



College Council Meeting Minutes April 24, 2014

COLLEGE COUNCIL MEETING MINUTES April 24, 2014 Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	John Dziak	Richard Betters
Maryann Anderson	Audrey Rosenthal	Anne Louise Dailey
Mary Frances Archey	Justin Tatar	Carolyn Evans
Elizabeth Claytor		Nancy Grant
Carl Francolino		Ron Logreco
Rita Gallegos		Allysen Todd
Shirley Harr		Brenda Trettel
Donna Imhoff		
Evelyn Kitchens- Stephens		
Gretchen Mullin- Sawicki		
Vickie Rostis		
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 APRIL 10, 2014 MEETING OF COLLEGE COUNCIL

Elizabeth Claytor moved to approve the minutes of the April 10, 2014 meeting of College Council. Shirley Harr seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Elizabeth Claytor reported that the Subcommittee did not meet, but will be meeting on May 1st. They will be revisiting captioning and the possibility of pursuing grant money to finance the project of performing closed captioning of films made by CCAC faculty.

B. CURRICULUM

Proposal: Revise 20 Psychology courses

Anne Louise Dailey presented the proposal which updates the catalog course descriptions, learning outcomes and listed topics for 20 psychology courses. Dr. Dailey cited the following reasons for the necessary updates: new research in psychology, the Pennsylvania Transfer and Articulation Oversight Committee (TAOC)

agreement requirements, recommendations of the Psychology Advisory Board, publication of the new edition of the Diagnostic and Statistical Manual (DSM V) and preparation for the upcoming program review.

The following corrections were made to the proposal:

Page 3, Catalog Course Description, The second sentence should read. "Topics include research results; three major principles and perspectives of psychology; applications of contemporary psychology; the structure and function of the nervous system; foundations of learning, intelligence, social behavior, personality, feeling and emotion; motivation; abnormal psychology and its causes and therapies; developmental patterns and measurement of behavior."

Page 3, Learning Outcomes # 1, should read in part, "...as described by the American Psychological Association (APA) code..."

Page 16, Learning Outcomes #2, add a comma after Humanistic.

Page 17, Listed Topics #7, "Adolescent" is misspelled.

Page 19, Catalog Course Description, add "and" after "gender role-learning".

Page 19, Learning Outcomes # 5, change "outcome" to "outcomes."

Page 19, Learning Outcomes #6, correct the spelling of "psychopathology."

Page 34, Listed Topics #4, change "electric" to "eclectic."

Page 47, Listed Topics 10 and 11, Delete them as they duplicate Listed Topics 8 and 9.

Page 47, Listed Topics 12, 13, 14, 15 and 16. Renumber them to 10, 11, 12, 13, and 14.

Page 55, Course Title, course title should be "Applied Psychology: Current Issues in Psychology."

Page 55, Prerequisites, delete PSY-101. There is no prerequisite.

Evelyn Kitchens-Stephens moved to accept the proposal as amended. Donna Imhoff seconded the motion, and the motion passed unanimously. Dr. Imhoff noted the devotion of Dr. Dailey to accomplish all of this work on her own time. Dr. Dailey is now an adjunct faculty member. College Council members concurred and expressed their gratitude.

Proposal: Revise CIT career programs (IT Support & Software Development) and Delete courses CIT-225, CIT-235, and CIT-621

Nancy Grant and Carl Francolino presented the proposal which deletes courses from the CIT Career programs. CIT-225, e-Commerce Applications; CIT-235, Web Database Systems and CIT-621, Developing Web Pages: HTML are being deleted because these courses have not run in the last six years. There are also changes to the CIT career programs in the degree and certificate levels, program descriptions, learning outcomes and restricted electives.

Carl Francolino said that there is an escalation of expected competencies in CIT. Students are expected to have a better background.

The following corrections were made to the proposal:

Page 13, Third Semester, CIT Restricted Electives?; 3-4 must be listed twice rather than listing it once with the credit total 6-8.

Page 13, Fourth Semester, CIT Restricted Electives?; 3-4 must be listed twice rather than listing it once with the credit total 6-7.

Page 13, Fourth Semester Total equals 16-18, rather than 16-17.

Page 13, Minimum Credits to Graduate equals 60-67 rather than 60-66.

Page 13, after Minimum Credits to Graduate, list "?;CIT Restricted Electives (four required)."

Page 18, Second Semester, CIT Restricted Electives (1) 9-11 must be expressed CIT Restricted Electives?; 3-4 3 times.

Page 18, Second Semester Total: 9-11 must be changed to 9-12.

Page 18, Third Semester, CIT Restricted Electives (1) 4, must be changed to CIT Restricted Electives?; 3-4.

Page 18, Third Semester Total should be changed from 10 to 9-10.

Page 18, Fourth Semester, Minimum Credits to Graduate, change from 25-27 to 24-28.

Page 18, after Fourth Semester, Minimum Credits to Graduate, change to "?;CIT Restricted Electives (four required). "

Page 24, Second Semester, change CIT Restricted Elective (1) 3 to CIT Restricted Elective?; 3-4
Page 24, Second Semester Total change from 16-17 to 16-18.
Page 24, Third Semester, change CIT Restricted Elective (1) to CIT Restricted Elective?; .
Page 24, Fourth Semester, change CIT Restricted Elective (1) 6-7 to CIT Restricted Elective?; 3-4 and list it twice.
Page 24, Fourth Semester Total, change 16-17 to 16-18.
Page 24, Minimum Credits to Graduate, change 62-66 to 62-69.
Page 24, after Minimum Credits to Graduate, change (1) CIT Restricted Elective (four required) to ?;CIT Restricted Electives (four required).

After much discussion regarding how to express restricted electives, Barbara Thompson moved to table the proposal. Gretchen Mullin-Sawicki seconded the motion and the motion to table passed eight votes in favor and four votes opposed.

Proposal: Add CIT-135 and CIT-617 to the CIT curriculum

Nancy Grant and Carl Francolino presented the proposal which adds two courses to the CIT curriculum, CIT-135, Introduction to Mobile Apps Programming , and CIT-617, Introduction to Microsoft Project Management. CIT-135 introduces students to the creation of apps using Java and to a mobile operating system. Both courses can be taken by students in different career paths. Software for both courses are free to download for students.

Carl Francolino moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

Proposal: Revise the Social Work certificate (658)

Brenda Trettel presented the proposal, along with Chris Robinson who presented by phone. The proposal revises the Social Work certificate by expanding the catalog course description and adding SOC-103, Introduction to Case Management as a restricted elective. The result will be to provide more information to perspective students.

The following corrections were made to the proposal:

Page 6, Catalog Course Description, the first two sentence were combined to read, "This certificate program is designed for students to learn social work terminology, core values...at the introductory level."

Page 6, Catalog Course Description, the last sentence of the first paragraph is deleted, so the first sentence ends, "...entry-level, career track certificate."

Page 6, Catalog Course Description, the last paragraph, "Students are able to directly...agreements in social work," is to be deleted.

Page 6, Second Semester, "Social Work Restricted Elective (1) 6" should read, " Social Work Restricted Elective?; 3."

Page 6, Second Semester, add, " Social Work Restricted Elective?; 3."

Page 6, after "Total," change " Social Work Restricted Electives (6 credits)" to " ?;Social Work Restricted Electives. (6 credits)."

Gretchen Mullin-Sawicki moved to accept the amended proposal. Carl Francolino seconded the motion, and the motion passed unanimously.

Proposal: Changes to the Carpentry Apprenticeship (339) certificate program

Gretchen Mullin-Sawicki and Ron Logreco presented the proposal which updates the Carpentry Apprenticeship Certificate Program. The Program is offered under the sponsorship of the local Joint Apprenticeship Committee of the building trades. The Program has not been updated since 1997. The updates include the revision of the program description and 12 syllabi and the deletion of one course, CAR-194. The catalog course descriptions, learning outcomes and listed topics have been revised to conform to Blooms Taxonomy.

The following corrections were made to the proposal:

Page 1, Recommendation Abstract, change, "one syllabus has been deleted: CAR 194," to "one course has

been deleted: CAR 194."

Page 9, Catalog Course Description, change, "Joint Apprentice Committee of the building trades," to " Joint Apprentice Committee of the Building Trades."

Page 9, #1, change, "...governed by OSHA and the Joint Apprenticeship Committees of the..." to "...governed by the Occupational Safety and Health Administration (OSHA) and the Joint Apprenticeship Committee of the..."

Page 10, Fourth Year, Total Credits, change "7" to "9."

Page 29, Catalog Course Description, change "three dimensional" to " three-dimensional."

Page 33, Learning Outcomes #2, change "eight" to "eighth."

Vicki Rostis moved to accept the amended proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

Proposal: Course revisions to Aviation syllabi

Brenda Trettel presented the proposal that revises a number of aviation courses so they are in compliance with Federal Aviation Administration (FAA) regulations. Learning Outcomes have also been revised as necessary so they are aligned with Bloom's Taxonomy. Dr. Trettel mentioned that one of the difficulties in maintaining the program is that the program must have a ground-school instructor that is approved by the FAA.

The following corrections were made to the proposal:

Page 8, Catalog Course Description, correct the last sentence so it reads in part, "The student must pass the FAA private pilot license..."

Page 8, Learning Outcomes #6, should read, "Pass the FAA private pilot practical exam."

Page 8, Listed Topics # 3, change "Takeoff" to "Takeoffs."

Page 9, Reference, Resource, change "Aernaautical" to "Aeronautical."

Page 11, Catalog Course Description, change the last sentence to begin " Successful completion..." rather than "Sucessful completion..."

Page 14, Catalog Course Description, change the third sentence from, "All training follows Federal Aviation Administration (FAA) Part 141 regulations." to "All training follows FAA Part 141 regulations."

Page 14, Catalog Course Description, change the last sentence which reads in part "...instrument rating by passing the Federal Aviation Administration (FAA) instrument pilot practical exam" to "...instrument rating by passing the FAA instrument pilot practical exam."

Page 14, Learning Outcomes #1, change "Perform all Federal Aviation Administration (FAA) maneuvers..." to "Perform all FAA maneuvers."

