



College Council Meeting Minutes May 8, 2014

COLLEGE COUNCIL MEETING MINUTES
May 8, 2014
Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Richard Allison	Kevin Anderson
Mary Frances Archey	John Dziak	Lillian Briola
Elizabeth Claytor	Vickie Rostis	Nancy Grant
Carl Francolino	Justin Tatar	George Jaber
Rita Gallegos		Mary Beth Johnson
Shirley Harr		Allysen Todd
Donna Imhoff		Brenda Trettel
Evelyn Kitchens- Stephens		Ping Wang
Gretchen Mullin- Sawicki		Tomi Waters
Audrey Rosenthal		Miriam Wilson
Barbara Thompson		
Marianne Trale		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 12:35 PM.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE APRIL 24, 2014 MEETING OF COLLEGE COUNCIL

Marianne Trale moved to approve the minutes of the April 24, 2014 meeting of College Council. Donna Imhoff seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Proposal: Revisions of the Course Prerequisite for Courses CIT-280 and CIT-281 and the Computer Forensics Program #233

Tomi Waters introduced Ping an Wang who presented the proposal which would remove the requirement that students pass a State criminal background test to be eligible to enroll in CIT-280 and CIT-281 which teach students basic and advanced skills in computer security. When these courses were first introduced, some schools required background checks which are no longer felt to be necessary and technology has since changed.

The following corrections were made to the proposal:

Page 6, Catalog Course Description, the 2nd sentence should start, "Students obtain substantial hands-on experience..."

Page 6, Learning Outcomes # 4, delete "Locate and."

Page 6, Learning Outcomes # 8, delete "and analyze."

Page 6, add a new Learning Outcomes # 9 which will read, "Analyze email messages and headers."

Page 6, renumber Learning Outcomes # 9 to #10 and delete "and present findings of."

Page 6, add Learning Outcomes # 11, "Present findings of digital evidence per business and legal procedures."

Shirley Harr moved to accept the revised proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

Proposal: Revision of Court Reporter 329.2

Mary Beth Johnson presented the proposal which, in the second semester, changes CRT-102, Court Reporting 2 from four credits to three credits, and adds CRT-205 Machine Shorthand Companion. This action would increase the total credits for the program by two credits. Mrs. Johnson mentioned that this Program takes more time and credits than the national average for students to complete; however, students are very well prepared when they graduate and are required and able to transcribe 225 words per minute with a 90% accuracy. There are many jobs available in this field which is varied and interesting.

The title of the proposal was revised to the Court Reporter Degree Program and renumbered from 329.2 to 327.2.

Evelyn Kitchens-Stephens moved to accept the revised proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

Proposal: Revision of Court Reporting Certificate 329.2

Mary Beth Johnson presented the proposal. The certificate is designed for people who have a prior degree so there are no core courses required.

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

Proposal: Curriculum revision of the Massage Therapy Program (443.1) and the Massage Therapist Program (695.1)

Kevin Andersen presented the proposal which would revise both the Massage Therapy and Massage Therapist Programs. The changes would allow the Massage Therapy Program to seek accreditation from the Commission on Massage Therapy Accreditation (COMTA). These changes, which were recommended by the advisory board, would make the program more competitive with other local programs. The proposed curriculum includes clinical experiences for both Certificate and Associate Degree students and provides for an externship for Associate Degree students.

The following corrections were made to the proposal:

Page 6, # 5, delete the comma after "wellness."

Page 6, # 6, add "the" after "within."

Elizabeth Claytor moved to accept the revised proposal. Audrey Rosenthal seconded the motion.

Mary Frances Archey commented that there was to be one program on two campuses but this proposal allows for two programs. Barbara Thompson moved to table the proposal until this is resolved. Elizabeth Claytor seconded the motion and the motion passed with 11 votes in favor, none opposed and 3 abstentions.

Proposal: Learning objectives revised for ALH106 Basic Life Support and ALH-140 Medical Terminology

Lillian Briola presented the proposal which revises the learning objectives of ALH-106, Basic Life Support and ALH-140, Medical Terminology so they are in agreement with Bloom's Taxonomy. The last revision was completed in 1996.

The following corrections were made to the proposal:

Page 7, Catalog Course Description, at the end of the last sentence, add "(AHA)" after "the American Heart Association."

Page 7, Learning Outcome # 4 should read in part, "Demonstrate the following skills according to the AHA's guidelines: a) Adult one-and two-rescuer CPR b)...d) Use of automatic external defibrillation (AED) e) Infant one-rescuer CPR ...g) Child one-rescuer CPR h) Child FBAO."

Page 7, Listed Topics # 1, should read, "Adult basic life support."

Page 7, Listed Topic # 3, should read, "Coronary heart disease (CHD)."

Page 8, Listed Topic # 6, should read, "Adult two-rescuer CPR."

Page 8, Listed Topic # 8, should read, "AED."

Page 11, Listed Topic # 2, should read, "Terms pertaining to the body as a whole."

Page 12, Listed Topic # 10, "immune" is misspelled.

Page 12, delete Listed Topic # 19.

Shirley Harr moved to accept the revised proposal. Stephen Wells seconded the motion and the motion passed with 13 votes in favor and 1 abstention.

Proposal: Revise Dietetic Technician Program (#590) goals and revise learning outcomes for DIT-212

Miriam Wilson presented the proposal which revises the program goals as recommended by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). As a result of a site visit in 2013, the review team asked for two broad program goals. The proposal was submitted as a response to the site visitors who have approved the changes in the proposal. Additionally the learning outcomes of DIT-212 are being revised to reflect Bloom's taxonomy.

The following corrections were made to the proposal:

Page 6, Catalog Course Description, in the first sentence, add "the" before "hospitality."

Page 6, Learning Outcomes # 5 should read, "Study Management Information Systems as part of the foodservice systems' model."

Page 6, Learning Outcomes # 8, add "the" before "foodservice."

Page 6, Learning Outcomes # 11 should end after "style."

Page 6, Learning Outcomes # 12 should read, "Identify characteristics of stress management."

Page 6, Learning Outcomes # 12 should be renumbered # 13.

Page 6 and 7, Listed Topics # 1, 3, 4, and 6-12, correct so that only the first word in each topic is capitalized.

Carl Francolino moved to accept the revised proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

Proposal: Program Deletion of Operating Room Nursing Certificate Program (634.1)

Linda Radzvin presented the proposal which would delete the Operating Room Nursing Certificate Program which has not run since 2005. This would result in the deletion of five courses. In 2013 UPMC started their own program which has decreased interest in this program. Every year that the College has attempted to run the program, there have been two or three students register, but not enough to run a program. Currently there are no students who have started the program.

Barbara Thompson moved to accept the proposal. Shirley Harr seconded the motion and the motion passed unanimously.

Rita Gallegos expressed her thanks for all of the work that the members of her Subcommittee have done. She also wished Allysen Todd best wishes in her new position in Ohio.

B. ACADEMIC PLANNING

Discipline/Program Review: Five Year Program Review of the Theatre Program

George Jaber presented the five year program review. He explained that the program continues to lack facilities,

especially for the technical program, which hinders his ability to recruit. New theatre seating for South Campus has been on the capital list for many years. The theatre curtains are in disrepair; however, Mr. Jaber hopes this will be remedied this summer.

Mr. Jaber said that enrollment is down somewhat along with the rest of the College. He spoke of the tremendous opportunities for theatre students with internships. He is aware of 20 students who have filled out theatre work permits. He cited as an example of opportunities available for his students the \$150 million Vin Diesel movie which will soon start production in Pittsburgh. He pointed out that when production companies run out of union applications, they offer jobs to non-union workers and many of his students are then able to be employed.

Movie work in Pittsburgh does not currently offer a sustainable living wage; however, there is considerable work in order to gain substantial experience. Mr. Jaber said the dance program is doing a satisfactory job and the theatre program is thriving. There are 25 former students, of whom he is particularly proud, who are in the top list of union workers.

Recommendations from the program review include better dust control in the South Campus theatre, separate areas for storage and construction and the construction of a technical theatre and film production complex at South Campus.

Donna Imhoff moved to accept the program review. Marianne Trale seconded the motion and the motion passed unanimously.

Stephen Wells praised the Academic Planning Subcommittee who worked especially hard this year.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens said that the Subcommittee heard two proposals: the following proposal regarding the student attendance policy and the civil rights proposal which will be presented to College Council in September. Both proposals were approved unanimously by the Subcommittee.

Proposal: Addendum to Student Attendance Policy

Sumana Misra-Zets presented the proposal which insures that absences due to pregnancy and all related issues are excluded from the normal attendance policies set by faculty and are excused. Students must be allowed to make up work, retake part of the semester, complete the material as online instruction or have additional time to complete the work. This proposal, which is based on federal guidelines, will be published in the Student and Faculty handbooks. This has been law since 1972; however, the language has not been part of the College guidelines and this lack is a violation of Title IX. This was discovered last summer during a civil rights audit. Currently there are 54 colleges that are being investigated for Title IX violations. Carl Francolino requested that Ms. Misra-Zets provide faculty with a standard paragraph that they could be utilized in their syllabi.

Audrey Rosenthal moved to accept the proposal. Elizabeth Claytor seconded the motion and the motion passed unanimously.

Evelyn Kitchens-Stephens expressed appreciation for all the work of her subcommittee.

D. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met last week and heard the Online Learning Annual Report.

Online Learning Annual Report (D. Bishop)

Dwight Bishop distributed the Online Learning Annual Report for 2012-2013. Dr. Bishop highlighted some of the statistics which included:

- Registration was basically flat whereas the rest of the College registration was down.
- Internet courses comprise 18.8% of CCAC registrations and 36.6% of total headcount.

- 15% of those taking internet courses are from out of the county.
- Internet course average class size was 24.3 students; whereas, traditional sections had a class size of 18.1 students.
- The Testing Center at Allegheny Campus proctored 2,100 exams.

The full report with appendices is available online at http://cms.ccac.edu/files/PDF_Document/4ad3b8cbfd0c44d99611ad4601b29d8f.pdf .

AGENDA ITEM III: UNFINISHED BUSINESS

Proposal: Revise CIT career programs (IT Support & Software Development) and Delete courses CIT-225, CIT-235, and CIT-621 (Tabled 4/24/14)

Tomi Waters and Nancy Grant presented the proposal which would eliminate these courses which have not run in six years and would revise the career program.

Donna Imhoff moved to untable the proposal which had been originally presented at the April 24th, 2014 meeting of College Council. Evelyn Kitchens-Stephens seconded the motion and the motion passed unanimously.

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

Revisit Proposal: Add CIT-135 and CIT-617 to the CIT curriculum (R. Allison)

The proposal had originally been tabled in order to deal with the way to correctly express super scripts in the proposal.

Carl Francolino moved to change the name of CIT-617 from Introduction to Microsoft Project Management to Introduction to Microsoft Project.

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

AGENDA ITEM IV: NEW BUSINESS

Approved Shared Governance Initiatives, 2013-2014

Maryann Anderson presented the list of Shared Governance Initiative that were recommended by Council and approved by the President this past academic year. There were 45 proposals listed plus those proposals which were presented today. The list will be placed on the College Council meeting minutes' website.

AFT College Council members, 2014-2015

Maryann Anderson distributed the list of College Council members for the 2014-2015 academic year. The list representing AFT members remains the same.

Mrs. Anderson announced that Dr. Bullock has approved the hiring of 11 AFT positions. Those positions were the same as those recommended by Academic Planning with the exception of the Nursing position at California University of Pennsylvania. The hiring process will take place over the summer. There may be additional positions available depending upon how many faculty members take advantage of the retirement incentive package; however, these would be handled as full-time temporary positions.

There being no further business, the meeting ended at 3:55 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

