

COLLEGE COUNCIL MEETING MINUTES

MAY 7, 2015

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

Maryann Anderson
Mary Frances Archey
Joyce Breckenridge
Elizabeth Claytor
John Dziak
Carl Francolino
Rita Gallegos
Donna Imhoff
Evelyn Kitchens-Stephens
Kelli Maxwell
Gretchen Mullin-Sawicki
Audrey Rosenthal
Vicki Rostis
Barbara Thompson
Marianne Trale
Stephen Wells

ABSENT

Rick Allison

GUESTS

Kevin Anderson
Lillian Briola
Jacqueline Cavalier
Val Cox
Caroline Evans
Diane Jacobs
John Law
Kathy Mayle
Amber Reed
Laurie Sprankle
Tomi Waters
Carol Yoannone

Maryann Anderson, College Council Chair, called the meeting to order at 12:03 PM.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE
APRIL 23, 2015 MEETING OF COLLEGE COUNCIL**

Rita Gallegos moved to approve the minutes of the April 23, 2015 meeting of College Council. Elizabeth Claytor seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens introduced the Nursing proposal by providing background information regarding the 2011 Nursing proposal on admission testing. The 2011 proposal requested that the National League for Nursing Pre –Admission Examination (PAX) be eliminated because there was concern at the time that the test was culturally biased. The Department has been using grade point average for admission while they have been evaluating entrance exams that are alternatives to the PAX exam.

Proposal: Incorporating the TEAS V into the Nursing Admission Criteria

Kathy Mayle presented the proposal which would establish the Test of Essential Academic Skills (TEAS) V as the basis of admission for Nursing students. If approved, this would be implemented for the Fall 2016 semester.

Mrs. Mayle said that the attrition rate has increased significantly since the PAX test was eliminated and it is thought that the adoption of the TEAS V will remedy that problem. It is also believed that the test is not biased.

Joyce Breckenridge and Donna Imhoff questioned the fee for the entrance exam included in the proposal. It is beyond the authority of College Council to approve fees and how they may be administered. Any fees will have to be approved by the Board of Trustees. It was suggested that students could take the entrance exam at a private testing site where the test would be administered and the student would pay the fee.

It was agreed that Mrs. Mayle would remove all references to finances from the proposal and the vote by College Council would deal only with the merits of the TEAS V exam.

Vicki Rostis moved to accept the proposal. Evelyn Kitchens-Stephens seconded the motion and the motion passed unanimously.

B. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee did not meet.

C. CURRICULUM

Proposal: Establish Anesthesia Technician Program (tabled 4/23/15)

Carl Francolino moved to untable the proposal which was seconded by Donna Imhoff. All suggested corrections had been made. One objection, that there were too many pre-requisites prior to entrance into the program has been addressed. Also, Chemistry is now a required course and has replaced CIT in the second semester.

Marianne Trale moved to accept the proposal. Vicki Rostis seconded the motion and the motion passed unanimously.

Proposal: Revisions to 15 Social Science courses and the deletion of HIS 110, Introduction to Social Sciences

Jackie Cavalier presented the proposal. The decision to delete HIS 110 was made because the course has not been taught since 2006 and the course is not transferable.

Revisions were made to the course outlines. The Listed Topics were basically textbook chapters and have been revised to the actual topics taught. Course titles have also been addressed so they are more descriptive of what is covered in the courses. The section on

Reference, Resource or Learning Materials has been standardized to “Textbook, scholarly readings, films, map and electronic resources as assigned.”

A typographical error was corrected on page 48, Listed Topic, #9, change “fontier” to “frontier.”

Audrey Rosenthal moved to accept the revised proposal. Carl Francolino seconded the motion and the motion passed unanimously.

Proposal: Revision in syllabus for CRT 111 - Court Transcription 1 to include the Prerequisites of CRT 101 Court Reporting 1 and CRT 103 Machine Shorthand Theory

Mary Beth Johnson and Val Cox presented the proposal which requires the prerequisites of CRT 101 and CRT 103 for CRT 111. Students have always heeded advice that these courses are necessary in order to pass CRT 111; however, it did happen that a student refused because it was not required. As a result, the student had a bad outcome.

Vicki Rostis moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

Proposal: Revision in syllabus for CRT 211- Court Transcription 2 to include basic grammar, proofreading and transcript production skills

This proposal revises CRT 211 to include additional grammar and punctuation so that students are more proficient at transcription. The intended result would be that students would transcribe more accurately. More practicum is needed so that students may hear and write at the same time. Students who have just graduated from the program make \$50,000 annually. Those who are experienced may make up to \$157,000 annually.

Audrey Rosenthal moved to accept the proposal. Carl Francolino seconded the proposal and the motion passed unanimously.

Proposal: CRT 215, Court Transcription 3, is an experimental course. It is proposed that this class be added to the required curriculum with a revised syllabus

This course is designed to increase students’ closed captioning skills. The following corrections were made to the proposal:

Catalog Course Description, the first sentence will read in part, “...judicial reporting and captioning – broadcast captioning and Communication Access Realtime Translation (CART) captioning.”