Page 14, Learning Outcomes #2, change "uncontroled airports" to "uncontrolled airports."

Page 14, Learning Outcomes #6, change "Pass the Federal Aviation Administration (FAA) instrument..." to Pass the FAA instrument..."

Page 14, Listed Topics #1, change "Pre and post flight..." to Pre- and post-flight..."

Page 14, Listed Topics #4, change "Naviation aids" to Navigation aids."

Page 15, Reference, Resource, change "Aernoautical" to "Aeronautical."

Page 17, Catalog Course Description, third sentence, correct "pre and post flights" to "pre- and post-flights."

Page 17, Learning Outcomes #5 change "Pass the Federal Aviation Administration (FAA) Part 141..." to "Pass the FAA Part 141..."

Page 17, Reference, Resource, change "Aernoautical" to "Aeronautical."

Page 20, Learning Outcomes #5, change "Pass the Federal Aviation Administration (FAA) Part 141..." to Pass the FAA Part 141..."

Page 20, Reference, Resource, change "Aernoautical" to "Aeronautical."

Page 23 Catalog Course Description, second sentence, correct "...pre and post flight briefings..." to "...pre- and post-flight briefings..."

Page 23 Catalog Course Description, last sentence, correct "...pass the Federal Aviation Administration (FAA) Part 141..." to "...pass the FAA Part 141..."

Page 23, Reference, Resource, change "Aernoautical" to "Aeronautical."

Donna Imhoff moved to accept the amended proposal. Shirley Harr seconded the motion and the motion passed unanimously.

Proposal: Deletion of Bio-remediation Certificate Program 455

Allysen Todd and Caroline Evans presented the proposal. The Certificate Program has proven to be inadequate so the courses will be integrated into a new Associates Degree Program which will be presented to College Council in the Fall. Dr Todd said the Program is being eliminated now so that no new students will be admitted. Dr. Todd also said that an Advisory Board for the Associates Degree has just formed.

Elizabeth Claytor moved to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

Proposal: New BIO (150) course: Environmental Seminar

Caroline Evans and Allysen Todd presented the proposal. This is the first course that will be in the Bio-remediation Associates Degree Program if it is approved. The seminar will consist of discussions of a variety of social issues. Mrs. Evans said that all sides of issues will be presented.

The following corrections were made to the proposal:

Page 3 #1, 2nd sentence, change "Biology Program Review" to "Biology Program Review."

Page 3 #1, last sentence, change "No are no pre-requisites..." to "There are no pre-requisites..."

Steve Wells moved to accept the amended proposal. Vicki Rostis seconded the motion and the motion passed unanimously.

Rita Gallegos mentioned that there should be seven proposals presented at the College Council meeting on May 8th.

C. ACADEMIC PLANNING

Discipline/Program Review: Five-Year Program Review: Heavy Equipment Operating Engineers Apprenticeship Certificate (740)

Gretchen Mullin-Sawicki and Ron Logreco presented the proposal. Dr. Mullin-Sawicki said there are no full-time faculty members in the program since this is a Union Program; however, there is a very good external evaluator, who assisted with the Program Review. All instructors are hired by the union. Because there are no full-time faculty members to complete the assessment, that section is missing from the program review.

There is a lot of work available in this field and the salaries are high. Salaries are shown on pages 11 and 12 of the report. Non-union salaries are approximately \$15 per hour and union salaries are \$30 per hour. Recruitment went from 25 students per year when the Program began to 70 students currently because of the Marcellus Shale industry. Employment is 100%.

The recommendations appear on Page 16. Recommendations include allowing compensation for an adjunct to complete Appendix E and I in the Program Review. It is also recommended that the difference between Stationary Operating Engineers who work in buildings and the Heavy Equipment Operating Engineers who move heavy equipment be explained more clearly in the catalog.

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

Steve Wells mentioned that there will be two program reviews for the College Council meeting on May 8th.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the last meeting was cancelled. The Subcommittee will hear the civil rights proposal and attendance proposal on May 1st.

Proposal: Course Repeat Policy (Tabled 2/27/14)

Richard Betters presented the proposal which had been tabled at the Feb. 27, 2014 meeting of College Council so that the policy could be reviewed by the College Solicitor.

A motion to untable the proposal was made by Steve Wells. Donna Imhoff seconded the motion and the motion passed unanimously.

Mr. Betters said that the policy, as well as the form, has been reviewed. The reference to "informed consent" has been removed. There might be some format changes to the form. A comma will be added in the first line of the policy after the word "course" so that the first line reads in part, "If a student receives a D, F or W grade in a course, the student can..." The reference to the legal reviewer will be corrected so that the reference is to A. DiTommaso, which is Anthony DiTommaso rather than T. DiTommaso which is Tony DiTommaso.

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

AGENDA ITEM IV: NEW BUSINESS

TIME OF NEXT MEETING

The next meeting of College Council will be May 8th. Lunch, provided by Mary Frances Archey, will begin at noon followed by the meeting which will begin at 12:30 PM.

There being no further business, the meeting ended at 5:40 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary