

COLLEGE COUNCIL MEETING MINUTES

MARCH 26, 2015

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

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

ABSENT

Rick Allison
Donna Imhoff

GUESTS

Diane Jacobs

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

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE
MARCH 12, 2015 MEETING OF COLLEGE COUNCIL**

Vicki Rostis moved to approve the minutes of the March 12, 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 mentioned a forthcoming proposal by Lucille Adkins on probationary students. Dr. Kitchens-Stephens added that the Subcommittee heard a proposal by Diane Jacobs on Prior Learning Assessment that will be heard at the next meeting of College Council.

B. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met on March 19th. The Subcommittee members discussed the Quality Matters training that Online Learning staff members are participating in, and added that the training would be beneficial for faculty. Each module is approximately 30 to 40 hours long and deals with issues such as best practices, course structure, and structural design as they relate to online learning.

The Subcommittee also discussed the Noel-Levitz assessment tool on student opinions. Faculty and staff will have an opportunity to ask questions about the results in the Fall.

There will be a Blackboard upgrade over the summer; not to the most recent version, but to a version that will bridge us to it.

Carl Francolino said that closed captioning should be available on videos that are produced by Instructors for their classes. Because of the Americans with Disabilities Act, we should provide this. Some publishers are providing closed captioning on videos and instructor-produced videos should have this available.

C. CURRICULUM

Rita Gallegos reported that the Subcommittee did not meet. There will be proposals on Art, Massage Therapy and Physical Therapy coming soon.

D. ACADEMIC PLANNING

Steve Wells reported that there will be program reviews on Accounting and Business and Economics that he will present at the College Council meeting of April 9th. A few more program reviews will be forthcoming.

Proposal: Revision to Academic Calendars for 2016

Diane Jacobs presented the proposal that would revise the academic calendars for 2016. The idea came with intensified focus on financial aid, as there is presently not enough time between the Fall and Spring semester to process aid for students. The proposed change involves the Spring 2016 schedule. The semester would start the Tuesday after Martin Luther King Day.

Apart from financial aid processing, the change would allow:

- Students to pay and register on time.
- Student grades to be evaluated to determine if they should be put on academic suspension.
- Advisors to determine if students meet prerequisites.
- Allied Health and Nursing students to arrange for their clearances.
- An opportunity to upgrade Blackboard.

On the negative side, there will be less time between the second summer session and the Fall semester to process everything; however, 11,000 students are enrolled from Fall to

Spring and only 1,100 students are enrolled from the second summer session to the Fall semester.

Dr. Jacobs also mentioned that the College is using the National Student Loan Clearinghouse for degree verification. At the end of each semester, the College reports those students who are currently enrolled, and those who have graduated. The Federal Government uses this information for financial aid determination. The College is also considering e-transcripts so there are fewer transcripts to send out. It would relieve Dr. Jacob's department of that burden.

Rita Gallegos moved to accept the proposal. Evelyn Kitchens-Stephens seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

Council revisited the request from the Deans about having a copy of proposals available to the College Community after they have gone through the final stages of College Council. Diane Jacobs agreed to send Maryann Anderson the proposals in pdf format for Mrs. Anderson to distribute.

AGENDA ITEM IV: NEW BUSINESS

Diane Jacobs mentioned that the College will be offering Waitlist. This has always existed in Colleague, but we are now utilizing it. Prior to this, it was far more cumbersome than it is now. Waitlist will allow students to be on a waiting list for courses that are full. Students may be on the waiting list for only one course at a time.

Some courses will not allow for waitlisting such as limited enrollment programs and nursing. John Dziak asked about lecture/labs. At Allegheny Campus, students may register for a lecture and choose from different labs. Dr. Jacobs was unsure how that would work.

There being no further business, the meeting ended at 4:00 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary