

COLLEGE COUNCIL MEETING MINUTES

APRIL 28, 2016

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

Maryann Anderson
Stuart Blacklaw
Joyce Breckenridge
Theresa Bryant
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

GUESTS

Rick Allison
Quintin Bullock
Jane Coughanour
Tiffany Evans
Giovanni Garofalo
Stephanie Goloway
Quiana Golphin
Diane Jacobs
Neil Jones
Kathleen Kane
Bob Kmetz
Kelli Maxwell
Sue McCleary
Pamela Nichols
Wendi Slusser
Brenda Trettle
Carol Yoannone

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

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE
APRIL 14, 2016 MEETING OF COLLEGE COUNCIL**

Rita Gallegos moved to approve the minutes of the April 14, 2016 meeting of College Council. Steve Wells seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Steve Wells detailed the activity of Academic Planning this year. The Subcommittee heard only eight program reviews this academic year; two of which were carried over from the previous year and two which were the result of external reviews and accreditations. There are 12 program reviews that were scheduled for this year that were not submitted and 13 are scheduled for next year; therefore, potentially there could be 25 program reviews submitted next year.

Dr. Wells speculated on why the program reviews were not submitted. It could be the result of having Deans recently hired as well as evidence of a serious lack of full-time faculty who are available to complete the program reviews.

Discipline/Program Review: Five Year Program Review of the Teacher Education: Middle Level & Secondary (099.4) program

Stephanie Goloway presented the five-year Program Review for middle and secondary levels, grades 4 through 8. The proposal was delayed because faculty were waiting for the state Transfer and Articulation Oversight Committee (TAOC) to reach a consensus on program-to-program requirements. The Education faculty have waited four years and the requirements still are not forthcoming, so the departments went ahead realizing that when the requirements are published, the Program Review will need to be revised to align with TAOC requirements.

The Program Review shows a decrease in enrollment. Formerly the Program was divided into grades K to 6 and grades 7 to 12. Now the Program covers Pre-K to Grade 4, Grades 4 to 8 and Grades 7 to 12.

The enrollment decline can be attributed to the fact that many students in the Program which was previously grades K thru 6, were really interested in younger children and subsequently moved to the Early Education and Child Development (ECD) Program.

The requirements for the middle level (grades 4 thru 8) are rigorous. Students must complete 12 credits of college-level science and math. An articulation agreement between the College and Indiana University of Pennsylvania commenced this Spring for students enrolled in Middle and Secondary levels with specializations in math and science.

Ms. Goloway commented on the serious lack of faculty in the Program. On the previous program review, there were seven faculty participating. Systemwide there are the equivalent of 1 ½ EDU faculty, although faculty hires are requested every year.

The demand for teachers is there. Many baby boomers are retiring from the Pittsburgh Public Schools and with the more rigorous certifications; demand is increasing with fewer able to meet those requirements.

Recommendations include a need for more faculty to become involved in national organizations and technology that would be more closely integrated into the classroom environment. Recommendations also include that EDU 204 which is the Field Experience should have a maximum class size of 15 to 18 and that synchronous video conferencing on Blackboard should be available.

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

Discipline/Program Review: Pharmacy Technician (Degree #518.2 and Certificate: #418.2) Program Review for programs with Special Accreditations

Rick Allison and Jane Coughanour presented the program review. The Program Review requirements are established by the national organization, the American Society of Health-System Pharmacists (ASHP), Accreditation Council for Pharmacy Education (ACPE) program. The accreditation team recommended that the program should have separate and dedicated space and should integrate software and equipment such as automated dispensing equipment, a refrigerator, a cash register, a fax machine and laboratory supplies. There was a site visit last week which went extremely well. The accreditation team recommended a pharmacist or pharmacy technician to coordinate the program. The next visit will be 2020.

The major drawback to the Program is that retail work in this field pays \$10 per hour. Positions in hospitals pay just a little higher, and there is no certification required. Students leave the Program and move into Programs that are higher-paid professions. The graduates of the Program who responded to a survey indicated that all who wanted to work as a pharmacy technician are doing so.