Learning Outcomes #1 will be revised to end, “...and captioning, broadcast captioning and CART captioning.”

Rita Gallegos moved to accept the amended proposal. Gretchen Mullin-Sawicki seconded the motion and the motion passed unanimously.

Proposal: Course revisions to Aviation syllabi

Rita Gallegos presented the proposal. The minimum flight hours have been changed so the program is in compliance with VA requirements. On page 6 of the proposal, the fourth sentence is revised to read in part, "...exam to obtain a pilot certificate in order to successfully complete..."

Mary Frances Archey questioned why we require 60 flight hours if the FAA minimum hours are 35. Students continue flying until they reach the required competencies of the course. Actual flight hours may vary based on student proficiency.

Barbara Thompson moved to accept the revised proposal. Steve Wells seconded the motion. The motion passed unanimously.

Proposal: Revision to the Nursing Course Descriptions and SLOs

Kathy Mayle presented the proposal which revises course descriptions and student learning outcomes. When this proposal was previously presented, there was an omission in the Objectives and Co-requisites. Students were challenging the courses because the co-requisites were not listed. This will help student progress successfully. The co-requisites are almost all completed by students before they enter the Nursing Program. The list of co-requisites should be followed by, "if not previously successfully completed."

Audrey Rosenthal mentioned that many students don't really understand the importance of completing certain courses before starting the Nursing Program.

This would go into effect for the Fall 2015 semester.

Kelli Maxwell moved to accept the amended proposal. Elizabeth Claytor seconded the motion and the motion passed unanimously.

Proposal: Curriculum revision of the Massage Therapy Program (443.1), the Massage Therapist Program (695.1), and the Massage Therapy Program (403.1)

Kevin Anderson presented the proposal which revises the degree program. The changes to the certificate program are being postponed, as is the second tract proposal. Within the proposal are revisions to course descriptions and changes involving the clinical experience. Students will be working more closely with members of the public so that students will have a more realistic experience. The changes are required so that the Massage Therapy Programs at Allegheny and Boyce Campuses will be combined. All courses will be taught at Boyce Campus.

For the purposes of accreditation, MAS 111 has been added in which students learn pathology specific to massage therapy. Anatomy and Physiology was unnecessarily complex for massage therapy students.

Marianne Trale moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

D. ACADEMIC PLANNING

Discipline/Program Review: Five Year Program Review of the Social Science (059.2) program and the Social Science disciplines

Jackie Cavalier presented the proposal along with Laurie Sprankle. Dr. Cavalier explained that faculty retirements and departures had put the completion of this Program Review in flux. The Program Review includes a thorough report from Dr. Eve Spangler of Boston College. Dr. Spangler especially noted surprise at the number of adjunct faculty in the Program. Ms. Sprankle commented that social science students could greatly benefit from the addition of the online full-text database JSTOR in the Library.

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

Discipline/Program Review: Biotechnology (416.4, 417.3) 5 year program review

Caroline Evans and John Law presented the Program Review. They explained that the Biotechnology Program is a small program therefore can be very versatile. The number of enrollments has declined along with enrollment in general at the College. No changes have been made in the Program. The Program is grant-funded and there is a possibility that the funding will be cut. The class size is eight students, and although the Program does receive fees, the fees do not match the costs. As a result, new students will pay a \$300 lab fee.

The annual salary for graduates nationally is \$39,000. Our graduates generally make \$35,000 and are extremely well trained in lab techniques. Our students can also transfer to Point Park or Duquesne University for a four-year degree.

Carl Francolino moved to accept the Program Review. Elizabeth Claytor seconded the motion and the motion passed unanimously.

Proposal: Proposed 2017 and 2018 Academic Calendars

Diane Jacobs presented the proposal which would change the 2017 and 2018 academic calendars. Dr. Jacobs began by discussing factors influencing academic calendars in general such as contractually mandated holidays. The changes will include a full-week break at Thanksgiving, the Spring semester starting after Martin Luther King day and a full-week Easter break.

Carl Francolino moved to accept the proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

2015-2016 Members of College Council

Maryann Anderson reported that College Council will have several new members when Council reconvenes in August and in some cases there are elections. College Council dealt with 54 new proposals this academic year. The list of all proposals will be placed on the College Council website after the meeting minutes for the academic year.

President's Council

Maryann Anderson reported that President's Council met on May 5th. There was discussion regarding the budget which is being presented at the June Board of Trustees meeting. There was also discussion regarding enrollment increasing.

Washington County Crown Center is working on increasing enrollment and will be pursuing funding from the Washington County Commissioners.

Graduation will be on May 14th and the Nursing Pinning ceremony will be the same day.

Plans are continuing for the 50th anniversary of the College. This will start in January.

There being no further business, the meeting ended at 3:03 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary