

## College Council Meeting Minutes September 8, 2005

### COLLEGE COUNCIL MEETING MINUTES

SEPTEMBER 8, 2005

### COLLEGE OFFICE BOARD ROOM

#### ATTENDANCE

##### Present

Nicholas Akinkuoye  
Maryann Anderson  
Toni Taylor Carney  
Gordon Crocker  
Pearley Cunningham  
John Dziak  
Rita Gallegos  
John Glenn  
Joanne Jeffcoat  
Rhonda Sansone  
Maura Stevenson  
Cyndi Syskowski  
Barbara Thompson

##### Absent

Mary Frances Archey  
Charles Blocksidge  
Wendy Weiner  
Brian Johnson

##### Guests

Jodi Campano

Gordon Crocker, College Council Chair, called the meeting to order at 2:33 PM.

#### **AGENDA ITEM I: INTRODUCTIONS**

Members of College Council introduced themselves and welcomed new members Nicholas Akinkuoye, Rhonda Sansone and Cyndi Syskowski..

#### **AGENDA ITEM II: ELECTION OF COLLEGE COUNCIL SECRETARY AND CHAIR AND SECRETARY OF SUBCOMMITTEES**

The following members have been elected for the 2005-2006 academic year.

##### **A. COLLEGE COUNCIL SECRETARY**

Barbara Thompson

##### **B. ACADEMIC PLANNING**

Joanne Jeffcoat – Chair

Maryann Anderson - Secretary

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

Toni Carney – Chair

Cyndi Syskowski - Secretary

##### **D. RESEARCH AND DEVELOPMENT**

Maura Stevenson – Chair

Rhonda Sansone – Secretary

##### **E. CURRICULUM**

Pearley Cunningham - Chair

Rita Gallegos - Secretary

#### **AGENDA ITEM III: TASKS OF EACH SUBCOMMITTEE AND COLLEGE COUNCIL PROCEDURES**

Council members reviewed the duties of each Subcommittee. Mr. Crocker asked that preliminary copies of all minutes go to him and that agendas and approved minutes be distributed to the

College community. Since subcommittees meet on Thursdays, Mr. Crocker asked that agenda items for Council be sent to him on Fridays. Mr. Crocker reminded Subcommittee chairs that all proposals must have hearings and that the announcement of hearings must be distributed via email to the College community at least 5 working days prior to the hearing.

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

In the approved College Council minutes of April 28<sup>th</sup> there were several Program reviews that had not been completed. Because the list may not be accurate, John Glenn suggested that the list be reviewed by the Deans. Gordon Crocker will email the list to the Deans for their discussion. Joanne Jeffcoat will check if the external review for the Math Program was completed prior to the beginning of the Fall semester as promised. Mrs. Jeffcoat will share her log of completed Program reviews Spring 2000 through Spring 2005. John Glenn will send to Council members what Deans are responsible for what disciplines.

John Glenn reported on some trends coming up for the College. The standards for non-credit Programs will be increasing in terms of curriculum and faculty standards. As they are revised, the Programs will be going through the Curriculum Subcommittee. The Programs will have a core general education component and will need to be documented. Judy Savolskis who is Dean of Work Force Development will be leading this.

The College is expected to sign contracts for the West Hills Center with Siemens by Sept 15<sup>th</sup>. If so, plans are to move Neville and Airport into the Center by next Fall. The Local Planning Commission must still approve the deal. Neville Technical Center will be demolished next summer regardless. The owner has sold the property and something else will be built in that spot. Other Programs will be moving out there after Neville and Airport operations have moved.

Dr Glenn also talked about interfacing committees that exist with College Council Subcommittees. He said that all ad hoc committee initiatives will go through Council.

Joanne Jeffcoat would like to know if Wendy Weiner will be handling the hiring process the same as Jim Holmberg did. The process started sooner last year and it worked well. John Glenn will bring this up at Dean's Meeting.

On Oct 11<sup>th</sup> the College will host the 6<sup>th</sup> Annual Conference of the Western Pennsylvania Community College Resource Consortium at South Campus. Dr. Sutin would like all College Administrators and Faculty to attend.

There being no further business, the meeting ended at 3:15 PM. The next scheduled meeting of College Council is September 22, 2005. Diane Maldonado will make a presentation on assessment.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

## College Council Meeting Minutes September 22, 2005

### COLLEGE COUNCIL MEETING MINUTES

SEPTEMBER 22, 2005

#### COLLEGE OFFICE BOARD ROOM

##### ATTENDANCE

###### Present

Nicholas Akinkuoye  
Maryann Anderson  
Mary Frances Archey  
Charles Blocksidge  
Toni Taylor Carney  
Gordon Crocker  
Pearley Cunningham  
John Dziak  
Rita Gallegos  
Joanne Jeffcoat  
Rhonda Sansone  
Maura Stevenson  
Cyndi Syskowski  
Barbara Thompson  
Wendy Weiner

###### Absent

John Glenn  
Brian Johnson

###### Guests

Diane Maldonado

Gordon Crocker, College Council Chair, called the meeting to order at 2:32 PM. He then asked the 3 members who were absent at the last meeting to introduce themselves.

##### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE SEPTEMBER 8TH MEETING**

Rita Gallegos made a motion to approve the minutes of the September 8<sup>th</sup>, 2005 meeting of College Council. Pearley Cunningham seconded the motion. The minutes were approved as presented.

##### **AGENDA ITEM II: PRESENTATION AND DISCUSSION REGARDING ASSESSMENT BY DR. DIANE MALDONADO**

Mr. Crocker introduced Dr. Diane Maldonado to discuss assessment. Dr. Maldonado has made many presentations on assessment at the campuses; therefore she highlighted areas that are relevant to College Council.

Dr. Maldonado explained that the College did not meet Standards 7 and 14 of Middle States, therefore must address assessment issues. This warning is so serious that Middle States representatives will return in November and again in April 2006, and are expecting a report on our progress in the areas of institutional assessment and student learning.

To address this problem, Jim Holmberg assembled a group called the Assessment of Student Learning Committee which is chaired by Diane Maldonado. Members of the committee include those representing the union, faculty and administration. Faculty members will serve for one year and then will be elected.

The Committee has been functioning since this summer and presented their first report to Dr. Weiner in July. Proposals from the Committee will be presented to College Council as appropriate and the Committee itself may become part of the Collective Bargaining Agreement.

Dr. Maldonado explained that the College has been collecting assessments of student learning for quite some time, but has not been analyzing the data and acting upon it. The Committee is attempting to establish definitions of common terms used in assessment so that when they are used, everyone has the same understanding. In the self study there were varied responses in the survey to “What is assessment?”.

The Committee is working on defining and planning assessment, doing an assessment audit to determine what we have already collected and educating faculty on the process. The Committee will be working to develop a process to assess student learning, to gather assessment data, analyze it and use it to improve the learning process.

Dr. Maldonado asked for Council’s help in establishing definitions. Pearley Cunningham, as Curriculum Chair, volunteered to assist with this. As proposals are completed they will be presented to either Academic Standards and Student Affairs or to Curriculum. Information about the Assessment of Student Learning Committee can be found at <http://www.ccac.edu/assessment>.

### **AGENDA ITEM III: SUBCOMMITTEE REPORTS**

Mr. Crocker asked how subcommittees are doing recruiting faculty members to serve. Subcommittees are making progress but are still not fully staffed.

#### **A. RESEARCH AND DEVELOPMENT**

Distance learning and VCR courses:

Maura Stevenson reported that PBS is discontinuing their service of providing video tapes which is causing problems in most disciplines. Dr. Jeanette Blackston and Brenda Trettle are working to convert some video courses to internet courses. Closed captioned courses will be retained as VCR courses. Some faculty members were misinformed that the College is doing away with distance education courses. Maura Stevenson will include the letter from Dr. Blackston that concerns this with the Subcommittee minutes so that any rumors will be quelled.

No faculty members have been recruited. Dr. Stevenson will send out another email and ask the union VP’s for assistance.

#### **B. ACADEMIC PLANNING**

Joanne Jeffcoat reported that the outside assessment of the Math Program has been completed, so all requirements for the Program Review have been met. Council requested that the Math external review be attached to the minutes of this meeting.

Mrs. Jeffcoat reported difficulty recruiting faculty also.

