

COLLEGE COUNCIL MEETING MINUTES

APRIL 9, 2015

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

Maryann Anderson
Joyce Breckenridge
Elizabeth Claytor
Carl Francolino
Rita Gallegos
Donna Imhoff
Evelyn Kitchens-Stephens
Kelli Maxwell
Audrey Rosenthal
Vicki Rostis
Barbara Thompson
Marianne Trale
Stephen Wells

ABSENT

Rick Allison
Mary Frances Archey
John Dziak
Gretchen Mullin-Sawicki

GUESTS

Gerald Berardino
Sara Conroy
Joann Hunter
David Young

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

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

Elizabeth Kitchens-Stephens moved to approve the minutes of the March 26, 2015 meeting of College Council. Kelli Maxwell seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee did not meet.

B. CURRICULUM

Rita Gallegos reported that the Subcommittee did not meet; however, there are at least 14 proposals that will be heard at the next two meetings.

C. ACADEMIC PLANNING

Steve Wells reported that there are seven program reviews on the agenda for the next meeting as well as a calendar proposal. Dr. Wells introduced David Young, Joann Hunter and Gerald Berardino.

Discipline/Program Review: Five-Year Program Review for Business (004) (097) (385) & Economics Discipline.

Steve Wells mentioned that the Program Review was well written and contained all of the necessary components.

In presenting the proposal, Joann Hunter mentioned the highlights contained in the proposal. There has been a slight decline in enrollment in Business and Economics, just as the rest of the College is experiencing.

The Business 004 Program is the transfer program, and is aligned with the requirements of the Transfer and Articulation Oversight Committee (TAOC). The Department is dismayed that TAOC has not followed through with their intentions to market these programs. The Business 097 Program is a collaborative agreement with Indiana University of Pennsylvania (IUP). Students receive an Associate's degree from the College and Bachelor's Degree from IUP while attending all of the classes at the College. The Business 216 Program is the Business Management Certificate Program. The Business 385 Program is the Business Management Degree Program. Students who are enrolled in the Business 385 Program either transfer to a 4-year college or they use their associate's degree or certificate to better their position in the workforce. The Business Management Degree Program is not meant to transfer, but 50% of students do.

A particular problem that is not unique to Business is that higher level electives do not have sufficient enrollment to run. Offering these courses online has helped.

Recommendations include:

- Carefully scheduling upper level courses so that students can fulfill degree requirements.
- Meeting to determine which courses can be offered online.
- Working with the College for marketing and transfer opportunities.
- Providing more accounting tables in the classroom.
- Updating accounting software.

Space is adequate, and library resources are helpful and up to date.

Vicki Rostis moved to accept the program review. Barbara Thompson seconded the motion and the motion passed unanimously.

Discipline/Program Review: Five-Year Program Review for Accounting: (105) (217) (340)

Gerald Berardino presented the Program Review for Accounting and explained that there is considerable overlap between the Business Program and the Accounting Program. Accounting 105 and 340 are the transfer programs and Accounting 217 is the certificate program. The Accounting 217 Certificate program attracts many students who already have a degree and are returning to broaden their skills or move into other professions.

Mr. Berardino commented that in his 40 years of teaching, this is the first time that enrollment has decreased in Accounting. The Department is having a difficult time running the upper level courses, especially those in the career programs. The Department Heads from the campuses work together so that they are not competing in their course offerings. Robert Morris University and the University of Pittsburgh do not accept the upper level accounting courses, and that negatively impacts enrollment.

Recommendations include:

- Developing a marketing and recruitment campaign to attract potential students working downtown.
- Enhancing and updating the curriculum to include non-profit accounting, auditing and advanced accounting theory.
- Expanding the advisory board so the membership includes more business and industry members and fewer academic members.
- Expanding partnerships with other schools such as the partnership with Indiana University of Pennsylvania.

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

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that two proposals are forthcoming. The first is a Nursing proposal for using the Test of Essential Academic Skills (TEAS) for pre-admissions, and the other proposal is on prior learning to be presented by Diane Jacobs.

AGENDA ITEM III: UNFINISHED BUSINESS

As a follow up concerning the issue of how to distribute the final versions of College Council recommended proposals, John Dziak met with Gretchen Mullin-Sawicki. Because the distribution of these documents is more of an administrative function, Diane Jacobs will create a pdf. file of the documents and Dr. Mullin-Sawicki, as Acting Provost, will distribute the documents.

AGENDA ITEM IV: NEW BUSINESS

Kelli Maxwell and Sara Conroy demonstrated a new career development platform being piloted at South Campus called Suitable. A student from the University of Pittsburgh developed the software, and the College is using it on South Campus on an experimental basis.

The software has a game feel to it, and allows the student to perform certain activities in ten different competencies. The competencies have been chosen by those in the business field, and are in such areas as leadership, communications, networking and business acumen. Under each competency are suggested activities. An example of a networking activity might be that the student attended a networking event; under leadership, an activity might be that the student became a member of student government or an officer of a club. As students perform the activities, they unlock higher levels. There is a public leaderboard and students compete with each other to complete the competencies, all the while learning the competencies and adding to their resumes. The competencies and activities can be printed out, and students can take these with them to interviews. The software may be next offered to Criminal Justice students.

Maryann Anderson reminded Council members that the next meeting will be April 23rd and the final meeting will be May 7th. On May 7th, we will have lunch from 11:30 AM – 12:00 PM and the meeting will start at 12:00 PM.

There being no further business, the meeting ended at 4:20 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary