COLLEGE COUNCIL MEETING MINUTES

MARCH 12, 2015

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT	**ABSENT**	**GUESTS**
Rick Allison	Evelyn Kitchens-Stephens	Dwight Bishop
Maryann Anderson	Audrey Rosenthal	Nancy Grant
Mary Frances Archey	Vicki Rostis	Diane Jacobs
Joyce Breckenridge	Marianne Trale	Carol Yoannone
Elizabeth Claytor		
John Dziak		
Carl Francolino		
Rita Gallegos		
Donna Imhoff		
Kelli Maxwell		
Gretchen Mullin-Sawicki		
Barbara Thompson		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:34 PM.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEBRUARY 26, 2015 MEETING OF COLLEGE COUNCIL

Steve Wells moved to approve the minutes of the February 26, 2015 meeting of College Council. Donna Imhoff seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Steve Wells reported that the Subcommittee did not meet; however, at their next meeting they will be discussing the program reviews for Business and Economics and Accounting. There is also a proposal to change the Spring 2016 start date which has received much support. Several other program reviews are forthcoming.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Catalog Info: Program Requirements for Students
Diane Jacobs presented the proposal. Mrs. Jacobs explained that every student is required

to declare a program of study. If we are truly concerned about student success and program completion then the declaration of a program is very important so that students receive the proper advising and select courses efficiently.

Mrs. Jacobs explained that there are three types of programs. The first is the active program in which students may enroll.

The second type of program is the inactive program. These are program that have been deleted. The College allows students who are currently in an inactive program to continue for a period of two years. The program is referred to as being "taught out." No other students may enroll, but the College will honor those students who have begun the program. Normally this involves very few students. If a student leaves the College before the student has completed an inactive program, and then soon returns, the College will not honor the terms of the discontinued or inactive program. The catalog states that if a student has been gone for an extended absence, then the student is bound by any changes in a program or in the catalog; however "extended absence" has never been defined. This proposal defines "extended absence" as one year.

The third type of program is the closed program. This is a program that has been discontinued and has been taught out.

The Registration Staff spent considerable time cleaning out the records of students who have extended absences and are listed as being enrolled in closed programs. This impacted 33,000 students.

The proposal included three designations if a student is just not interested in declaring a program. The second example dealing with this situation, "If a student is taking classes at CCAC specifically to transfer to another college or university" was questioned. Kelli Maxwell pointed out that this would apply to any CCAC student who is intending to go to a 4-year institution, and will be transferring their CCAC credits. It was however, designed to deal with students who are visiting over the summer and want to take a course or two to transfer to their home institution. The designation was revised to read, "Student is taking classes at CCAC to transfer to their home college or university."

Mrs. Jacobs mentioned that she will be meeting with Registration and Advising staff very soon to ensure that everyone is familiar with these new designations.

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

C. **ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee did not meet last week. Mr. Francolino introduced Dwight Bishop.

Online Learning Annual Report

Dwight Bishop presented the Online Learning Annual Report for 2013-2014. Highlights of the report included:

- Internet course registration grew by 2.4% while CCAC registration declined by 8.5%.
- Internet courses comprise 21.1% of CCAC registrations and 39.5% of CCAC total headcount. Five years ago the registration for online learning was 15.5%.
- The number of internet courses has grown, hybrid courses have had flat growth and telecourses have steadily declined.
- The average class size for internet courses is 24.9 students. 16.9% of internet course students were not residents of Allegheny County.
- Professional development workshops and presentations continued to be in high demand. There were 7 workshops and 225 one-on-one consultations held throughout the year.
- The Testing Center at Allegheny proctored 1,958 exams.
- There are eight Associate Degrees offered entirely online.

Barbara Thompson asked why the Testing Center closed if it was in such demand. Mary Frances Archey said because it was very expensive to run.

The entire annual report can be found at
https://www.ccac.edu/uploadedFiles/Pages/For_Faculty_and_Staff/For_Faculty_and_Staff__Online_Learning_Center/OL%20Annual%20Report%202013-14%20v4%20revised%20tag%20line.pdf.

D. CURRICULUM

Proposal: New Certificate Program in Mobile Apps Software Development

Nancy Grant presented the proposal for a new certificate program in mobile apps. The Program will provide our students with additional skills so they are more employable in the job field. They will be able to be employed as app developers or software developers. The program will require Apple computers and additional software.

The Program is offered in 10 credits the first semester, 7 credits the second semester and 11 credits the third semester. Barbara Thompson asked if the three semesters could be combined into 2 14-credit semesters. Mrs. Grant said that because of pre-requisites it was not possible.

Gretchen Mullin-Sawicki pointed out that the proposal was on the incorrect form and as a result, there were components missing from the proposal. Supporting letters from the advisory board members should be included as well as what positions graduates would qualify for and salary levels.

Rick Allison moved to table the proposal until it can be put on the correct form and some errors corrected. Steve Wells seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

Steve Wells reported that the Middle States committee would meet March 17th at which time they would examine the draft of the self-study design document.

Maryann Anderson asked the Chairs of the Subcommittees to remind initiators of proposals the last dates for submissions.

AGENDA ITEM IV: NEW BUSINESS

Rick Allison mentioned that the Deans would like to have a copy of proposals after they have passed through College Council. There are often changes to proposals that are made during the Council meetings and the Deans would like to be more fully informed and know what the final outcome of proposals is. Barbara Thompson mentioned that is why the College Council minutes are so detailed. Maryann Anderson remarked that the problem is who would do it. Council members agreed to consider a solution.

There being no further business, the meeting ended at 4:30 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary