role of advising in placement decisions.
 2. Try to use multiple measure to place students in math courses
 3. Adopt ALEKS – With students paying (for the first time) a fee to apply to CSCC. (This is seen as a shift for the college. Our admission policy was more open when we were judged only on enrollments. Now, we are being judged more on student success.)
 4. Make the math placement process include preparation, placement and remediation. For preparation, the college is currently looking at a math LOC (large online course) to prepare students for placement tests.

5. Recommendation will be discussed at the following committees: Student Support, Curriculum, Instructional Support, and Assessment

Tom Erney – DEIS and Intellectual Property

Four initiatives that Tom Erney and his group are currently focused on:

- a) Current course - digitizing as much content as possible in F2F and Web courses to increase the success of learners; working with Kelly Hogan to provide a large online course to prepare students to take the COMPASS tests.
- b) Adult Learners – working with HIMT and Pharmacy Tech to create large online courses that enable adult learners (24-62 years of age) to obtain a certificate and continue to have access to updated content forever through their hand-held devices. Working directly with the Lumina Foundation group of learners who have some college but no credentials.
- c) Dual Enrollment – using the money awarded from the Straight A Grant to create learning objects (3-5 minute presentations/videos/clips that cover concepts, terminology, and/or application) for CSCC courses that are also available as DE options. Funds must be used by August 30. CSCC hired additional employees in DEIS through Tier 1 to assist with this large project.
- d) Blended Learning Strategy – task force formed to create a plan for future of blended learning format, including increased use of lecture capture.

Intellectual Property – The creation of course materials remains the property of the college if created using college resources; applies to all content, including learning objects

V. FETPD Committee Items – Jackie Teny-Miller and Judith Anderson

Professional Development Updates

Each committee was given \$5,000 for professional development; current balance is approximately \$40,000 and it must be spent by June 30. If you know that you will not be using the money, please notify Jackie Teny-Miller.

Departments still have professional development money; departments should check with Alison Paley regarding their current balances. Books, videos, resources, or other learning materials to enhance courses can be purchased with these funds.

Active and Cooperative Learning Training

The college will hold an Academic and Cooperative Learning two-day training workshop for 50 full-time faculty on June 19 and 20. Training will also be available to adjuncts on Saturday, June

21. More information to follow; registration will be first come-first served. Cost of the training is \$5,000 and, if successful, may be offered again next year.

VI. Curriculum Committee Items – Deb Dyer and Alesa Mansfield

COLS 1100 - First Year Requirement

Many students are waiting to complete COLS 1100 or COLS 1101 until the end of their program, and do not benefit from the college and success content that is included. Committee would like to recommend that the system require students to register for the course within their first 30 hours of coursework. D. Dyer has spoken to Carol Thomas who stated that the college could work on creating a logarithm to require this. The following was presented for discussion and approval by the committee. This is the current language that needed to be approved to move forward. Motion to approve from Jack Popovich and seconded by Ann Palazzo. Committee approved with the following changes shown in bold:

*The Academic Council Curriculum Committee and Academic Council Co-Chairs move that COLS 1100 **or COLS 1101** be required for degree seeking students within **their first 30 hours of coursework** at Columbus State Community College, excluding those students that come into the college with 15 hours of prior college-level degree credit, and requests that appropriate steps be taken to ensure that the college systems help back up the first year requirement for our first year experience course.*

Amy 4/26/14 5:28 PM

Deleted: their first year of classes

During discussion, the following points were made:

- The current language allows students to waive COLS 1100 or COLS 1101 if they have completed 15 hours of prior college-level degree credit; however, these courses provide valuable learning tools, success strategies, and college resources to students and may help these students better succeed.
- It is possible that students who have 15 hours are prepared for college already, but it is not a guarantee. It would become an advising issue if the course would need to be waived on a case-by-case basis.
- The Curriculum and Instructional Success Committees will research these issues.

Special Topics Courses

Three members of the Curriculum Committee met with Dr. Cooley to discuss his proposed guidelines for special topic courses. Special topic courses include personal interest content and are created for select topics that vary by semester. These courses typically do not transfer.

Proposed changes to the process:

- Purpose of the special topic course should be for personal interest only.

- Special topic courses should not be used towards program or graduation requirements.
- Additional course designations should not be created for trial or pilot courses; these types of courses should be reviewed as regular courses.
- Amount of time required to review a special topic course should be the same as a regular course (not faster).
- If a course meets a temporary need, it should be approved as a regular course and can be removed when no longer needed.
- Special topic course should not be offered more than six consecutive semesters.
- Some current special topic courses need to be reclassified as regular.

Group discussion followed and majority felt that these proposed changes do not support the creation of trial and pilot courses that faculty feel are necessary when exploring content changes to their programs. Also, proposed changes do not support the development of courses in response to current events, opportunities, emerging technologies, best practices. Departments should get to weigh in on how they use special topics courses. Co-chairs are asked to speak with their departments regarding the proposed changes and share at next meeting.

Curriculum Committee co-chairs will share with their committee and continue studying the proposed changes and their implications, including talking with Dr. Cooley to determine the rationale for these changes.

Student Behavior Incidents/Issues

Faculty members are encouraged to report behavior incidents/issues to Public Safety and Kellie Brennan's office so the campus community can be more aware of these occurrences. Online form for reporting is available.

Classroom Recording Policy

Currently, there is not a campus-wide policy regarding student recording in the classroom. Some faculty members include their policy for student recording in the syllabus. Curriculum Committee co-chairs recommended that a policy be drafted to state that students can only use classroom recordings for personal use and cannot upload to Internet. Co-chairs will discuss with their committee and draft a recommendation.

VII. Turnitin Update – Nancy Pine

Nancy announced that the college renewed our contract with Turnitin; asked that this be shared with committees and departments.

VIII. Tenure and Promotion Committee Item – Holly Finnegan and Antoinette Perkins

The co-chairs presented the following revisions to Procedure No. 5-02E – Awarding of Tenure (Appeals). Motion to approve (April Magoteaux), seconded (Antoinette Perkins), approved by co-chairs:

- Remove the parts of section 2f that state candidate has ten working days to file appeal (does not match other dates), that candidate can appeal before portfolio has gone through all levels (incorrect), and that the candidate appeals to the VP for Academic Affairs (incorrect).
- Remove all verbiage regarding appealing prior to the end of the process.

IX. Rules and Policies Committee Item – *Tabled until next meeting*

Study Abroad Policy

Announcements, Reminders and Updates:

1. New Committees – Vote is currently out for members for the two new committees and is due May 1. A voting for vacant seat on committees will be held early summer.
2. Send Committee Updates to Tracy by April 28.
3. Contact Tracy if you are interested in serving on the Governance Committee.
4. Summer Meeting Dates – Friday, June 27, Friday, July 25
5. Thanks for the fantastic In-Service Presentations
6. Dual Enrollment update – *tabled*
7. Apple update – *tabled*

Meeting adjourned at 12:15 PM.