

**COLLEGE COUNCIL MEETING MINUTES**

**MAY 12, 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**

Wahi Abdulmalek  
Lucille Adkins  
Alisha Carter  
Molly Christy  
Ashley Clark  
Mark Clower  
Mark Domencic  
Larry Doperak  
Sean Evans  
Diane Jacobs  
Kathleen Kane  
Frani Kaufman  
Mary Lou Kennedy  
Jeff Langstrat  
Nina Lyons  
Christine McQuaide  
Sumana Misera-Zets  
Antonio Quarteman  
Talisa Reed  
Jeff Thomas  
Michelle Thomas  
Sean Thomas  
Brenda Trettel  
Bruce Turchetta  
Ginger Underwood  
Roslynne Wilson

Maryann Anderson, College Council Chair, called the meeting to order at 12:35 PM.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE  
APRIL 28, 2016 MEETING OF COLLEGE COUNCIL**

Rita Gallegos moved to approve the minutes of the April 28, 2016 meeting of College Council. Theresa Bryant seconded the motion and the minutes were approved as amended.

## **AGENDA ITEM II: SUBCOMMITTEE REPORTS**

### **A. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

#### **Proposal: Comprehensive Student Development Services Assessment: Student Success Coaches**

Mary Lou Kennedy, Dean of Students, North Campus, introduced the Success Coaches from the campuses that were in attendance. The presentation of the assessment was done by Michelle Thomas. Mrs. Thomas commented that this is the first time the Student Success Coaches are presenting an assessment. This assessment covers the 2011-2016 time period. Student Success Coaches assist first-time full-time students who have placed into all three developmental areas and are seeking associates degrees. Each of these students is required to take SDS 102. The Success Coaches work one-on-one with students, through group presentations, mail and email until the students complete their developmental sequence. There are approximately 1,000 students who qualify for their assistance at any given time.

Through the assessment, the Student Success Coaches were able to identify challenges. Qualifying students are able to be easily identified initially, but once they change campuses or stop for a semester, they become more difficult to identify and track. The Student Success Coaches need better technology to address this problem. Another problem is the lack of budgets. They have had to rely on the budgets of other departments for any supplies or expenditures they need. The Success Coaches also need some kind of mandate to require their students to participate in such things as workshops and tutoring.

The external evaluator questioned how the Success Coaches differ from Counselors. He also noted a lack of marketing and a budget. He also noted that it is difficult to measure if the Success Coaches are really helping students as there is a lack of the ability to efficiently track students and gather data. Elizabeth Johnson commented that there is marketing material that is being completed on all student services that will include the Student Success Coaches.

Diane Jacobs mentioned the Case Management System which is part of Pilot which will roll out 2016-2017 which will assist with tracking.

Cristen Kassai moved to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

#### **Proposal: Five Year Assessment: Department of Student Life**

Roslynn Wilson, the Dean of Students at Allegheny introduced the Directors of Student Life from the campuses. Nina Lyons presented the proposal. Mrs. Lyons explained that the Directors of Student Life based their assessment on sections of the College's master plan and looked for their strengths and weaknesses. She emphasized that everything they

do has student engagement as a goal. The assessment covers the years 2010 through 2015.

The external reviewer commented that it is difficult to determine how many students are taking advantage of the opportunities offered by Student Life. Some of the areas covered in the assessment include Publications, Diversity, Personal Fitness, Community Service and Partnerships, Life Skills and Funding.

Gretchen Mullin-Sawicki moved to accept the assessment. Cristen Kassai seconded the motion and the motion passed unanimously.

**Proposal: Student Absence for Religious Observance Procedures**

Sumana Misra-Zets presented the proposal which would establish guidelines for student absences for religious reasons. Mrs. Misra-Zets has received a dramatically increased number of requests regarding absences for religious observances with the increase in orthodox and Middle Eastern students, yet there was no system wide policy regarding this. A policy exists in the Pennsylvania K thru 12 school system; therefore, students expect such a policy here.

The form for the excused absence is one that the student must initiate. They must self-identify, and it is at the discretion of the faculty member to accept or reject the request. Acceptance of the request is not legally required. The request must not occur during finals.