Carolanne Eicher moved to accept the program review. Audrey Rosenthal seconded the motion and the motion passed unanimously.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Comprehensive Student Development Services Assessment: Registration and Advisement

Quiana Golphin presented a compilation of five assessments which examined the following: Assessment Elements, Objectives of Assessment, Diversity, Collaboration and Support of General Education Goals. Ms. Golphin identified strengths and weaknesses for each category. The assessments were conducted 2011-2016. The overall assessment also included the results of the National Academic Advising Association (NACADA) consultant's visit in 2015 and the results of two external evaluators.

Diane Jacobs mentioned that "Student Planning" is a new module which will be available next year so that students will be better able to audit their academic progress. It should be available by Fall 2017.

Gretchen Mullin-Sawicki moved to accept the assessment. Elizabeth Johnston seconded the motion and the motion passed unanimously.

Proposal: Comprehensive Student Development Services Assessment: Job Placement and Career Services

Robert Kmetz presented the assessment for Job Placement and Career Services. The assessment followed the same outline as the Registration and Advising Assessment. Mr. Kmetz commented that the mission is to assist students in being placed in the workforce either as work study students, doing outside work while they are students or following

graduation. All services of job placement are not only available to the College community, but to the general public as well.

Mr. Kmetz mentioned that placement rates are very difficult to obtain and they rely on Institutional Research to gather that data.

A general discussion followed regarding how to orient work study students so they provide the College departments as well as themselves with a successful work experience. Joyce Breckenridge mentioned that the College receives approximately \$400,000 for work study employment and that we often return a portion of this as unspent to the federal government.

Charlene Newkirk commented that the assessment does not include the number of students served. Barbara Thompson mentioned that page 17 of the assessment has a very vague reference to outside reviewers' comments. Audrey Rosenthal said that this should have been included prior to being submitted to College Council. Both of these will be remedied.

Elizabeth Johnston moved to accept the amended assessment. Carl Francolino seconded the motion and the motion passed unanimously.

C. ASSESSMENT AND RESEARCH

Achieving the Dream Evaluation (G.Garofalo)

Giovanni Garofalo, Assistant Director of Planning and Research presented the evaluation plan for Achieving the Dream, covering the time period Fall 2007 to Fall 2014. Starting with Fall 2011, there was a positive shift upward in successful completion rates even though enrollment has been decreasing since Fall 2010. Mr. Garofalo attributes that to positive measures such as the Math Cafes and the work of the Success Coaches. As yet, retention has not seemed to have moved much at all. The Plan includes data relating to Developmental Progress, Gatekeeper Course Completion, Retention and Graduation.

D. CURRICULUM

Proposal: Delete MAT 137

Kathleen Kane presented the proposal which would delete MAT 137, Introduction to Mathematical Proofs which has not been offered since 1999 and should be removed from the course catalog.

Audrey Rosenthal moved to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

Proposal: Delete MAT 242

Kathleen Kane presented the proposal which would delete MAT 242, Technical Calculus II which has not been offered since 1994 and should be removed from the course catalog.

Gretchen Mullin-Sawicki moved to accept the proposal. Elizabeth Johnston seconded the motion and the motion passed unanimously.

Proposal: Delete MAT 241

Kathleen Kane presented the proposal which would delete MAT 241, Technical Calculus I which has not been offered since 1994 and should be removed from the course catalog.

Carolanne Eicher moved to accept the proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

Proposal: Delete Corequisite from MAT 161

Kathleen Kane presented the proposal which would remove MAT 111, College Algebra as a corequisite for MAT 161, Elementary Statistics. Currently MAT 108, Intermediate Algebra is a prerequisite. It is therefore not necessary for students to be required to take MAT 111, College Algebra at the same time as MAT 161, Elementary Statistics.

Barbara Thomson requested that the course titles for MAT 161, MAT 111 and MAT 108 be added to the proposal.

Christin Kassai moved to accept the amended proposal. Charlene Newkirk seconded the motion and the motion passed unanimously.

Proposal: ECD Program Goals Revision

Stephanie Goloway presented the proposal which provides several changes to the Early Education and Child Development Program based upon requirements of the National Association of Education for Young Children (NAEYC) which is the accreditation agency for the program. Changes have also been made to reflect changes in the Pennsylvania teacher certification test. Faculty decided to align the Program goals with the accreditation standards, especially because the Program is required to submit annual reports. The three areas of revision include aligning the program goals with the accreditation goals, changing the course sequence in program 623.4 so that ECD-135P, Practicum will be taken in the 2nd semester so that students can meet the pre-requisite requirement and revising the program description to reflect changes in the Pennsylvania teacher certification test requirements.

The following corrections were made to the proposal:

Page 5, the end of the first paragraph, remove the comma after “community living arrangements.”

Page 5, under “Upon successful completion...,” in the first line “program-to-program” should include hyphens.

Page 9, Proposed, the first line should read in part, “...who work with children/their families...”

Page 9, Proposed, 3rd sentence, remove “the” so the sentence reads in part, “Students receive training in the physical, social...”

Page 9, Upon successful completion..., number 2 should end with a period.

Page 9, Upon successful completion..., number 3 ends with 2 periods.

Page 10, the 3rd paragraph should end in part, "...nanny or as an early childhood..."

Page 14, Proposed, 2nd line, "school-age" should be hyphenated.

Page 14, Proposed, 3rd line, remove the comma after "social" so the sentence reads in part, "...specialized training in the physical, emotional, social and cognitive care..."

Page 14, Upon successful completion..., number 2 should end with a period.

Page 14, 2nd full paragraph, the first sentence should read in part, "Students can apply the credits earned in the diploma program toward a certificate or associate degree..."

Page 19, Proposed, 1st sentence, "The Children with Special Needs...", "with" should not be capitalized.

Page 19, 4th full paragraph, the first sentence should read in part, "Students can apply the credits earned in the diploma program toward a certificate or associate degree..."

Page 19, 5th full paragraph, should end in part, "...group home workers, Therapeutic Support Workers (TSW's), child care workers or as respite care workers."

Page 29, Proposed, the 1st paragraph, there is a spacing problem in the 2nd sentence.

Carrie Slagle moved to accept the amended proposal. Charlene Newkirk seconded the motion and the motion passed unanimously.

Proposal: Change in Anesthesia Technician Program title, a course title, course numbering and course sequencing

Wendi Slusser presented the proposal which up-dates the name of the program from "Anesthesia Technician" to "Anesthesia Technologist" which is a more current term. This then requires a change in a course title for ANE-220, Professional Issues for the Anesthesia Technician to Professional Issues for the Anesthesia Technologist. There are also course sequencing changes so that students are better prepared for their clinical experience.

The following changes were made to the proposal:

Page 7, First Year First Semester (Spring), after BIO-151 General Biology, include a 1 as a subscript and at the bottom of the page include, "¹BIO-151 General Biology is transferrable."

Page 7, First Year Second Semester (Fall), ANE-114, "Principles" is misspelled.

Page 7, Second Year First Semester (Spring), after CHM-109 Introduction to Chemistry, add "or CHM-110 and CHM-111."

Page 10, Learning Outcomes 1 and 4, change "technician" to "technologist."

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

Proposal: Changes to the Paramedic Programs (Associate Degree #533.1 and Certificate 3534.1) including specific Paramedic courses and in a Biology course requirement.

Neil Jones presented the proposal which sets forth changes in the Paramedic Program which will better prepare students to effectively function as paramedics. Faculty discovered that BIO-115, Human Biology in Health and Disease was not meeting the needs of students. BIO-161, Anatomy and Physiology I will replace BIO-115. This

causes a resequencing of courses. It is further proposed that PAM-202, Integrated Paramedic Concepts change from two credits to four credits providing students with an additional two hours of lecture. The resulting credits for the Certificate and the Associate Degree would increase by two credits each.

The notice in the catalog that the Program is seeking accreditation will be removed as the Program is accredited.

Joyce Breckenridge moved to accept the proposal. Carl seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

Steve Wells mentioned a growing problem with experimental courses. Over the past years the College has offered between 10 and 18 experimental courses per year. This year there are 42. The new Mechtronics Program accounts for a few of those, but the majority is from the Film Technology Program. This is a new program that has not gone through governance, that will be taught by a faculty member whose position did not go through governance, who will be teaching courses that have not gone through governance and are not part of a program. The courses are being offered in the Fall and students are enrolling in them.

When experimental courses were last discussed in 2009, it was felt that faculty should have the freedom to try out courses before formally proposing them. Unfortunately, this is one of the consequences. As these courses are somewhat associated with the Theatre courses at South Campus, Charlene Newkirk stated that she will work on remedying the situation.

AGENDA ITEM IV: NEW BUSINESS

There being no further business, the meeting ended at 5:56 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary