

**Academic Council Co-Chairs Agenda**  
**Friday, April 24, 2015**  
**WD 354**  
**10:00am – 12:00pm**

1. 10:00 – 10:15am: Welcome, Approval of Minutes, Attendance and Announcements
  - A. Vacant Seat Vote
  - B. AC Coordinator Fellow
  - C. Budget and Enrollment
  - D. Out for Notice and Comment – Grade Grievance, Reading Placement, Tenure and Promotion, Fresh Start
  - E. New Reassigned Time Form
  - F. Student Conduct Issues

2. 10:15-10:35 Rules and Policy Committee Item:  
Study Abroad Policy and Procedure – Guest – Michael Schumacher, Study Abroad Faculty Fellow

Please see attached Policy - Previously Reviewed by Academic Council and proposed changes:

a) All college-sponsored study abroad travel must have a designated fulltime Faculty Lead who is responsible for leading and/or coordinating the study abroad travel pursuant to college policies and procedures. In some circumstances a chair who is teaching the relevant course may serve as faculty lead. **If desired by the Faculty Lead, a second faculty member may assist in coordinating and leading the study abroad travel.**

3. 10:35- 10:50 Academic Pathways Committee Item – Military and PLA Credit Updates

4. 10:50 – 11:10 Academic Calendar – Please see attached

5. 11:10 – 11:20 Instructional Success Committee Items:

A. ISC is working on the revision of the Student Evaluation of Instruction and sent a request to faculty for their ideas. We have received some response and encourage faculty to send their ideas to any of the committee members. Our committee will be meeting with Suzanne Patzer to discuss/plan for deployment through BB.

B. Our committee is also planning the FIX: Faculty Idea Exchange scheduled for June 19. A call for presentation proposals was sent out via the April 13 Update. The theme is Encouraging Critical Thinking in the Classroom and if anyone is interested in presenting their best practice contact Tracy Koski.

C. The committee is also reviewing the recent revision (by Holly Finnegan) of the Classroom Observation form.

6. 11:20 – 11:30 Student Support Committee Item:

Testing Center Advisory Council Update: (From Eric Neubauer) "In short, I raised concerns regarding the requirement that faculty teaching blended courses will use their assigned classroom to give their final exams. In those cases where a blended course does not have an assigned classroom (such as those that have an assigned lab), faculty are to request a classroom through central scheduling. I mentioned that some faculty have concerns, particularly as some use the assigned lab to administer a lab final and use the Testing Center to have the final exam administered. I mentioned that Central Scheduling should be involved from the start – they should assign a classroom for those blended courses with labs instead of the responsibility falling onto faculty.

Michelle noted the concerns, but stated that the Testing Center would be implementing this practice gradually, starting this summer and not becoming official until Spring Semester 2016. I told her that I can bring forward the recommendation for this to Academic Council, but that I would expect some pushback from faculty (Mark Lord had raised concerns previously). She also noted this and stated that she will work with faculty to help in this transition process (she stated that she wouldn't deny faculty from having their students take the final exams at the Testing Center if they teach a blended course for this summer or Autumn Semester 2015).

I would pass this information onto the other members of Academic Council. Faculty members who have concerns regarding this should talk to their chairs and/or Central Scheduling. And they should also direct their concerns to Michelle Teasley.

Please note that Michelle is doing this to best manage the resources/space she has been allocated (and not to be punitive towards faculty). If faculty feel strongly about this, then we need to advocate/push for more resources/space for Testing Services. It's my contention that Michele is trying to build a case (by collecting data on what they are currently doing and will collect with the proposed changed practices) to give to college administrators that we need a larger, centralized Testing Center to accommodate the needs of the college (especially faculty, for our students)."

7. 11:30-11:40 Curriculum Committee Item

In-Service Questions

8. 11:40-11:50 Dual Enrollment – Updates

9. Announcements, Updates, News - Adjournment