The request must be reasonable, although “reasonable” is a strong word. Mrs. Misra-Zets said that one of the difficulties was recognizing what a legitimate religion is. She said that one student cited pastafarism as a religion. In pastafarism they pray to the spaghetti god and must eat pasta every 3 hours. For their religious clothing, they must wear a colander on their heads.

The policy will be included in student orientation and in the student handbook. Mrs. Misra-Zets will provide faculty with language that can be put in a syllabus.

The following edits were made to the request form:

Under “Date Submitted,” “M, D and Y” were changed to “MM, DD and YY.”

“Date of Conflict” was changed to “Date of Absence.”

“Is” was deleted in the section starting, “It is understood...” in two instances before the word “required.”

Elizabeth Johnston moved to accept the revised proposal. Julie Smith seconded the motion and the motion passed with 15 votes in favor and 1 abstention.

**Proposal: Improving Student Retention by Modifying the Process of Probation/Suspension**

Larry Doperak and Diane Jacobs presented the proposal which seeks to improve student retention following academic suspension. The current policy poses problems involving

timing. It is difficult to impose a suspension between the Fall and Spring semesters because there is not enough time, and there is little time for the appeal process to work. The result is that students drop out and never come back, when the desired result is student success. Poor grades continue to follow students for years until they can retake the courses and their GPA can be favorably impacted. Until then they are in extreme jeopardy of suspension.

The proposal calls for advisors and success coaches to be more a part of the process. Advisors and counselors need to reorient students toward success. Financial Aid staff would also be involved. The proposal now includes a gradual escalation. There would be a period of time moving to a warning then to probation then to suspension. Appeals committee members then have a clearer understanding if the student deserves a suspension. This process will allow for a more proactive approach to help students succeed. Suspension would only occur in May with an appeal process sometime in June. Carl Francolino asked about academic forgiveness and how this could be calculated easily, as he often does this for students when he is advising and it is time consuming.

When students return from suspension, they must register with a counselor and develop a plan for success. Their semester GPA must be maintained at 2.0 or above. If their GPA falls below 2.0, they must sit out 2 terms with no appeal.

Rita Gallegos moved to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

## **B. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee did not meet. There are a few technology issues that the Subcommittee will investigate next year and how we can use technology more efficiently.

## **C. CURRICULUM**

### **Proposal: Creation of AS in Music Technology Degree**

Mark Domencic presented the proposal. Music technology is a growing field in the commercial music industry and provides students with a variety of employment opportunities. This proposal creates a new AS degree in Music Technology. The proposal consists of one course revision and six new courses to be implemented for the Spring 2017 semester when the Music Department moves into renovated facilities in West Hall on Allegheny Campus. Music technology is a large part of the music department's future. The department will be acquiring software which is not industry standard but is still very good. Mr. Domencic mentioned that he is the only full-time faculty member system wide.

The following corrections were made to the proposal:

Page 8, under "Upon successful completion..." add "6. Demonstrate artistic self-expression with fluent technical skills in performance." And "7. Identify the historical context of musical compositions presented aurally."

Pages 9, correct “student” to “students” in this sentence, “It is recommended that students take Music Theory and Analysis 2 and Musicianship Skills 2 concurrently.”

Page 10, correct “student” to “students” in this sentence, “It is recommended that students take Music Theory and Analysis 3 and Musicianship Skills 3 concurrently.”

Page 12, correct “student” to “students” in this sentence, “It is recommended that students take Music Theory and Analysis 1 and Musicianship Skills 1 concurrently.”

Page 12, correct “student” to “students” in this sentence, “It is recommended that students take Music Theory and Analysis 2 and Musicianship Skills 2 concurrently.”

Page 12, correct “student” to “students” in this sentence, “It is recommended that students take Music Theory and Analysis 3 and Musicianship Skills 3 concurrently.”

Page 27, Learning Outcomes 1, change “relate” to “relates.”

Page 30, in the Catalog Course Description, before “Audio Recoding 1,” add “MUS 170.”

Page 36, in the Catalog Course Description, before “Introduction to Music Theory,” add “MUS 119.”

Theresa Bryant moved to accept the amended proposal. Carolanne Eicher seconded the motion and the motion passed unanimously.

### **Proposal: Creation of Certificate in Music Technology**

Mark Domencic presented the proposal which creates a certificate in Music Technology by revising one course and creating six new courses.

The following revisions were made to the proposal:

Page 6, at the end of the certificate description, delete, “The student may also...four-year institution,” and add, “Articulation to the Music Technology Associates Degree Program is possible for all students having completed the Music Technology Certificate.”

Page 7, correct “student” to “students” in this sentence, “It is recommended that students take Music Theory and Analysis 1 and Musicianship Skills 1 concurrently.”

Page 8, correct “student” to “students” in this sentence, “It is recommended that students take Music Theory and Analysis 1 and Musicianship Skills 1 concurrently.”

Page 23, Learning Outcomes 1, change “relate” to “relates.”

Page 26, in the Catalog Course Description, before “Audio Recoding 1,” add “MUS 170.”

Page 32, in the Catalog Course Description, before “Introduction to Music Theory,” add “MUS 119.”

Carl Francolino moved to accept the revised proposal. Carolanne Eicher seconded the motion and the motion passed unanimously.

### **Proposal: Health & Physical Education (#020.2) course and program revisions**

Jeff Thomas, Academic Dean at North Campus introduced Bruce Turchetta who presented the proposal. Mr. Turchetta explained that HPE 175, Camp Counseling and Administration is being deleted as it has not been offered in many years. Formerly there were four options or tracks of study for Health and Physical Education majors and these

are being combined into one for simplicity sake. The four options have been very confusing for students and advisors alike.

The course description for HPE 177, First Aid/Athletic Injuries is being changed to reflect certification information, to provide a better description and to correct the inconsistencies in how it is being taught.

Questions arose concerning safety equipment such as Automated External Defibrillators (AED's). Charlene Newkirk commented that all safety equipment is checked regularly and campus presidents determined where safety equipment will be located.

Carl Francolino moved to accept the proposal. Theresa Bryant seconded the motion and the motion passed unanimously.

**Proposal: ESL Updates**

Wahi Abdulmalek presented the proposal which would update the ESL prerequisites and syllabi.

After a lengthy discussion, Cristen Kassai moved to accept the proposal. Elizabeth Johnston seconded the motion and the motion to accept was unanimously opposed. The proposal will be resubmitted to the Curriculum Subcommittee in the 2016-2017 academic year.

**D. ACADEMIC PLANNING**

**Discipline/Program Review: Five Year Program Review of the Music Program (018.1)**

Mark Domencic presented the program review. Mr. Domencic reiterated that the Program will be moving to a new facility at Allegheny Campus. The enrollment of the Program has suffered along with the enrollment for the rest of the College. Curriculum changes have been made and course objectives have been updated.

Recommendations include pursuing grants for upgraded software, purchasing more instruments and exploring articulation agreements.

Apart from Allegheny Campus, Boyce Campus has a nice facility but no faculty. The Music Program fell apart fast at Boyce Campus following the retirement of a full-time faculty member.

A question came up in a previous College Council meeting regarding how students were able to have private music lessons which are required by some of the courses. The process then was not ideal and an arrangement has been made with Johnstonbaugh's Music Centers which offer private lessons for the applied music courses.

Carl Francolino moved to accept the program review. Barbara Thompson seconded the motion and the motion passed unanimously.

**Discipline/Program Review: Five Year Program Review of the Health & Physical Education (#020.2) program.**

Bruce Turchetta presented the Program Review. There are 75 to 100 students enrolled in the Health and Physical Education (HPE) Program each year. There are more males than females, and the graduation rates are low. Very few students continue to earn a degree. Job placement is low. It is a transfer program and students transfer seamlessly into other colleges.

In a satisfaction survey, the program earned a 4.4 out of 5. The average class size is about 14, and there is only 1 full-time faculty member system wide. Mr. Turchetta said that the Department Heads should monitor the course offerings more closely. There are great discrepancies in how and what is being taught in the various courses. There are great inequities in facilities and equipment with the worst being at North Campus. Recommendations include the hiring of full-time faculty, a College-wide inventory and assessment of equipment and facilities, following the one-campus model with equipment and facilities so that one campus does not offer an exceptional experience with physical education and other campuses offer students very little. Part-time faculty should submit transcripts and certifications when hired so they meet the minimum hiring criteria. A further recommendation is that when changes are made in staff and hiring in labs, the HPE faculty member is consulted.

Carolanne Eicher moved to accept the Program Review. Charlene Newkirk seconded the motion and the motion passed unanimously.

**Discipline/Program Review: Five Year Program Review of the Mathematics Discipline**

Sean Evans and Kathleen Kane presented the program review. Math is no longer a discipline because the degree offering was dropped. Almost every student takes a math course, but they don't declare it as a major. There is a great concern about the part-time to full-time faculty ratio. As an example, at South Campus only 32.5% of classes are taught by full-time faculty, and at Boyce the number is 35%. It is recommended that proctored testing return. The success of the Math Cafes was lauded.

Theresa Bryant moved to accept the Program Review. Rita Gallegos seconded the motion and the motion passed unanimously.

**Discipline/Program Review: Five Year Program Review of the Women Studies certificate (106)**

Brenda Trettel, Academic Dean at South Campus introduced Jeff Langstraat who presented the Women's Studies Program Review.

Mr. Langstraat reported that Women's Studies is a Social Studies program that is listed as a transfer certificate. Over the past five years only five certificates have been awarded and it has been identified as a low performing program. The numbers are too small to do any data analysis. Because of the low enrollment, it is recommended to discontinue the

certificate and retain the courses. The courses transfer but the certificate does not. The certificate will need to be presented to the Curriculum Committee next year to be deleted.

A secondary proposal would be to strengthen the program by making it a concentration in social sciences. That is something to be discussed in a discipline meeting.

Steve Wells moved to accept the Program Review. Barbara Thompson seconded the motion and the motion passed with 14 votes in favor and 2 abstentions.

### **AGENDA ITEM III: UNFINISHED BUSINESS**

At the previous meeting of College Council, the subject of experimental courses was discussed particularly in reference to the Film Technology Program. Charlene Newkirk investigated the 21 film courses and they are now closed courses. The proposal for these courses will be presented this Fall by George Jaber.

### **AGENDA ITEM IV: NEW BUSINESS**

#### **CCAC's Truth Initiative TOBACCO- and SMOKE-FREE update (N. Burzachechi)**

This initiative is being spearheaded by Nancilee Burzachechi and Sharon Mills. The Tobacco and Smoke-Free Initiative has just been presented to the Board of Trustees. There will be a soft roll-out September 1<sup>st</sup> with a full roll out January 1<sup>st</sup>. The College received a grant for this program which will include the ability to have Nicorette and cessation programs. The University of Pittsburgh is conducting the same program which will be July 1<sup>st</sup>.

#### **College Council positions for 2016-2017**

All AFT representatives on College Council will continue next year.

#### **Cabinet**

Maryann Anderson reported on the Cabinet Meeting of May 10<sup>th</sup> which she attended. Joyce Breckenridge gave a presentation on the budget and the \$ 1.073 million just received. We will receive the additional \$400,000 in June.

#### **Approval of Minutes**

Maryann Anderson reminded College Council members that the minutes will be emailed out to everyone for approval; therefore please check your email file folder and respond.

The next meeting of College Council will be August 25<sup>th</sup>.

There being no further business, the meeting ended at 6:08 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

	<b>INITIATIVE</b>	<b>PASSED BY COLLEGE COUNCIL</b>	<b>SIGNED BY THE PRESIDENT</b>
1	Proposal: Revisions to Course Outline Template	10/22/2015	11/2/2015
2	Proposal: New Course: ART 255 Industrial Design and Art	11/12/2015	12/17/2015
3	Proposal: New Course: ART 177 Applied Digital Photography	11/12/2015	12/17/2015
4	Proposal: Changes in Graphic Communications Program (374.2)	11/12/2015	12/17/2015
5	Proposal: Changes in Digital Graphic Design Program (376.2)	11/12/2015	12/17/2015
6	Proposal: Changes in Industrial Design and Art Program (280)	11/12/2015	12/17/2015
7	Proposal: New Program: Digital Graphic Designs (176)	11/12/2016	12/17/2015
8	Proposal: Changes to the Plumbing Certificate Program	11/12/2015	11/19/2015
9	Discipline/Program Review: Art 5-Year Program Review (026, 280, 374, 376)	11/12/2015	12/17/2015
10	Proposal: Student Services five year review schedule - Appendix A	12/10/2015	12/17/2015
11	Proposal: ACCUPLACER Cut Scores	12/10/2015	12/17/2015
12	Proposal: Addition of prerequisites to BIO110-Introduction to Biological Science	12/10/2015	12/17/2015
13	Proposal: Changes to the American Sign Language Interpreting (915.1) program	12/10/2015	12/17/2015
14	Proposal: Changes to the American Sign Language Interpreting Certificate (912.13) program	12/10/2015	12/17/2015
15	Proposal: Distinction between Certificate vs. Diploma	12/10/2015	12/17/2015
16	Discipline/Program Review: Program Review for Dietetic Technician Program #590	12/10/2015	12/17/15
17	Proposal: Recommendations for the Full Time AFT Hiring Rankings, 2016-2017	1/27/2016	2/16/2016
18	Proposal: Change in Chemistry Program Objectives	3/10/2016	3/29/2016
19	Proposal: Name change from Web Advising to Virtual Advising; Elimination of Distance/Enrollment Requirements	3/10/2016	3/29/2016
20	Proposal: Revision to Graduation and Reverse Transfer Procedures	3/10/2016	3/29/2016
21	Proposal: Changes to the Mechatronics Technology A.S. (722) Program	4/14/2016	4/20/2016
22	Proposal: Changes to the Mechatronics Technology Certificate (723) Program	4/14/2016	4/20/2016

23	Proposal: Delete MAT 137 - Introduction to Mathematical Proofs	4/28/2016	5/5/2016
24	Proposal: Delete MAT 242 - Technical Calculus II	4/28/2016	5/5/2016
25	Proposal: Delete MAT241 - Technical Calculus I	4/28/2016	5/5/2016
26	Proposal: Delete Corequisite from MAT 161 - Elementary Statistics	4/28/2016	5/5/2016
27	Proposal: ECD Program Goals Revision	4/28/2016	5/5/2016
28	Proposal: Change in Anesthesia Technician Program title, a course title, course numbering and course sequencing	4/28/2016	5/19/2016
29	Proposal: Changes to the Paramedic Programs (Associate Degree #533.1 and Certificate #534.1) including specific Paramedic courses in a Biology course requirement.	4/28/2016	5/19/2016
30	Discipline/Program Review: Five Year Program Review of the Teacher Education: Middle Level & Secondary (099.4) program	4/28/2016	5/5/2016
31	Discipline/Program Review: Pharmacy Technician (Degree: #518.2 and Certificate: # 418.2) Program Review for programs with Special External Accreditation	4/28/2016	5/5/2016
32	Proposal: Comprehensive Student Development Services Assessment: Registration and Advisement	4/28/2016	5/5/2016
33	Proposal: Comprehensive Student Development Services Assessment: Job Placement and Career Services	4/28/2016	5/5/2015
34	Proposal: Comprehensive Student Development Services Assessment: Student Success Coaches	5/12/2016	5/19/2016
35	Proposal: Five Year Assessment: Department of Student Life	5/12/2016	5/19/2016
36	Proposal: Student Absence for Religious Observance Procedures	5/12/2016	5/19/2016
37	Proposal: Improving Student Retention by Modifying the Process of Probation/Suspension	5/12/2016	5/19/2016
38	Proposal: Creation of AS in Music Technology Degree	5/12/2016	5/19/2016
39	Proposal: Creation of Certificate in Music Technology	5/12/2016	5/19/2016
40	Proposal: Health & Physical Education (#020.2) course and program revisions	5/12/2016	5/19/2016
41	Discipline/Program Review: Five Year Program Review of the Music Program (018.1)	5/12/2016	5/19/2016
42	Discipline/Program Review: Five Year Program Review of the Health & Physical Education (#020.2) program	5/12/2016	5/19/2016
43	Discipline/Program Review: Five Year Program Review of the Mathematics Discipline	5/12/2016	5/19/2016
44	Discipline/Program Review: Five Year Program Review of the Women Studies certificate (106)	5/12/2016	5/19/2016

