



## College Council Meeting Minutes April 10, 2014

### COLLEGE COUNCIL MEETING MINUTES April 10, 2014 Office of College Services Board Room

#### ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Richard Allison	Mark Domencic
Mary Frances Archey		John Ginther
Elizabeth Claytor		Sarah Hansen
John Dziak		Bob Koch
Carl Francolino		Ron Logreco
Rita Gallegos		Scott Main
Shirley Harr		Jason Nadzam
Donna Imhoff		Christopher Robinson
Evelyn Kitchens-Stephens		Allysen Todd
Gretchen Mullin-Sawicki		Brenda Trettel
Audrey Rosenthal		
Vickie Rostis		
Justin Tatar		
Barbara Thompson		
Marianne Trale		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:31 PM.

#### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE MARCH 13, 2014 MEETING OF COLLEGE COUNCIL

Shirley Harr moved to approve the minutes of the March 13, 2014 meeting of College Council. Audrey Rosenthal seconded the motion and the minutes were approved as amended.

#### AGENDA ITEM II: SUBCOMMITTEE REPORTS

##### A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that there are two proposals that will be presented by Sumana Misera-Zets at the next meeting of the Subcommittee. The first proposal deals with a civil rights complaint procedure. The other proposal is an addendum to the Student Attendance Policy, and deals with absences due to pregnancy. Mrs. Misera-Zets sent out only abstracts of the proposals to the College community, because she is seeking legal advice on the wording of the complete proposals.

John Dziak objected to the incomplete nature of the civil rights complaint procedure proposal, and stated that there would not be enough time to study the full proposal and seek legal advice from the Federation attorneys.

He added that Jean Aston had found excellent civil rights complaint procedures from Stanford University and the University of California, Santa Clara that protect not only the accuser, but the accused as well. Mr. Dziak expressed hope that the civil rights complaint procedure proposal would be postponed until the Fall semester.

## **B. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee met on March 20th with Mary Beth Johnson and a student from the Court Reporting Program. They discussed the feasibility of Mrs. Johnson's students providing closed captioning onto films produced by CCAC faculty. Mrs. Johnson explained that the process of providing closed captioning is very involved, and more labor-intensive than her students could undertake. The Subcommittee may seek grant funding for this project.

## **C. CURRICULUM**

### **Proposal: Revision of E-Commerce certificate (221)**

Brenda Trettel presented the proposal which updates the course description, and adds learning outcomes for this certificate program. The course description was last updated in 1999 and 2000. Gretchen Mullin-Sawicki suggested that the faculty from this Program might explore ways to collaborate with the faculty from the Multi-Media Program.

Gretchen Mullin-Sawicki moved to accept the proposal. Vicki Rostis seconded the motion and the motion passed unanimously.

### **Proposal: New Mechatronics Associate of Science (722) and certificate (723) programs**

Sarah Hansen and Gretchen Mullin-Sawicki presented the proposal. Dr. Mullin-Sawicki distributed a handout titled, "Items Addressed for Mechatronics Degree Proposal since 1/22/2014," which articulates the original College Council concerns and how they were addressed in the revised proposal. Additionally, Ms. Hansen explained that Workforce Development is currently offering a Mechatronics Program as a non-credit grant-funded program which has been offered since 2006. The grant funding for the Program will end Fall 2014. The proposal would continue the Program as a credit, Associate of Science Program.

Mechatronics covers the following three areas: Robotics and Automation, Instrumentation and Controls Specialization and Supply Chain Technology Specialization. All equipment has been purchased for the program. The proposal allows for the creation of six new courses. The Program is offered at West Hills, but it was noted that South Campus was also included in the original proposal as South offers some courses in the Program. However, the fact that the specialized mechatronics lab is located at West Hills and that this is a trades program, not an engineering program, support the program being held only at West Hills Center.

The proposal was originally presented at the January 23rd, 2014 meeting of College Council at which time it was tabled while administrators considered issues including the of sharing of space with the non-credit Program.

Council voted to untable the proposal.

Mrs. Hansen included in the current proposal a scheduling matrix which indicates how the space can be easily shared. The Matrix appears on pages 30-33 of the proposal.

There were additional questions regarding cost-sharing. The equipment originally cost \$500,000, and it was thought that \$10,000 would be the annual maintenance cost; however, upon further study, only \$1250 annually will be required. This amount could be covered from grant-funding. Supply costs for classes are dependent upon lab fees being paid by students which must be approved by the Board of Trustees. Costs appear on pages 27 and 28 of the proposal.

The Program mirrors the first two years of the non-credit Program, and would provide students with seamless transitions from a Certificate to an Associate's Degree, and then on to a four-year college.

There was some discussion about the name, 'Mechatronics.' Students might think it is some sort of mechanical degree. However, this is an industry-wide standard name used nationally, and all other colleges and universities that offer this program use the term "Mechatronics."

The College is working on establishing an articulation agreement with California University of Pennsylvania that has a four-year degree program.

Rita Gallegos moved to accept the proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

**Proposal: Revisions of MUS103, MUS126, & MUS127**

Allysen Todd and Mark Domencic presented the proposal which removes MUS-101 as a pre-requisite for MUS-103. MUS-103 is an introductory course; therefore, a pre-requisite is unnecessary. The course descriptions have been updated for MUS-126 and MUS-127, and learning outcomes and topics have been added. The number of studio hours has also been corrected. MUS-126 is added as a pre-requisite for MUS-127.

The following corrections were made to the proposal:

Page 4, Catalog Course Description, "materials" was misspelled.

Page 7, Catalog Course Description, the last sentence "Instrumental/Vocal Ensemble 3...Instrumental/Vocal Ensemble 2" is to be deleted.

Barbara Thompson moved to accept the amended proposal. Steve Wells seconded the motion and the motion passed unanimously.

**Proposal: Creation of two Instrumental/Vocal Ensemble courses (MUS226 & 227)**

Allysen Todd and Mark Domencic presented the proposal which creates two new courses, MUS-226 and MUS-227, Instrumental/Vocal Ensemble 3 and 4. These courses would allow students a greater opportunity to develop their ensemble skills, and would be consistent with the College Choir offerings, which are offered in a 4-course sequence. Students have expressed a desire to continue beyond MUS-127, Instrument/Vocal Ensemble 2. These two courses would provide students with additional experience, and would provide consistency if they transfer.

Elizabeth Claytor moved to accept the proposal. Marianne Trale seconded the motion and the motion passed unanimously.

**Proposal: Program Objectives for ART 026**

Allysen Todd presented the proposal on behalf of Max Blobner, the Initiator. The proposal establishes program objectives for the Art Program. This is necessary for the Transfer Articulation and Oversight Committee (TAOC). The program objectives had been approved, but were never published. There are 10 objectives because of TAOC agreements. During the assessment process, faculty may do two objectives at a time.

Rita Gallegos moved to accept the proposal. Marianne Trale seconded the motion and the motion passed with eleven votes in favor, no votes opposed, and one abstention.

**Proposal: Revision of ART114, "Two-dimensional Design"**

Allysen Todd presented the proposal which revises ART-114, Two-dimensional design by updating the Course Description, Learning Outcomes and Listed Topics.

Evelyn Kitchens-Stephens moved to accept the proposal. Vicki Rostis seconded the motion and the motion passed unanimously.

**Proposal: ART-232 "Photo Journalism" Course Deletion**

Allysen Todd presented the proposal which deletes the course ART-232, Photo Journalism. The course was developed for journalism majors, and journalism is no longer a program. This has not been offered in quite some

time. Students who want to study photo journalism may take Introduction to Journalism and Introduction to Photography.

Elizabeth Claytor moved to accept the proposal. Gretchen Mullin-Sawicki seconded the motion and the motion passed unanimously.

**Proposal: Deletion of PHL-100 and PHL-110**

Allysen Todd presented the proposal which deletes PHL-100, General Humanities and PHL-110, Modern Jewish Philosophy. Neither course has been offered in years. Both courses were to have been deleted when the program review was done two years ago. This is just a clean-up from the program review process.

Shirley Harr moved to accept the proposal. Jason Tatar seconded the motion and the motion passed unanimously.

Rita Gallegos reported that there should be nine proposals for the April 24th meeting.

**D. ACADEMIC PLANNING**

**Discipline/Program Review: Five-Year Program Review for Social Work program**

Christopher Robinson and Brenda Trettel presented the proposal. Steve Wells reported that all necessary elements for a program review were in order, with the exception of a diversity statement. Mr. Robinson said that at an earlier meeting of College Council, many changes were approved in order that the Program would be in compliance with TAOC. Some social work certificates were eliminated because they were confusing to students. As an example, he cited students who had graduated with a certificate in case management who believed they could be case managers.

Students in the program may now transfer easily to 4-year colleges. Enrollment has risen along with societal problems, such as drug and alcohol abuse, and problems that military personnel face when they return home from active duty.

Recommendations include more aggressive marketing, involving students on their advisory board, and legislation that would allow those who have Bachelor's degrees to become licensed. If legislation regarding licensure were to pass, the Program would like to have software to prepare students to become licensed.

Courses are offered where faculty are located; therefore, the Program is designated for Allegheny and South campuses. Gretchen Mullin-Sawicki commented that she would like to see some of those courses return to North Campus.

Rita Gallegos moved to accept the program review. Steve Wells seconded the motion and the motion passed unanimously.

**Discipline/Program Review: Five-Year Program Review for Welding (316.3, 317.2)**

John Ginther presented the Program Review for Welding. Mr. Ginther reported that enrollment is fairly good, despite the competition the Program has from proprietary schools. At local welding competitions, called weld-offs, students from the Program consistently place first or second.

Mr. Ginther is able to teach only 17% of the classes. The remainder is taught by adjuncts. Recently, seven of our adjunct faculty members have accepted full-time positions at our competitors. Mr. Ginther commented that as soon as he orients an instructor, that Instructor is hired away by a proprietary school.

The job market for welders is strong in this area, with 4,000 welding jobs. Welding classes are taken not only by welding students; Carnegie Mellon art students take welding classes also.

Welding classes are taught in three shifts per day, seven days per week. The Program has a new Pipe Welding Certificate especially for the new jobs coming into the Pittsburgh area. A Certificate can be earned in one

semester. The starting salary for welders was \$15 per hour; however, the hourly wage dropped to \$10 per hour during the recession. The starting salary is now climbing back up. Students can continue to upgrade their skills. Welders move up in salary rapidly.

The following recommendations were made:

- Hire a second full-time faculty member.
- Provide much needed storage space for equipment.
- Purchase a new ventilation system. The current system is noisy and costly to maintain.

Donna Imhoff moved to accept the Program Review. Carl Francolino seconded the motion and the motion passed unanimously.

**Discipline/Program Review: Five-Year Program Review for Automotive Technology programs (349), (350), (507)**

Bob Koch and Jason Nadzam presented the Program Review for the Automotive Technology Programs. The Program is required by manufacturers to go through a certification process. This is done by external evaluators and costs about \$2500. The evaluators look at everything about the Program including the vehicles, students, facilities, cars used, support from administration and curriculum. The evaluation is done during class so the evaluators are able to interview students.

Mr. Koch says that enrollment starts off strong every year, and then it falls off during the semester. Although automobile manufacturers are trying to come back, the industry does not pay well very well – about \$10 per hour. The natural gas industry has pulled a lot of students from their program where the pay is much higher. The Program now has two female students. Mr. Koch said that female students generally are good at diagnostic whereas the males want to tear into everything.

Carl Francolino moved to accept the Program Review. Evelyn Kitchens-Stephens seconded the motion and the motion passed unanimously.

**AGENDA ITEM III: UNFINISHED BUSINESS**

There was no unfinished business.

**AGENDA ITEM IV: NEW BUSINESS**

Mary Frances Archey proposed to Council that the traditional order of meeting days the week prior to the start of classes be changed. There is a conflict with the meeting of the Board of Trustees on Thursday and the All Campus meetings that same day. It is difficult for the Campus Presidents to attend both. Dr. Archey therefore proposed that the meetings change

From:

Monday—All College Day

Tuesday—Discipline Meetings

Wednesday— Discipline Meetings

Thursday— ALL Campus Meetings

Friday—Open

To:

Monday—All College Day

Tuesday—Discipline Meetings

Wednesday—ALL Campus Meetings

Thursday—Discipline Meetings

Friday—Open

This would commence this Fall.

College Council members agreed that there is no extra time involved, and that switching the order of the meeting days was not in violation of the Collective Bargaining Agreement. This was not seen as posing a problem, and was within the prerogative of the College Administration.

There being no further business, the meeting ended at 4:33 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary