



College Council Meeting Minutes August 22, 2013

COLLEGE COUNCIL MEETING MINUTES
August 22, 2013
Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
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Richard Allison		
Maryann Anderson		
Mary Frances Archey		
Elizabeth Claytor		
John Dziak		
Carl Francolino		
Rita Gallegos		
Shirley Harr		
Donna Imhoff		
Evelyn Kitchens-Stephens		
Gretchen Mullin-Sawicki		
Audrey Rosenthal		
Vickie Rostis		
Justin Tator		
Barbara Thompson		
Marianne Trale		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:34 PM.

AGENDA ITEM I: WELCOME AND INTRODUCTIONS

Maryann Anderson welcomed members of Council and asked that each member introduce themselves.

AGENDA ITEM II: ELECTION OF FACULTY MEMBERS ON COLLEGE COUNCIL

Election of Faculty Members on College Council to the following positions:

Secretary of College Council

Barbara Thompson

Chair and Secretary of the four Sub-Committees:

Curriculum

Rita Gallegos - Chair

Marianne Trale - Secretary

Academic Standards and Student Affairs

Evelyn Kitchens-Stephens - Chair

Audrey Rosenthal - Secretary

Academic Planning

Stephen Wells - Chair

Vicki Rostis - Secretary

Assessment and Research

Carl Francolino - Chair

Elizabeth Claytor - Secretary

The position of Chair of College Council is a two-year term and Maryann Anderson will continue in the second year of her term.

AGENDA ITEM III: RESPONSIBILITIES OF SUB-COMMITTEES

Maryann Anderson reviewed the responsibilities of each Subcommittee as outlined in the AFT Collective Bargaining Agreement, Article XXVII, Governance.

Curriculum

The Curriculum Subcommittee is responsible for new courses and programs as well as changes to existing courses and programs. They are also responsible for curriculum development and consideration if programs are meeting community needs and transferability of courses and programs.

Academic Standards and Student Affairs

Academic Standards and Student Affairs is responsible for procedures related to admissions, advising, registration, testing, academic standards, grading and student retention and judicial policies and procedures.

Academic Planning

Academic Planning is responsible for reviewing bargaining unit positions and making recommendations regarding which positions might be filled. They are also responsible for program and discipline review and the academic calendar.

Assessment and Research

The responsibilities of Assessment and Research include reviewing and making recommendations regarding distance education, assessment, and creative initiatives.

The Subcommittee Chairs will send out a notice to the College Community seeking faculty participation.

AGENDA ITEM IV: COLLEGE COUNCIL PROTOCOL

Maryann Anderson distributed copies of the College Council protocol for members and guests of College Council. Members should be respectful, raise their hand to be recognized to speak, give notice if not able to attend, and be on time. After two consecutive absences, members may be replaced. Members are not permitted to send substitutes to represent them. Subcommittee chairs should submit agenda items the Friday before Council meets. Council will discuss only those items on the agenda.

Guests are welcome to attend and notice of that should appear on each Council and Subcommittee meeting announcement. Guests should sit around the perimeter of the room until invited to present, at which time they should move up to the table. Guests must sign the log so that their presence will be recorded in the minutes. Guests should limit their remarks to five minutes.

AGENDA ITEM V: COLLEGE COUNCIL CALENDAR

College Council meets at 2:30 PM the 2nd and 4th Thursdays of each month in the Board Room of the Office of College Services. The tentative dates that College Council will meet during the 2013-2014 academic year are:

2013	2014
August 22	January 23
September 12	February 13
September 26	February 27
October 10	March 13
October 24	March 27
November 14	April 10
December 12	April 24
	May 8

These dates will be posted on the College Council website.

The Subcommittees meet the 1st and 3rd Thursdays in conference rooms at the Office of College Services. All Subcommittee meetings start at 2:30 PM with the exception of Academic Planning which starts at 2:00 PM. Mrs. Anderson urged all Subcommittee officers to arrange for room assignments as soon as possible with Ginny Fallon.

The tentative meeting dates for Subcommittee meetings for the 2013-2014 academic year are:

2013	2014
September 5	January 16
September 19	February 6
October 3	February 20
October 17	March 6
November 7	March 20
November 21	April 3
December 5	May 1

The last day to submit proposals to Subcommittees for consideration by College Council is the April 3rd, 2014 meeting.

College Council and Subcommittee meetings may be cancelled for lack of agenda items.

The agenda for College Council meetings is emailed to the College community the Monday before each meeting.

AGENDA ITEM VI: UNFINISHED BUSINESS

Mary Frances Archey distributed a chart of the 18 positions which have been filled. Two of the positions have not been filled because of a lack of suitable candidates. Those positions are being reposted. The chart of the positions appears at the end of these minutes.

Dr. Archey also reported that the College has been notified by the Veterans Administration that our suspension and probation policy is much too liberal for veterans. The Veterans Administration believes that in theory a student has almost perpetual appeals. Some colleges have two appeals but most have one.

The notification from the Veterans Administration indicated that the change must occur immediately. Dr. Archey will issue the change, which is for veterans only, to the College Community for information purposes only. This will be presented to College Council also for information purposes only. Any deviation from what the Veterans Administration says is necessary could cause us to lose funding.

Maryann Anderson reminded Subcommittee chairs to please send out announcements asking for faculty members to serve, and to email the Subcommittee memberships to Barbara Thompson who will add them to the College Council websites.

There being no further business, the meeting ended at 3:48 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

FACULTY POSITIONS FILLED 2013-2014

POSITION	CAMPUS	HIRED
NUR Faculty	Allegheny	Maxine Coleman
NUR Faculty	Boyce	Susan Rosepink
NUR Faculty	North	Diane Dressel
NUR Faculty	South	Tammy Sawmelle
MUS Faculty	Allegheny	Mark Domencic
DVS Ed Technician	Boyce	Zachary Cox

CHM/PHY Ed Technician	Boyce	
MAT Faculty	Allegheny 1	Richard Coleman
MAT Faculty	Allegheny 2	Marie Dailey
MAT Faculty	North	Rebecca Senkowicz
MAT Faculty	South	Alex Tongchinsub
ENG Faculty	Allegheny	Angela Gaito-Lagnese
ENG Faculty	North	Elizabeth Throesch
ENG Faculty	South	Katherine Lang
BIO Faculty	Allegheny	Adam Davis
BIO Faculty	South	Michael Zdilla
PAM Faculty	Boyce	Neil Jones
MAS Faculty	Allegheny	Kevin Anderson
Civil Engineering Faculty	South	
Communications/JRN	North	Richard Beighey (internal transfer)
RAD TECH Faculty	Allegheny	Kelli Collette

