



## College Council Meeting Minutes October 24, 2013

**COLLEGE COUNCIL MEETING MINUTES**  
**October 24, 2013**  
**Office of College Services Board Room**

### ATTENDANCE

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

Maryann Anderson, College Council Chair, called the meeting to order at 2:33 PM.

### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE OCTOBER 10, 2013 MEETING OF COLLEGE COUNCIL**

Marianne Trale moved to approve the minutes of the October 10, 2013 meeting of College Council. Elizabeth Claytor seconded the motion and the minutes were approved as amended.

### **AGENDA ITEM II: SUBCOMMITTEE REPORTS**

#### **A. ASSESSMENT AND RESEARCH**

In the absence of Carl Francolino, Elizabeth Claytor reported that the Subcommittee did not meet.

#### **B. CURRICULUM**

Rita Gallegos reported that the following proposals had been approved by the Curriculum Subcommittee:

**Proposal: Typo Correction for the number of weeks for the approved NUR 220 (Adult Concepts for Nursing Practice – 4 credits) and NUR 230 (Family Health Concepts for Nursing Practice – 4 credits)**

### **course syllabuses**

Kathy Mayle presented the proposal that would correct an inadvertent typographical error indicating that NUR 220, Adult Concepts for Nursing Practice and NUR 230, Family Health Concepts for Nursing Practice both run for 8 weeks rather than 7 1/2 weeks. The correct number of weeks is 7 1/2 for each.

Members of the Curriculum Subcommittee suggested that no hours be included in the syllabuses because none of the other courses include hours.

The following corrections were made to the proposal:

Page 14, under Hours, "Sill" should be corrected to "Skill."

Page 16, under Clinical Hours, NUR 240 should be 10 weeks and NUR 250 should be 5 weeks.

Page 16, under Lab Hours, NUR 240 should be 10 weeks for 20 hours total.

Page 16, the Total Lab/Assessment Lab experience should be 166.25 rather than 176.25.

Rick Allison moved to accept the proposal as amended. Vicki Rostis seconded the motion and the motion passed unanimously.

### **Proposal: Fire Science Administration (130.1) Proposal**

Darlene Billeck, the Perkins Director at Boyce Campus, and Gretchen Mullin-Sawicki, Academic Dean at North Campus presented the proposal.

Dr. Mullin-Sawicki explained that she is attempting to have the Program recognized as a Fire and Emergency Services Higher Education (FESHE) program. This requires that the curriculum in our program exactly match the standardized FESHE curriculum. Our curriculum was submitted two years ago and FESHE responded with the curriculum changes set forth in the proposal. These changes and acceptance of our program by FESHE will result in our being a recognized program that will allow our students to fully articulate to 4-year FESHE programs such as the one at Point Park.

The following corrections will be made to the proposal:

Page 5, Learning Outcomes no. 1 will be changed to read, "Describe and discuss the components of the history and philosophy of the modern fire service."

Page 5, Learning Outcomes no. 3, correct the sentence so the end of the sentence reads, "...and explain the value of education in fire service."

Page 9, correct the spelling of "delineates" in the Catalog Course Description.

Page 9, Learning Outcomes no. 9, correct the spelling of "extinguishments."

Marianne Trale moved to accept the proposal as amended. Barbara Thompson seconded the motion and the motion passed unanimously.

### **Proposal: Machine Technician (706.1) Proposal**

Gretchen Mullin-Sawicki presented the proposal. Dr. Mullin-Sawicki explained that the Program was offered in the Northern Tier. They received feedback at the time that drafting was not an appropriate offering, and ran a blueprint reading course experimentally in its place. The course has been very successful, and the proposal includes changing the alpha code of the course and making it a permanent course. The proposal also calls for the course, MFT 107 Blueprint Reading for Machinists to be a required co-requisite with MFT 141 Introduction to Machining.

Dr. Mullin-Sawicki mentioned that the Machine Technician program is not very popular. Donna Imhoff said there are many jobs for machinists, but students do not gravitate to the program as a career. Justin Tatar commented that the program may be hurt by the fact that it is a three-semester program rather than a two-semester one.

The following corrections were made to the proposal:

Page 29, Course Title, "Blue Print" was changed to "Blueprint."

Page 29, Corequisites, MFT 141 was added.

Page 29, Learning Outcomes no. 7 was changed to read, "Interpret geometric dimensioning and tolerancing (GD & T) symbols."

Rita Gallegos moved to accept the proposal as amended. Donna Imhoff seconded the motion and the motion passed unanimously.

**Proposal: ITP 101 Interpreting Lab 1 Pre-requisite Proposal**

Gretchen Mullin-Sawicki presented the proposal for the American Sign Language program which started this Fall. The program requires students to have signing experience prior to being admitted into the program; however, there was no electronic restriction for students to have signing experience to take ITP 101 Interpreting Lab 1. This proposal corrects that omission so students must have prior signing experience to be admitted into the program as well as to take ITP 101.

Donna Imhoff moved to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

**Proposal: Electrical Distribution Technology (708, 702) Proposal**

Gretchen Mullin-Sawicki presented the proposal. This program is offered in conjunction with Duquesne Light in which their employees are trained to work on electrical poles. Seven of the courses are no longer offered and should be deleted. Duquesne Light is offering this as a certificate program, but by adding academic courses, a student may earn an associate's degree.

The following corrections were made to the proposal:

Page 21, the "1" was deleted after "Basic Electricity."

Page 22, "1. Scheduled in the evenings" was deleted.

Page 30, the "1" was removed after "AC Power."

Page 31, "1. Evenings" was deleted.

Carl Francolino moved to accept the proposal as amended. Barbara Thompson seconded the motion and the motion passed unanimously.

Rita Gallegos reported there will be two proposals presented at the November 14th meeting of College Council.

**C. ACADEMIC PLANNING**

Steve Wells reported that the Subcommittee met the previous week and heard the Calendar Proposal for 2015-16. The proposal will be presented to Council at the November 14th meeting. There were many comments in favor of the full-week break at Thanksgiving that included academic support to the argument.

Dr. Wells said there is a Program Review for CIT on the agenda for the November 7th Academic Planning meeting. Also, the documents and timetable for hiring recommendations have been disseminated.

**D. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

Evelyn Kitchens-Stephens reported that the Subcommittee did not meet. There is a Counseling Assessment Report forthcoming.

**AGENDA ITEM III: UNFINISHED BUSINESS**

Mary Frances Archey distributed copies of the schedule for Program Reviews. There are 11 due this year.

**AGENDA ITEM IV: NEW BUSINESS**

Maryanne Anderson reported that the President's Council meeting for October was cancelled.

There being no further business, the meeting ended at 3:45 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary