

COLLEGE COUNCIL MEETING MINUTES

AUGUST 27, 2015

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

ABSENT

GUESTS

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
Barbara Thompson
Stephen Wells

Diane Jacobs

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

AGENDA ITEM I: WELCOME AND INTRODUCTIONS

Maryann Anderson welcomed members of Council and asked that each member introduce themselves. Mrs. Anderson then distributed lists of College Council Subcommittee administrative members. The Subcommittee Chairs will send a notice to the College Community seeking faculty participation.

Mrs. Anderson then asked for a moment of silence to remember Evelyn Kitchen-Stephens, a long-time member of College Council who passed away in August.

**AGENDA ITEM II: ELECTION OF FACULTY MEMBERS
ON COLLEGE COUNCIL**

Election of Faculty Members on College Council to the following positions:

Secretary of College Council
Barbara Thompson

Chair and Secretary of the four Sub-Committees:

Curriculum

Rita Gallegos – Chair
Carrie Slagle-Secretary

Academic Standards and Student Affairs

Audrey Rosenthal – Chair
Seat unfilled - Secretary

Academic Planning

Stephen Wells – Chair
Carolanne Eicher - Secretary

Assessment and Research

Carl Francolino – Chair
Cristen Kassai - Secretary

Mrs. Anderson reminded Council Subcommittee Chairs to please encourage faculty members to serve on Subcommittees and to remind them that during this current AFT contract there is a \$500 per semester stipend for their work.

AGENDA ITEM III: RESPONSIBILITIES OF SUB-COMMITTEES

Maryann Anderson distributed and reviewed the responsibilities of each Subcommittee as outlined in the AFT Collective Bargaining Agreement, Article XXVII, Governance.

Curriculum

The Curriculum Subcommittee is responsible for new courses and programs as well as changes to existing courses and programs. The Subcommittee is also responsible for curriculum development, consideration if programs are meeting community needs and the transferability of courses and programs.

Academic Standards and Student Affairs

Academic Standards and Student Affairs is responsible for procedures related to admissions, advising, registration, testing, academic standards, student retention, grading and judicial policies and procedures.

Academic Planning

Academic Planning is responsible for reviewing bargaining unit positions and making recommendations regarding which positions might be filled. They are also responsible for program and discipline review and the academic calendar.

Steve Wells inquired if the hiring process would stay the same this academic year. Mrs. Anderson has not been told that it would be otherwise

Assessment and Research

The responsibilities of Assessment and Research include reviewing and making recommendations regarding distance education, assessment, and creative initiatives and data relating to these initiatives.

AGENDA ITEM IV: COLLEGE COUNCIL PROTOCOL

Maryann Anderson distributed copies of the College Council protocol for members and guests of College Council. Members should be respectful, raise their hand to be recognized to speak, give notice if not able to attend, and be on time. After two consecutive absences, members may be replaced. Members are not permitted to send substitutes to represent them. Subcommittee chairs should submit agenda items the Friday before Council meets. Council will discuss only those items on the agenda.

Guests are welcome to attend and notice of that should appear on each Council and Subcommittee meeting announcement. Guests should sit around the perimeter of the room until invited to present, at which time they should move up to the table. Guests must sign the log so that their presence will be recorded in the minutes. Guests should limit their remarks to five minutes. Initiators of proposals or an informed representative must be present when a proposal is presented.

AGENDA ITEM V: COLLEGE COUNCIL CALENDAR

College Council meets at 2:30 PM the 2nd and 4th Thursdays of each month in the Board Room of the Office of College Services. The tentative dates that College Council will meet during the 2015-2016 academic year are:

2015	2016
August 27	January 28
September 10	February 11
September 24	February 25
October 8	March 10
October 22	April 14
November 12	April 28
December 10	May 12 (if needed)

These dates will be posted on the College Council website.

The Subcommittees meet the 1st and 3rd Thursdays at the Office of College Services. All Subcommittee meetings start at 2:30 PM with the exception of Academic Planning which starts at 2:00 PM.

The Curriculum Subcommittee will meet in the Board Room, Academic Standards will meet in the K. Leroy Irvis Science Center, Room 302 during September thru November

and then at the Office of College Services after that. Assessment and Research and Academic Planning will meet in conference room at the Office of College Services.

The tentative meeting dates for Subcommittee meetings for the 2015-2016 academic year are:

2015	2016
September 3	January 21
September 17	February 4
October 1	February 18
October 15	March 3
November 5	March 17
November 19	April 7
December 3	April 21 Last date to submit proposals
	May 5 (if needed)

The last day to announce proposals to the College Community is April 14th, 2016 for consideration by the Subcommittees for their April 21st meeting.

The agenda for College Council meetings is emailed to the College community the Monday before each meeting.

College Council and Subcommittee meetings may be cancelled for lack of agenda items.

AGENDA ITEM VI: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM V: NEW BUSINESS

Course Outline Form and Instructions – Review and Revisions (R. Allison)

Diane Jacobs presented the proposal for Rick Allison. Dr. Jacobs reported that the academic portal would be going online soon which means, among other things that the student academic email will be what will be used exclusively to communicate with students. Currently much of the communication with students is via their personal email accounts. As many students do not normally check their academic email, faculty are encouraged to remind their students to check it. Faculty will be asked to include this on their syllabus and perhaps to emphasize it in a box. Gretchen Mullin-Sawicki suggested that Title IX information as well as safety information should be included as well.

Diane Jacobs also reported that transcripts are being modified to include honors degrees and specializations so that students will receive recognition for extra diligence. This will enhance our service to our students who are transferring.

Maryann Anderson reminded Subcommittee chairs to please send out announcements asking for faculty members to serve on Subcommittees. The Subcommittee membership

names are to be submitted by the Subcommittees to the Service Desk so they will be added to the College Council website.

The next meeting of College Council will be September 24th at which time the photo of College Council members will be taken. Elizabeth Johnston will coordinate the photographer.

There being no further business, the meeting ended at 3:04 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary