

Academic Affairs Council

MEETING MINUTES

Date: Friday, April 5, 2019
Time: 10:45 a.m.
Place: WHT 231

I. Call to order

Dr. Sterling Claypoole called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday April 5, 2019, in Whitfield 231.

II. Roll Call

The following council members were present: Sam Allen, Vicki Badgley, Linda Bates, Jennifer Baine, Dr. David Carty, Michael Champion, Dr. Sterling Claypoole, Gary Hall, Yolanda Hoof, Ted James, Brandy Mendoza, Jim Roomsburg, Susan Spicher, Roslyn Turner, Ray Winiecki, Amy Sturdivant, and Dr. James Yates.

The following council members were excused: Leslie Appling, Ashley Dougan, Caroline Hammond, Sherry Howard, Dr. Michael Murders, Dr. Cindy Meyers, Justin Murphree, and Philip Shackelford

The following guests attended the meeting: Charley Hankins, Lauren Johnson, Dr. Stephanie Tully-Dartez, Mary Kate Sumner, and Michele Hildreth (Recorder)

III. Approval of minutes from the previous meeting:

Gary Hall made a motion to approve the minutes of the council meeting held on Friday, March 1, 2019 at 10:45 a.m. Sam Allen seconded the motion. The minutes were approved.

IV. Old Business

No Report

V. Planning Council report – Dr. Sterling Claypoole

A. No Report

VI. Other Councils

A. Discussion

1. Administrative Affairs Council – *Charlie Hankins*

a. APM 5.04A Travel Reimbursement

i. Comment include:

1. *Need restaurant receipts*

VII. VPAA Information Sharing – Roselyn Turner

A. Final Exam Schedule

1. Comment include:

a. *The times on the Final Exam Schedule in questions were the wrong times and the correction will be made.*

B. Academic Fiscal Year Time Line

VIII. Standing Committee Reports

A. Actions

1. Academic Standards Committee – *Vicki Badgley*

a. Catalog Change – Class Absence Report

- i. To accept changes/revisions to the Class Attendance Policy and Reporting Form to only send email version to students and to update catalog description.

Vote: Motion from Academic Standards Committee to accept changes/revisions to the Class Attendance Policy and Reporting Form to only send email version to students and to update catalog description was approved.

2. Assessment Committee – Vicki Badgley, Chair

- a. APM Change – Academic Assessment Manual.

Vote: Motion from Assessment Committee to accept APM 3.17 change – Academic Assessment Manual was approved.

3. Curriculum Committee – Dr. Sterling Claypoole, Chair

- a. HCIT Medical Coding – Catalog Description Change for HCIT 2774 Medical Coding Practicum and Certification Preparation

Vote: Motion from Curriculum Committee to accept HCIT Medical Coding - Catalog Description Change for HCIT 2774 Medical Coding Practicum and Certification Preparation was approved.

- b. CTE Culinary Program - Split CULA 1038 Culinary I into CULA 1033 Culinary I: A and CULA 1035 Culinary I: B

Vote: Motion from Curriculum Committee to accept CTE Culinary Program - Split CULA 1038 Culinary I into CULA 1033 Culinary I: A and CULA 1035 Culinary I: B was approved.

- c. Practical Nursing – Change PRNS 1202 to PRNS 1502 Prefix

Vote: Motion from Curriculum Committee to accept Practical Nursing - Change PRNS 1202 to PRNS 1502 Prefix was approved.

- d. Microbiology Liberal Arts/Sciences - Add Pre-requisites to MBIO 1124 (Microbiology):

- i. Add BSTD 0413 (Elem. Algebra).
 - ii. Add ENGL 1113 (Comp I)
 - iii. Add BIOL 1004 (Fund of Bio) or BIOL 2064/L (A&P 1/Lab)

Vote: Motion from Curriculum Committee to accept Microbiology Liberal Arts/Sciences request to add the above Pre-requisites to MBIO 1124 was approved.

- e. EMS Program #1 - A request to make both Medical Terminology and Math for Health Professions (or its equivalent) as co-requisites instead of a pre-requisites.

Vote: Motion from Curriculum Committee to accept EMS Program #1 request to make both Medical Terminology and Math for Health Professions (or its equivalent) as a co-requisites instead of a pre-requisites was approved.

- f. EMS Program #2 - A request to allow College Algebra, Technical Math, and/or Mathematical Reasoning to count as the math requirement in addition to the currently required Math for Health Professions for Paramedic program students (TC and AAS).

Vote: Motion from Curriculum Committee to accept EMS Program #2 request to allow College Algebra, Technical Math, and/or Mathematical Reasoning to count as the math requirement in addition to the currently required Math for Health Professions for Paramedic program students (TC and AAS) was approved.

- g. Radiologic Technology Course name Changes:

- i. Change RADT 2002 from Film Evaluation to Image Evaluation
 - ii. Change RADT 2403 from Seminar I to Radiographic Pathology
 - iii. Change RADT 2303 from Seminar II to Seminar

Vote: Motion from Curriculum Committee to accept Radiologic Technology Course request for the above listed name Changes was approved.

- h. EMA Prefix Change – Change Prefix for Theater (THEA) to DRAM

Motion to be TABLED and sent back to requestor and Dean for review. Motioned by Ted James, Seconded by Micheal Champion.

- i. Comment include:

- i. Will this change effect the current MOUs

- i. Process Technology #1 – Revise courses in the Program from Pre-requisites to Pre/Co-Requisites

- i. PTEC 1113—Introduction to Process Technology

Change pre-requisite: BSTD 0603 (English I) to pre- or co-requisite

- ii. PTEC 1123—Safety, Health, and the Environment

Change pre-requisite: BSTD 0413 (Elementary Algebra) to pre- or co-requisite

- iii. PTEC 1133—Process Instrumentation I

Change pre-requisite: PTEC 1113 (Introduction to Process Technology) & BSTD 0413 (Elementary Algebra) to pre- or co-requisite

- iv. PTEC 2474—Process Technology III: Unit Operations

Change pre-requisite: PTEC 2364 (Process Technology II-Systems) to pre- or co-requisite

- v. PTEC 2484—Process Troubleshooting

Change pre-requisite: PTEC 2364 (Process Technology II-Systems) to pre- or co-requisite

Vote: Motion from Curriculum Committee to accept Process Technology #1 - Revise the courses in the Program from Pre-requisites to Co-Requisites with the above list was approved.

- j. Process Technology #2 - Change program course pre-requisites involving Physical Science and Chemistry

- i. PTEC 2193 - Internship I and PTEC 2364 - Process Technology II: Systems

Change pre-requisite CHEM 1064 (Fundamentals of Chemistry) to CHEM 1014/L (College Chemistry Principles I/Lab)

- ii. PTEC 2193 - Internship I and PTEC 2364 - Process Technology II: Systems

Change pre-requisite PHYS 2024/L (The Physical Sciences/Lab) to PHYS 1004 (The Physical Sciences/Lab)

Vote: Motion from Curriculum Committee to accept Process Technology #2 - Change program course pre-requisites involving Physical Science and Chemistry with the above list was approved.

- k. Industrial Technology #1 - Change the name of the INDUSTRIAL TECHNOLOGY - MECHATRONICS program to INDUSTRIAL TECHNOLOGY - MULTI-CRAFT

Vote: Motion from Curriculum Committee to accept Industrial Technology #1 request to Change the name of the INDUSTRIAL TECHNOLOGY - MECHATRONICS program to INDUSTRIAL TECHNOLOGY - MULTI-CRAFT was approved.

- l. Industrial Technology #2 - Add existing course PHYS 1004 - Physical Sciences to the curriculum.

Vote: Motion from Curriculum Committee to accept Industrial Technology #2 request to add existing course PHYS 1004 - Physical Sciences to the curriculum was approved.

- m. Industrial Technology #3 - Change MECH 1504 Digital Circuit Technology and MECH 2803 Industrial Robotics from required courses to electives.

Vote: Motion from Curriculum Committee to accept Industrial Technology #3 request to Change MECH 1504 Digital Circuit Technology and MECH 2803 Industrial Robotics from required courses to electives was approved.

- n. Industrial technology #4 – Adding in Perquisites and Co-requisites to courses in Program:

- i. Course MECH 1404 Fundamentals of Electricity & Electronics ADD
MECH 1203 Industrial Safety and MATH 1073 Technical Math (or higher) as a Pre- / Co-requisite
- ii. Course MECH 1414 Electronics and Electrical Circuits CHANGE
Typographical error in the course catalog of pre-requisite MECH 1403 to MECH 1404.
- iii. Course MECH 1103 Electrical Drawings ADD
Pre-requisite MECH 1404 and pre-requisite / co-requisite MECH 1414
- iv. Course MECH 1504 Digital Circuit Technology ADD
Pre-requisites MECH 1404 and MECH 1414
- v. Course MECH 1203 Industrial Safety CHANGE
Pre-requisite BSTD 0603 English 1 from pre-requisite to pre- / co-requisite
- vi. Course MECH 2614 Internship ADD
Pre-requisite “completing two full semesters of program coursework”
- vii. Course MECH 1804 Introduction to Programmable Logic
Controllers ADD
Pre-requisites of BSTD 0413 and BSTD 0603 (or place out of these)
- viii. Course MECH 1003 Fundamentals of Mechatronics and Industrial
Maintenance CHANGE
Co-requisite of MECH 1203 Industrial Safety to pre- / co-requisite
- ix. Course MECH 1003 Fundamentals of Mechatronics and Industrial
Maintenance ADD
Pre- / co-requisites of BSTD 0413 and BSTD 0603 (or place out of these)
- x. Course MECH 1604 Fluid Power (this course has a high level of
Math content) ADD
Pre- / co-requisite MATH 1073 Technical Math or higher

Vote: Motion from Curriculum Committee to accept Industrial technology #4 - Adding in Perquisites and Co-requisites to courses in Programs listed above was approved.

- o. Industrial Technology #5 - Add an Instrumentation course to the program of study curriculum.

Vote: Motion from Curriculum Committee to accept Industrial Technology #5 request to add an Instrumentation course to the program of study curriculum was approved.

4. Distance Learning Committee – Jim Roomsburg, Chair

- a. Accept and Implement Common Navigational Experience into Blackboard.

Vote: Motion from Distance Learning Committee to Accept and Implement Common Navigational Experience into Blackboard. Approved by unanimous vote with one opposed via proxy

Vote: Motioned by Dr. Claypoole at 11:45 to extend the meeting 15 additional minutes was approved.

Vote: Motioned by Dr. Yates at 11:55 to extend the meeting 15 additional minutes was approved.

5. Faculty Affairs Committee – Roslyn Turner, Chair

- a. No Report.

6. Library Committee – Gary Hall

- a. No Report.

B. Discussions

1. Academic Standards Committee – Vicki Badgley

- a. No Report.

2. Assessment Committee – Vicki Badgley, Chair

- a. No Report.
- 3. Curriculum Committee – *Dr. Sterling Claypoole, Chair*
 - a. No Report.
- 4. Distance Learning Committee – *Jim Roomsburg, Chair*
 - a. No Report.
- 5. Faculty Affairs Committee – *Roslyn Turner, Chair*
 - a. Faculty compensation for the additional two service days in the 2019-2020 Academic Calendar.
- 6. Library Committee – *Gary Hall*
 - a. No Report.

C. Announcements

- 1. Academic Standards Committee – *Vicki Badgley*
 - a. No Report.
- 2. Assessment Committee – *Vicki Badgley, Chair*
 - a. No Report.
- 3. Curriculum Committee – *Dr. Sterling Claypoole, Chair*
 - a. Tuesday, April 16th 4pm Whitfield 227 Classroom.
- 4. Distance Learning Committee – *Jim Roomsburg, Chair*
 - a. No Report.
- 5. Faculty Affairs Committee – *Roslyn Turner, Chair*
 - a. Committee welcomes Dr. Cindy Meyer as its newest representative from Health Sciences. Lauren Johnson, now former-committee secretary and Health Science representative, has resigned from the committee.
 - b. Ad hoc committee continues updating the Faculty Evaluation Plan.
 - c. Ad hoc committee began revising the Faculty Handbook.
 - d. Personnel Action Forms (PAF) process and issues are being addressed.
 - e. Faculty advising pilot program training was held April 2nd.
 - f. Next committee meeting will be April 16 at 3 p.m.
- 6. Library Committee – *Gary Hall*
 - a. No Report.
- 7. Other –
 - a. Student Recognition Ceremony – April 18
 - b. Employee Recognition Ceremony – May 9
 - c. Spring Commencement – May 10

IX. Announcements

X. Adjourn

DR. James Yates moved to adjourn Academic Affairs Council Meeting, and Micheal Champion seconded. All Approved. The Academic Affairs Council Meeting was adjourned at 12:05 p.m.

Prepared by: Michele Hildreth