

COLLEGE COUNCIL MEETING MINUTES

APRIL 23, 2015

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

Maryann Anderson
Mary Frances Archey
Joyce Breckenridge
Elizabeth Claytor
John Dziak
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
Carl Francolino

GUESTS

Lillian Briola
Anne Louise Dailey
Nancy Grant
Diane Jacobs
Norman Johnson
Cristen Kassai
Linda Radzvin
Cyndi Syskowski
Brenda Trettel
Tomi Waters
Carl Mazzetti

Maryann Anderson, College Council Chair, called the meeting to order at 2:33 PM.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE
APRIL 9, 2015 MEETING OF COLLEGE COUNCIL**

Rita Gallegos moved to approve the minutes of the April 9th, 2015 meeting of College Council. Marianne Trale seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Proposal: New Certificate Program in Mobile Applications (Apps) Software Development (tabled 3/12/15)

Vicki Rostis moved to untable the proposal which was tabled at the March 12th meeting of College Council. Elizabeth Claytor seconded the motion and the motion passed unanimously.

Nancy Grant presented the proposal on a new certificate program in Mobile Applications (Apps) software. The proposal had been tabled because it was lacking several components and was on the incorrect form. The revised proposal included several impressive supporting letters from advisory board members and from potential employers. Also included were possible positions for which graduates could qualify. The offerings have been changed to all four campuses. Of note is how rare this program is and the many positions that are open.

The question was asked why Java is necessary in the first semester when Delaware Community College includes it at the end. Dr. Grant said that students would be at a great disadvantage if they don't understand Java at the beginning of the Program.

Dr. Grant asked to recognize many people for their assistance and support throughout this process. They are Walt Pauli, Ping'An Wang and the rest of the entire CIT faculty, the CIT Advisory Board, Dean Yoannone, the Curriculum sub-committee members, College Council members, Dr. Jacobs and her staff, Ibrahim Garbioglu and his staff, Kevin Smay, Pam Kennedy, Richard Roberts, Angie Ondrik, Henri Hack, Becky Berg, Ann Booth, Dr. Bryant, Dr. Evans, Dr. Trettel and Dr. Newkirk.

Evelyn Kitchens-Stephens moved to accept the proposal. Marianne Trale seconded the motion and the motion passed unanimously.

Proposal: Deletion of CHM 118 - Chemistry of Art

Cristen Kassai presented the proposal which deletes CHM 118 which has not run since 2004. In the program review process, the faculty identified courses that should be eliminated, and this was one.

Steve Wells moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

Proposal: New Course: ECD 115 Introduction to School Age Programs

Cyndi Syskowski presented the proposal for a new course, EDC 115, Introduction to School Age Programs. The course has been running successfully as an experimental course. The course is grant-funded and free to students. The course is required for the PA School Age Professional Credential. The course is not attached to any program but will be attached to the Paraprofessional Associate Degree Program as an elective.

The following corrections were made to the Proposal:

Page 4, Learning Outcomes, #5, delete "learning opportunities" and add "and."

Page 4, Learning Outcomes, #10, add "National Association for the Education of Young Children" before NAEYC and put brackets around "NAEYC."

Barbara Thompson made a motion to accept the amended proposal. Gretchen Mullin-Sawicki seconded the motion and the motion passed unanimously.

Proposal: Revision of the Physical Therapist Assistant Program #628.1

Norm Johnson presented the proposal. He explained the proposal came about as a result of a recent site visit during which the accrediting agency stated the number of hours in the program should be reduced from 784 to 720. Dr. Johnson commented that we were first program and now there are 350 programs. The new guidelines set a maximum of 720 clinical hours and this program had 784 therefore, the clinical hours were reduced in PTA 112, PTA 211, PTA 212 and PTA 213.

The following corrections were made to the proposal:

Page 7, Summer, change “by” to “but.”

On each proposal, after “Upon successful completion of the course, the student will,” each line should begin with a singular verb.

Rita Gallegos moved to accept the amended proposal. Vicki Rostis seconded the motion and the motion passed unanimously.

Proposal: Central Service Technician Certification Examination Preparation

Linda Radzvin presented the proposal for the Central Technician Certificate Examination Preparation. This course has been running experimentally and assists students prepare for the certification exam. Pennsylvania hospitals are strongly recommending that their Central Services Technicians and Surgical Services employees become certified. It is not yet mandatory, but is in New York and New Jersey.

The following corrections were made to the proposal:

Page 3, Catalog Course Description, the first line should end, “...sponsored by the International Association of Healthcare Central Service Material Management (IAHCSMM).”

Page 3, Catalog Course Description, the last line should start, “There is a focus on...”

Page 3, Learning Outcomes, # 7, change “your” to “the employee’s.”

Page 4, Listed Topics # 5, capitalize “Trends.”

Elizabeth Claytor moved to accept the amended proposal. Marianne Trale seconded the motion and the motion passed unanimously.

Proposal: Establish Anesthesia Technician Program

Lillian Briola presented the proposal to establish an associate’s degree for anesthesia technicians. The certification is required by the American Society of Anesthesia Technologists and is effective July 1st. The College was approached by UPMC and Mercy Hospital to create the program, and they have offered \$50,000 salary plus \$20,000 for benefits to cover a faculty member.

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

There were questions about how this faculty position would be created with no job slot and without having gone through governance. Additionally there were no general education requirements. Mary Frances Archey also commented on programs that have

course requirements before students even begin the program, and questioned if that is fair to students to have hidden credits. Many students would be reimbursed for this program, but would not be reimbursed for the required credits prior to the program starting.

Until all of this is given further consideration, Rita Gallegos moved to table the proposal. Elizabeth Claytor seconded the motion and the motion to table passed unanimously.

B. ACADEMIC PLANNING

Discipline/Program Review: Five Year Program Review of the Psychology (053.4) program

Anne Louise Dailey presented the program review for psychology. Dr. Dailey said that the program review had been reviewed by the psychology advisory board. The advisory board interviewed many members of the psychology faculty and studied the self-study documents and the description of the Psychology Department Assessment Program. Dr. Dailey mentioned that there were 890 students who participated in the assessment. The major comment from the Advisory Board is the need for full-time faculty.

Gretchen Mullin-Sawicki mentioned that the external evaluator's report was extraordinary and very thorough. The Chairperson of the Advisory Board is Ann Romanczyk of Slippery Rock University, who is extremely dedicated.

Donna Imhoff moved to accept the program review. Steve Wells seconded the motion and the motion passed unanimously.

Discipline/Program Review: Program Review for Nuclear Medicine Technology (NMT) Programs: Associates Degree 555.2 and Certificate 560.1

Carl Mazzetti presented the Program Review for the Nuclear Medicine Program. The Program Review is based upon the external review performed by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). The external accreditation was completed in 2013; however, there were some deficiencies to be addressed. These included a larger lab. When the deficiencies were satisfactorily addressed, the program was reaccredited for another seven years, which is the maximum time for an accreditation.

The Program has one full-time faculty member and two part-time faculty members. The Program includes both an Associate's Degree as well as a Certificate. The Program uses 15 hospitals and each student is assigned to a maximum of 3 hospitals. Each student is reviewed every two weeks.

The number of faculty and the space for the program are adequate. The Program requires expensive equipment. The Program tries to procure equipment that hospitals dispose of; however, many hospitals are now selling their used equipment.

The job market right now is not robust; however, the job market is very good outside the area. The starting salary is \$45,000 to \$60,000 and is more elsewhere.

The only competing school is Robert Morris University where students receive a Bachelor's Degree. Students get the same salary and start in the same entry level jobs regardless.

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

Discipline/Program Review: Occupational Therapy Assistant Program Review Code: 587.2

Lillian Briola presented the Program Review for the Occupational Assistant Program which is a result of an external accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE). The site visit was in October and the Program was reaccredited for the maximum time of 10 years. The accreditors were very lavish in their praise for the Dean of Allied Health, the Program Director, the Fieldwork Coordinator, the Fieldwork Supervisor, the general educational faculty, the Fieldwork Educators, the student club members who raised funds and advocated for the profession and the library and support staff. Suggestions included involving occupational therapy assistants in the program and using more state-of-the-art methodologies.

Dr. Briola mentioned that the strategic plan for the Occupational Therapy Assistant Program is based on the College's. There is a 100% pass rate on the certification exam and there is a 75% retention rate. This year they received 87 applications and have a capacity for 34 students. Dr. Briola also said the Program would be enhanced by having a wireless lab. They would also like to have their videos transferred to DVD's. They are considering applying for Perkins grant money to assist.

Rita Gallegos moved to accept the Program Review. Barbara Thompson seconded the motion and the motion passed unanimously.

Discipline/Program Review: Physical Therapist Assistant Program Review Code: 628.1

Norm Johnson presented the Program Review for the Physical Therapist Assistant Program which is a result of an external accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE). The accreditation visit was April 27th to April 30th, 2014. In November, Dr. Johnson received the letter granting ten years before the next visit.

The accreditation team sent a long list of changes that needed to be made, most dealing with recording student competencies. Strengths included a knowledgeable and dedicated faculty; a knowledgeable advisory board; an excellent reputation in the local, state and national Physical Therapy Community; an 86% pass rate on the certification exam; a 96% employment rate; an engaged student association; updated library holdings and exceptional clinical sites. Weaknesses could be remedied by including diverse clinical sites, updating aging lab equipment, updating the Physical Therapy Guide and developing contemporary multimedia learning activities.

