



College Council Meeting Minutes November 14, 2013

COLLEGE COUNCIL MEETING MINUTES November 14, 2013 Office of College Services Board Room

ATTENDANCE

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

Maryann Anderson, College Council Chair, called the meeting to order at 2:32 PM.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE OCTOBER 24, 2013 MEETING OF COLLEGE COUNCIL

Vicki Rostis moved to approve the minutes of the October 24, 2013 meeting of College Council. Marianne Trale seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Proposal: Engineering Science (093) Proposal

Gretchen Mullin-Sawicki presented the proposal that prohibits students from using developmental courses as general electives in Engineering Science. This was accomplished by changing the term "general electives" throughout the program to "major field elective." Mary Frances Archey asked if there was a list of major field electives and thought the use of the term "major field electives" might be confusing for students. Dr. Mullin-Sawicki concurred, but was directed by registration staff to use that terminology. Dr. Archey reiterated that we need language that a lay person can understand, rather than something ambiguous. While staff and faculty may understand that "major field elective" means any course other than Developmental, students probably do not. Audrey Rosenthal stated that when serving as an Advisor, she always cautions students to meet with a transfer counselor when selecting electives, as some electives may not transfer.

On page 13, "Major field elective" will be changed to "General elective" with a footnote that specifies DVS 101, 103 and ENG 100 cannot be used as general electives.

Rita Gallegos moved to accept the proposal as amended. Shirley Harr seconded the motion and the motion passed unanimously.

Proposal: Tourism Management (423) Proposal

Gretchen Mullin-Sawicki presented the proposal. She explained that the program had completed their five-year program review. She met with the advisory group and the proposal represents their recommended changes. The changes are in the titles of courses so they better reflect the content. TRV 102, Travel and Tourism Leisure Products will be changed to TRV 102, Cruises and Tours, Marketing and Sales. TRV 224, Meetings and Convention Services will be changed to TRV 224, Events, Meetings and Convention Services. No course descriptions or learning outcomes have been changed.

Evelyn Kitchens-Stephens moved to accept the proposal. Elizabeth Claytor seconded the motion and the motion passed unanimously.

B. ACADEMIC PLANNING

Vickie Rostis in the absence of Stephen Wells reported that the November 21st meeting is the closed executive meeting to consider hiring recommendations. The open meeting will be December 5th.

Proposal: Academic Calendars 2015 & 2016

Fran Dice presented the academic calendar for 2015-2016. Mrs. Dice explained that there are many factors that influence the building of the calendar. Stephen Wells compiled a report on legal and contractual factors that impact the building of the academic calendar which was included with the proposal. These factors along with IT maintenance and registration issues leave very little room to vary the calendar.

Both the Spring and Fall schedules include a one-week break for Easter in the Spring and Thanksgiving in the Fall. Longer breaks seem to make more academic sense as Mrs. Dice has received feedback from faculty that students interpret short breaks as being a week long anyway.

The College is attempting to reduce the number of different start times for courses down from the present 230.

Gretchen Mullin-Sawicki moved to accept the proposed calendar. Audrey Rosenthal seconded the motion and the motion passed unanimously.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the Subcommittee did not meet November 7th. On November 21st the Subcommittee members expect to hear the proposal on changes in residency by Fran Dice and the five-year assessment by Counseling.

D. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee did not meet the previous week. At the next meeting, Mary Kate Quinlan will discuss what is on the horizon for assessment.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

John Dziak reported that a working group has been formed to make recommendations to the AFT Federation and the College to insure the future operation of the child care centers.

There being no further business, the meeting ended at 4:10 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary