



## College Council Meeting Minutes February 27, 2014

### COLLEGE COUNCIL MEETING MINUTES February 27, 2014 Office of College Services Board Room

#### ATTENDANCE

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

Maryann Anderson, College Council Chair, called the meeting to order at 2:38 PM.

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

Shirley Harr moved to approve the minutes of the February 13, 2014 meeting of College Council. Gretchen Mullin-Sawicki seconded the motion and the minutes were approved as presented.

#### AGENDA ITEM II: SUBCOMMITTEE REPORTS

##### A. CURRICULUM

###### **Proposal: Deletion of Manufacturing Engineering (707) Proposal**

Gretchen Mullin-Sawicki and Brad Sandrock presented the proposal. Mr. Sandrock explained that the program was created in 2009 in conjunction with Robert Morris, and has never been very successful, with an annual average of 2.38 students. The department is making an effort to remove programs from the catalog that are unsuccessful, which is why this program is being suggested for deletion. Students may be referred to the Engineering Science Program 093 or the Engineering Technology Program 094, both of which are transfer programs. This program is unique to Robert Morris, and the faculty members who started the program at Robert Morris have left the university, and the interest is not there.

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

**Proposal: Engineering Technology (094) Program Updates**

Gretchen Mullin-Sawicki and Brad Sandrock presented the proposal. Mr. Sandrock explained that this very successful program will now have three tracks: civil, electrical and mechanical. In an effort to make the program more understandable to students, Mr. Sandrock has added descriptions of the tracks and the possible careers associated with each track. This will aid students, parents and advisors in selecting the most desirable track for the student. Program goals were also added.

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

**B. ACADEMIC PLANNING**

**Discipline/Program Review: Five-Year Program Reviews: Civil Engineering Technology (400) (277), Engineering Technology (094) programs**

Brad Sandrock presented the program review. He discussed the recommendations that appear on page 49 of the program review. First on the list is to unfreeze a position, and then hire a full-time civil engineering faculty member. The department is hampered in the number of course offerings, because full-time faculty can teach only so many courses. Additionally, the existing full-time faculty members have limited civil engineering backgrounds. The labs should be updated, and someone with civil engineering expertise would be qualified to do this. The department also needs to acquire 7 laptops for Elvis 2 software and equipment.

Carl Francolino moved to accept the program review. Shirley Harr seconded the motion and the motion passed unanimously.

**Discipline/Program Review: Five-Year Program Review for Heating & Air Conditioning degree and certificate (313) (312)**

Chris Fischbach presented the program review for the Heating and Air Conditioning Program which is doing very well. Mr. Fischbach highlighted page 3 of the program review which shows that in the last four years ending Spring 2013, the headcount for the certificate program was 54 and the headcount for the associate degree program was 45. Mr. Fischbach made the following points:

- Certificate graduates must work three to five years to reach the starting salary of associate degree graduates.
- There is only a 1% drop rate in the Program.
- All classes are either at capacity or over capacity.
- The unions actively recruit students for the program.
- Perkins staff members have been coming into the classes to assist students with filling out the graduation forms so the graduation rates have been rising.
- Job placement is very good. Of the 29 people in the day program, 21 got jobs within the first month.

Mr. Fischbach is the only full-time faculty member with five part-time instructors. Page 39 of the program review lists the recommendations which include increasing content on green or alternative energy. Mr. Fischbach is currently taking coursework on green energy. He is also looking into funding to purchase Lennox training boards.

Elizabeth Claytor moved to accept the program review. Vicki Rostis seconded the motion and the motion passed unanimously.

Steve Wells reported that program reviews in Social Work, Automotive and Welding are forthcoming

**C. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

**Proposal: Course Repeat Policy**

The presentation of this proposal has been postponed until the next meeting of Council.

**D. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the last meeting was canceled.

Mr. Francolino did say that at the next meeting, Mary Beth Johnson will discuss the Court Reporting Program and the possibility of having students involved in closed captioning as far as their practicum requirements are concerned. Students might also attend meetings in order to practice and improve their speed. There may be a proposal regarding this.

Mr. Francolino is working on establishing a date when Mary Kate Quinlan might update Council on assessment.

**AGENDA ITEM III: UNFINISHED BUSINESS**

There was no unfinished business.

**AGENDA ITEM IV: NEW BUSINESS**

**Updated Program Review Schedule - Appendix A**

The new schedule was distributed. The only changes are those based on accreditation schedules.

Maryann Anderson asked Subcommittee chairs to remind the College community of the last dates to submit proposals.

There being no further business, the meeting ended at 3:47 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