Dr. Johnson added that there is an Allied Health Education Tech needed at Boyce Campus, and there is a need to convert VHS tapes to DVD.

Audrey Rosenthal moved to accept the Program Review. Elizabeth Claytor seconded the motion and the motion passed unanimously.

Discipline/Program Review: Five Year Program Review of the Chemistry (035) Program

Cristen Kassai presented the program review. The Program is very small in terms of majors. The Program is a support program for those majors that require chemistry as part of their curriculum. From 2010 to 2014 there have been only seven graduates.

The weaknesses continue to be the same as in the last review. There is a need for equipment. At North, there is no equipment for organic chemistry; therefore, the course cannot be offered there. There are two new faculty hires, one at Allegheny and one at Boyce. Labs are adequate on all campuses. The lab at Boyce Campus just opened. We do a very good job disposing of hazardous waste.

Vicki Rostis moved to accept the Program Review. Kelli Maxwell seconded the motion and the motion passed unanimously.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the Subcommittee heard two proposals at their last meeting. One proposal will be presented now, and the other which is a Nursing proposal, is expected to be presented at the next Council meeting.

Proposal: Prior Learning Assessment Procedures for Credit by Examination and Portfolio Review through Ccfastrack

Diane Jacobs presented the proposal. Dr. Jacobs said that the College has been doing many forms of prior learning assessment throughout the years. These include credit by exam and accepting credits from other colleges. This proposal formalizes the procedures for Prior Learning Assessment (PLA) and for credit by exam.

The procedure for credit by exam allows students to challenge a course by taking a single exam to receive credit for the course. The course must be listed in the CCAC course catalog and be available to take on the campus. The student can take the challenge test only once. If the student successfully challenges the course, the credits will be posted to the student's transcript if or when the student has completed at least one credit course at the College.

PLA involves looking at a portfolio review. This is an initiative by the State that allows students to earn credits based upon prior work or life experiences, such as employment, participating in employment-sponsored training programs, military service, independent

study, community service or volunteering. Students apply for this online and complete an e-portfolio which is reviewed by a faculty member who is reimbursed for his or her time.

There are currently 50 students who have submitted preliminary petitions. The statistics for the rest of the State are quite similar.

The following corrections were made to the proposals:

Page 3, Credit by Examination, third bullet, second sentence, revise in part to read, "...until at least one course for college credit is completed at the college."

Page 3, Internal Process, 6th bullet, 2nd sentence, revise the sentence to read in part, "If the student has not completed at least one course for College credit at the college..."

Vicki Rostis moved to accept the amended proposal. Steve Wells seconded the motion and the motion passed unanimously.

D. ASSESSMENT AND RESEARCH

Elizabeth Claytor reported that the Subcommittee met last week. Dwight Bishop, Director of Distance Learning, reported that the online learning team is working with Blackboard representatives to install building blocks that are necessary before IT can begin to install the portal. Work on the portal is scheduled to begin April 20th. The online learning team is closely examining the Online Roadmap and looking for possible barriers for online learners. Online Orientation is currently operational. Ibrahim Garbioglu, pointed out that as we move to more processes online there will be cost savings, accountability, and streamlining of all of our interactions with prospective and current students. New applicants to CCAC will receive a CCAC e-mail address after they complete their applications. They will have a NET ID as well as a colleague number. Returning students will be able to keep their old ID and account information. Access to e-mail will smooth entrance and return to the college. For the future, Dr. Garbioglu's team is also working to implement the use of electronic signatures and making the financial aid process totally an online process.

Accuplacer will replace the Compass tests that are currently being used for placement at CCAC. Accuplacer demonstrations are scheduled, and information has been sent out to the college community.

There have been 1800 responses received which represents 18%, up from 12% last year. The survey closed April 17th.

AGENDA ITEM III: UNFINISHED BUSINESS

Steve Wells reported that the Steering Committee submitted a draft of the Self Study Design document to our Middle States staff liaison, Dr. Christy Faison. Dr. Faison will visit CCAC on May 6th to meet with various constituencies and to offer feedback on the

draft. This document is available online through the “Self Study 2015” link at the bottom of CCAC’s web site.

AGENDA ITEM IV: NEW BUSINESS

Evelyn Kitchens-Stephens inquired about the priority of attending College Council as opposed to an Open House for the Campus. A discussion ensued. There was general agreement that College Council has priority. Students and faculty are often put in situations in which they have to attend things to the detriment of class.

There being no further business, the meeting ended at 5:47 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary