

COLLEGE COUNCIL MEETING MINUTES

OCTOBER 22, 2015

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

Maryann Anderson
Stuart Blacklaw
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

Joyce Breckenridge

GUESTS

Diane Jacobs

Maryann Anderson, College Council Chair, called the meeting to order at 2:31 PM.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE
SEPTEMBER 24, 2015 MEETING OF COLLEGE COUNCIL**

Steve Wells moved to approve the minutes of the September 24, 2015 meeting of College Council. Rita Gallegos seconded the motion and the minutes were approved as presented.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Steve Wells reported that Academic Planning did not meet. Dr. Wells commented that he has been fielding questions regarding the hiring process so he knows that faculty are working on hiring recommendations.

There will be two program reviews presented to the Subcommittee on November 5th. They are Dietetics and Art. If passed, they will be presented to Council at the November 12th meeting.

B. ASSESSMENT AND RESEARCH

Carl Francolino reported that the representative from Biometric ID produced a proposal estimating the College's cost to utilize their services. Biometric ID's product works to ensure that a student who registers for a distance education course is really the person who completes the course. Biometric ID's proposal was \$87,000. The Subcommittee members believe that there are better companies for less money that can provide the same service. Currently we are not in any danger of losing our financial aid because of not utilizing an identification service or software.

IT is in the process of receiving bids for new hardware for Blackboard. The Blackboard upgrade will take place this Spring. The software update can occur without new hardware.

Dr. Wells gave a brief update on the Middle States process. He mentioned that one of the Middle States Subcommittees pointed out that it is stated in the Collective Bargaining Agreement that if a full-time faculty member is teaching a distance education course, the College has rights to the content. No such language exists for adjuncts.

Dr. Diane Jacobs and Dr. Stuart Blacklaw also discussed the marketing of distance education courses. If the College targets students in other states we could be accused of conducting interstate commerce which would be regulated by the federal government and for which there are large fees. If we target a market outside Pennsylvania, that state can sue the College. The University of Maryland is especially vigilant regarding this. It was mentioned that the University of Washington has a staff of 24 people who monitor if students from their state are taking distance education courses elsewhere.

Currently there are 51 out-of-state distance education students, none of whom are from Maryland. Dr. Blacklaw said there is a State Authorization Reciprocity Agreement. The College belongs and is advocating others to join. Elizabeth Johnston mentioned that we are considering marketing distance education within 90 miles of the College which includes West VA and Ohio. The College may have to reconsider their marketing approach.

C. CURRICULUM

Proposal: Revisions to Course Outline Template (D. Jacobs)

Diane Jacobs presented the proposal to revise the template for course outlines. The idea for this proposal emerged from the portal project with the idea that students need to know the portal exists, just as they need to know about emergency notifications.

Dr. Jacobs said there is specific information that students need to be aware and the course outline is a logical place for the information to be made known. Faculty object that there is getting to be so much generic information included in the course outline that requirements of the course are being buried.

Originally the template language was going to include assessment and early intervention information which was omitted. After some discussion in College Council, the language agreed upon to be incorporated into the College Outline Template is:

“Emergency Notifications

In order to receive up-to-date information on CCAC closings/delays, severe weather and other emergency situations, please register for emergency Twitter alerts by texting, ‘follow CCACAlerts’ to 40404 or follow@CCACAlerts.”

Barbara Thompson pointed out that introductory information regarding the portal refers to MyCCAC and My.CCAC. She suggested it should be one or the other.

Carl Francolino mentioned that a lot of information can be disseminated during orientation.

Carl Francolino moved to accept the proposal. Barbara Thomson seconded the motion and the motion passed unanimously.

Rita Gallegos reported that there are six or seven Art proposals forthcoming, as well as a proposal to revise pre-requisites for Bio 110.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Audrey Rosenthal reported that the Subcommittee did not meet. She expected that there would be two proposals presented at the November 5th Subcommittee meeting. Sumana Misra-Zets will present a proposal on attendance and religious compliance. Because the attendance policy involves academic freedom, the proposal will most likely be suggested language. A second proposal will be a 5-year review for Student Services. In the future there will be proposals on probation and suspension policies and placement testing.

AGENDA ITEM III: UNFINISHED BUSINESS

Steve Wells reported that Middle States working group reports are due on Nov. 20th, and everyone seems to be making good progress. Completed submissions will be due in January or early February.

AGENDA ITEM IV: NEW BUSINESS

There was no unfinished business.

There being no further business, the meeting ended at 3:31 PM.

Respectfully submitted,
Barbara Thompson

College Council Secretary