

COLLEGE COUNCIL MEETING MINUTES

MARCH 10, 2016

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

Maryann Anderson
Stuart Blacklaw
Joyce Breckenridge
John Dziak
Carolanne Eicher
Carl Francolino
Rita Gallegos
Elizabeth Johnston
Cristen Kassai
Gretchen Mullin-Sawicki
Charlene Newkirk
Audrey Rosenthal
Carrie Slagle
Julie Smith
Barbara Thompson
Stephen Wells

ABSENT

Theresa Bryant

GUESTS

Lucille Adkins
Quintin Bullock
Giovanni Garofalo
Diane Jacobs
Kelli Maxwell
Michelle Vecchio

Maryann Anderson, College Council Chair, called the meeting to order at 2:32 PM. Mrs. Anderson welcomed Michelle Vecchio who is a post master certificate student in Nursing from Grand Canon University. Ms. Vecchio is shadowing Carrie Slagle who is mentoring her for a capstone course.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE
JANUARY 28, 2016 MEETING OF COLLEGE COUNCIL**

Audrey Rosenthal moved to approve the minutes of the January 28, 2016 meeting of College Council. Steve Wells seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Carl Francolino reported that the online learning annual report was presented at their last meeting. Dwight Bishop will present the report to Council at the next meeting.

Mr. Francolino then introduced Mary Kate Quinlan.

Update on Assessment (M.K. Quinlan)

Mary Kate Quinlan presented the Spring update of assessment. Ms. Quinlan noted that assessment participation has consistently increased over the years from a 71% participation in 2010-11 to a 90% participation so far in 2015-16, and an anticipated 95% participation expected by the end of the semester. There was an expected 100% compliance level that we were to have met by September 15th.

There has been a problem collecting assessment data from nine programs that have no full-time faculty or coordinator. The College has agreed to provide compensation for a part-time faculty member within the program to conduct the assessment. An additional concern has been the follow-up on action-items. A solution will be advanced through governance next year to deal with the concern. Challenges have included assessment plans that are not complete. Achievement of objectives should not be merely “yes” or “no;” but should answer the question, “why.”

Classroom assessment participation has remained somewhat stable. Last year, Ms. Quinlan received approximately 120 of these which as Ms. Quinlan commented, is somewhat disappointing considering we offer approximately 1,000 classes per year.

The General Education Assessment chosen by the College is to “articulate the values of civic engagement, community involvement and the role of service.” This could include civic engagement essays, civic identity, civic action and tolerance and students’ experiences with civic engagement. The results showed that 65% of our students participated in a service project or volunteer opportunity since enrolling at CCAC. Most of this was through external organizations with the recommendation that there should be more civic engagement in the classroom.

Another goal examines technological competency through a myriad of methods including conducting research, analyzing data and synthesizing information. Appendix H from the program review process is a source to ensure that programs have course learning outcomes addressing this goal.

The link to the entire presentation can be found at <https://www.ccac.edu/For-Faculty-and-Staff/Offices-and-Departments/Planning-and-Institutional-Research/Assessment/Assessment-of-Student-Learning/Assessment-Update---A-and-R-2015-16/>

Update on Noel-Levitz data (rated by importance and satisfaction. G. Garofalo)

Giovanni Garofalo presented the data concerning the Noel-Levitz survey of student satisfaction. The survey has been conducted biannually for many years. The College formerly used ACT which is no longer available. The student survey examines 70 items with students rating how satisfied they are with the service they receive.

Areas of surveys include:

Registration

Instruction
Academic Advising/Counseling
Admissions and Financial Aid
Academic Services
Safety and Security
Concern for the individual
Service Excellence
Campus Climate
Student Centeredness
Campus Support Services
Responsiveness to Diverse Populations

In his presentation, Mr. Garofalo noted that libraries in general scored very high. Advising and Counseling has shown much improvement. Concern for students as individuals has improved. Safety and Security are above the benchmark. Admissions and Financial Aid stayed somewhat the same, as did the Campus climate.

The entire presentation can be viewed on the web portal at <https://my.ccac.edu/facultyresources/assessmentofstudentlearning/Documents/College%20Wide%20Student%20Satisfaction%202013%20vs%202015%20College%20Council%20Mar%20202016.pptx>. You will be prompted to enter your user name and password.

B. CURRICULUM

Proposal: Change in Chemistry Program Objectives

Cristen Kassai presented the proposal which revises the program objectives in chemistry by deleting the sixth objective which was deemed superfluous by faculty and the external reviewer for the program. The faculty member who authored the objective is no longer at the College and the faculty members in the Program have difficulty assessing the objective. For these reasons the members of the Program decided to bring this proposal through governance to remove the sixth objective.

Gretchen Mullin – Sawicki moved to accept the proposal. Charlene Newkirk seconded the motion and the motion passed unanimously.

Rita Gallegos mentioned that the Mechatronics proposal will be presented at the April 14th meeting of College Council.

C. ACADEMIC PLANNING

Steve Wells reported that the Subcommittee did not meet. Math and Allied Health program reviews are forth coming.

Dr. Wells reviewed the list of faculty positions which were accepted by Dr. Bullock.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Name change from Web Advising to Virtual Advising; Elimination of Distance/Enrollment Requirements

Kelli Maxwell presented the proposal. The change of name from “Web Advising” to “Virtual Advising” reflects more current verbiage. Benchmark institutions overwhelmingly use the term, “Virtual advising,” rather than “web advising.”

The proposal removes the distance limitation for those students wanting to enroll and receive advising who live less than 50 miles away. According to the National Academic Advising Association Standards for Advising Distance Learners, institutions are expected to provide academic services to distance learners just as they do for those taking classes on campus, regardless of how far a student may live from campus.

Responding to question, Dr. Maxwell said that virtual advising will be more equitably rotated among the campus advisors. Concern was expressed about the amount of time that virtual advising takes, sometimes twice as long.

Rita Gallegos moved to accept the proposal. Carl Francolino seconded the motion and the motion passed unanimously.

Proposal: Revision to Graduation and Reverse Transfer Procedures

Kelli Maxwell presented the proposal designed to increase the number of degrees that the College confers and increase completion rates among students. For students who have earned 60 or more credits and have not applied for graduation, an academic advisor will conduct a degree audit and if a student has met the requirements for graduation in their declared program, the student will have their degree conferred at the next available conferral date. Students will be informed of this and the student may opt-out in writing if they wish to do so.

The proposal additionally allows for a reverse transfer. The College is entering into a statewide agreement intended to promote the conferring of an associate’s degree. The State University will identify potentially eligible students and send their official transcripts to CCAC to review and evaluate. Students must have a minimum of a 2.0 GPA at both institutions. Currently, students may transfer in only 15 credits. This proposal would increase that number to 30 credits.

The following changes were made to the proposal:

Removed all singular references to “the student” and changed them to the plural “students.”

Changed all references to “his or her” to “their.”

Added a comma after graduation in second line.

In the second sentence of the “Completing an Associate Degree after Leaving the College – Reverse Transfer” portion, “the last” was removed and “at CCAC” was added so the sentence reads, “A maximum of 30 college-level credits (39 for those in 089 General Studies or 006 Liberal Arts) earned at another institution within ten years of the student’s last date of attendance at CCAC can be applied toward graduation.”

In the next sentence of the same paragraph, “the college” was changed to “CCAC” so the sentence reads “If CCAC changes or discontinues a program, students must complete the reverse transfer process within two years of the date of that change, or must meet the requirements of a current active program.”

Carolanne Eicher moved to accept the revised proposal. Julie Smith seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Barbara Thompson reported on a potential problem concerning posting minutes on the College Council meeting minute’s website. Minutes prior to Spring 2013 were not posted in pdf. form. Consequently, they were excluded from the website. A solution was found by posting the minutes themselves with the link for the annual listing of Shared Governance Initiatives.

Maryann Anderson reported that she has been asked to serve on the Portal Intranet Team.

There being no further business, the meeting ended at 4:38 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary