

Academic Council Co-Chairs Meeting

Friday, June 27, 2014 10:00 am -12:00 pm

WD 355

Approved minutes submitted by Julie Cronk

- I. **In Attendance:** Tracy Little, Deb Dyer, Amy Delorenzo, Amy DiBlasi, Crystal Clark, Jackie Teny-Miller, April Magoteaux, Mark Bocija, Nancy Pine, Gilberto Serrano, Antoinette Perkins, Adele Wright, Rita Rice, Judith Anderson, Holly Finnegan, Julie Cronk, Eric Neubauer, Sue Donohue and **Guests** Adam Moskowitz and Darrell Minor

- II. **Minutes from April 25th meeting:** A. Perkins suggested change to April minutes to how that the July meeting has been changed from July 25 to July 18. With the change included, A. Wright motioned to approve; seconded by G. Serrano; **approved by committee.**

- III. **Assessment Committee Items – Adele Wright and Adam Moskowitz**

A. Procedure 5-18C

The Assessment Committee worked on changed to Procedure 5-18C. Procedure 5-18 addresses assessment for student learning. Part C states that the President shall establish procedures to administer this policy. A. Moskowitz and A. Wright presented the proposed changes. A. Moskowitz explained that there was a need to bring this procedure into line with the Higher Learning Commission's requirements. A. Magoteaux asked for clarification on the proposed syllabus statement that was with the procedure document. It is not part of the procedure. T. Little asked for a motion to approve the changes to Procedure 5-18C. D. Dyer motioned to approve; seconded by A. Perkins; approved by committee.

B. Assessment Manual

A. Moskowitz presented the new Faculty Handbook on Assessment. The handbook gives examples and provides explanations on how to enter the information and data on assessment. A. Wright explained that the college is adopting CurricUNET Curriculum Management software to track curriculum. The software has been purchased and implementation will follow next year. The move will facilitate catalog changes and other curriculum management issues. The new Assessment Handbook includes instructions on how to enter information regarding courses and assessment so that it will fit with CurricUNET.

A. Wright asked for feedback on the handbook.

T. Little asked if we should approve the syllabus statement. A. Wright said it's in the handbook, which doesn't need this committee's official approval.

A. Magoteaux also suggested a change in the statement below the proposed syllabus statement. The statement currently reads, "Faculty select only those goals and outcomes relevant to their course, they should not list all of the goals and outcomes." She suggested that the part after the comma be dropped. Others agreed with the suggestion.

The OAA committees will present needs to the board each year based on the Assessment outcomes. E. Neubauer asked about requesting money to train instructors to use the new Assessment handbook.

Discussion on the General Education Outcomes followed with these points:

- We may need regular funding for training.
- The General Education Outcomes are changing and we don't know the final outcome.
- The need for a committee outside of the Curriculum Committee to handle this was questioned and explained.

IV. Curriculum Committee Items – Deb Dyer

A. Classroom Recording Policy

The Curriculum Committee proposed a policy statement regarding students recording classroom discussion and lecture that can be added to course syllabi. This would be included under Policy 5-10B, which covers material to be included on course syllabi. The proposed statement called for students to ask for the instructor's approval before recording a class session. The committee members felt this should be rewritten to reflect student objections to being recorded and to determine whether it's more important to say that recordings cannot be published. T. Little summarized the discussion to say that the policy needs to be rewritten.

B. COLS 1100 and Recruitment of Full-Time Faculty

The curriculum for in-class COLS 1100 has been redone, streamlined and simplified. Faculty members are needed to teach it. J. Teny-Miller suggested training dates. T. Little suggested asking Bruce Massis to include information about the changes and training dates in the Update. There was discussion about whether the course should be 8 or 16 weeks. Changes to the web version of the course will come in Spring 2015.

C. Discussion Regarding Change to 65 Hours for Career and Tech programs

The committee discussed the changes and determined a need to have the official written language regarding the changes in order to interpret them. The various deadlines were discussed and the need for greater understanding of the requirements. The group decided the OAA co-chairs should send a memo to the Administration to request the documentation regarding the change. T. Little asked for a motion on this. D. Dyer motioned to send the memo; A. Perkins seconded; all approved.

T. Little brought up Student Evaluations. Discussion included the following points:

- The college is not renewing its contract with the company that produces paper evaluations.
- Should we go to all online evaluations?
- How will this affect the requirements for evaluations and promotion portfolios?
- Some faculty will be meeting with Karen Muir about this issue.
- Topic tabled until we have further information.

V. Academic Pathways Items-Crystal Clark

C. Clark presented reports on three events, each one attended by a member of the Academic Pathways committee. These events and the comments on them are below.

- PLA (Prior Learning Assessment) with a Purpose Symposium (4/29): Statistics regarding higher success rates of students with PLA. Question about whether we are sufficiently caring for veterans and addressing their prior credits.
- Transfer Application Night (4/30): Seemed to be held late in the year. Made suggestion to Sarah Lathrop to have it earlier.
- Ohio Transfer Council (5/30): We need a culture of transfer. The committee member liked the Cleveland Transfer model. There is a need to encourage full time enrollment.

Announcements and Updates

1. Governance Committee-- Judith Anderson

There will be a meeting July 11 to discuss the governance structure.

2. Dual Enrollment—Gilberto Serrano

This committee held their first meeting. They will be defining what dual enrollment courses are and determining how they should be taught (by whom) and assessed.

Next Summer Meeting Date: – Friday, July 18

Meeting adjourned at 12:00 PM.