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

Toni Carney reported that she had 5 responses for faculty members and there is representation from every campus

#### **D. CURRICULUM**

Pearley Cunningham reported that there are proposals which will be presented at the first Subcommittee meeting on Oct 6<sup>th</sup>. The meeting will be held at South campus, but normally the Subcommittee meets at College Office. The Subcommittee needs 2 more faculty members and

there is no representation from North Campus. John Dziak clarified that a full time temp for an entire academic year can serve on Subcommittees.

Mr. Crocker again stressed that meeting agendas should be emailed to everyone at least 2 working days before the meeting and that emails must be sent 5 working days before any hearing.

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

The Deans have been sent the list of Program Reviews that were not completed. Deans were to comment on the list. Most, but not everyone has responded, therefore the subject is still open.

Council discussed the issue of campus newspapers. College administrators have suggested that there will be one common student newspaper, although Wendy Weiner stated that it is not yet a mandate. The College wants to survey students to get their input Council agreed that this should come as a proposal to Academic Standards and Student Affairs, and Gordon Crocker volunteered to discuss this with Renee Clark. Apparently Allegheny, Boyce and South are still publishing. The next meeting of College Council will be Thursday October 13<sup>th</sup> at 2:30 PM in the College Office Board Room.

There being no further business, the meeting ended at 3:50 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

#### **Addendum: Math Program Review External Evaluation**

September 24, 2005

Dr. Allysen Todd, Academic Dean  
Community College of Allegheny County  
Dear Dean Todd,

Thank you for sharing with me the CCAC Program of Mathematics Review. My conclusion is that the CCAC has a good mathematics program with several options for improvement. My evaluation of the CCAC Mathematics Program is summarized below.

#### **Strengths**

The CCAC Mathematics Program provides an affordable and accessible opportunity to complete the first two years of a four-year baccalaureate degree at many four-year institutions. The Program also supports the community and the needs of local industry providing basic mathematics training. These services are provided with tutorial activities and programs, and the appropriate use of technology. An effort to identify student employment opportunities and salaries is also mentioned (and well documented).

#### **Weaknesses**

Course syllabi are updated “selectively” in periods of five years. Even if this practice is working well, the report does not mention what kind of activities are in effect to review and assure that every instructor is covering the full content of the course at the appropriate level. The report also fails to mention what are the minimal academic credentials from part of the instructor to teach a course.

**Recommendations**

1. Review course syllabi more frequently including external reviews whenever possible.
2. Review instructor's syllabi and exams to verify appropriate course deliberation.
3. Specify and enforce appropriate instructor's academic credentials for every course.
4. Implement periodic peer teaching reviews.
5. Maintain students teaching evaluations.
6. Implement internal guidelines to support teaching such as: students' attendance, class size, final exams, textbooks selection, etc.
7. Intensify graduates surveys including the performance of the CCAC students that continue their studies at four-year institutions.
8. Keep demanding outstanding academic credentials for the position of mathematics department chair. So curriculum content and academic standards are developed, promoted and maintained by disciplinary experts

Sincerely,

Javier Gomez-Calderon Ph.D.

Professor of Mathematic/

Mathematics Division Head

University College

Penn State University

## College Council Meeting Minutes October 13, 2005

### COLLEGE COUNCIL MEETING MINUTES

October 13, 2005

### COLLEGE OFFICE BOARD ROOM

#### ATTENDANCE

##### Present

Nicholas Akinkuoye  
Maryann Anderson  
Mary Frances Archey  
Charles Blocksidge  
Toni Taylor Carney  
Gordon Crocker  
Pearley Cunningham  
John Dziak  
Rita Gallegos  
John Glenn  
Joanne Jeffcoat  
Rhonda Sansone  
Maura Stevenson  
Cyndi Syskowski  
Barbara Thompson  
Wendy Weiner

##### Absent

Brian Johnson

##### Guests

Gordon Crocker, College Council Chair, called the meeting to order at 2:32 PM.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE SEPTEMBER 22<sup>nd</sup> MEETING**

Toni Carney moved to approve the minutes of the September 22<sup>nd</sup>, 2005 meeting of College Council. Maryann Anderson seconded the motion. The minutes were approved as amended.

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

##### **A. CURRICULUM**

##### **Proposal: Changes to the Mechanical Drafting and Design Technology Program (276)**

Pearley Cunningham presented the 3 proposals as department head and explained that Engineering Technology faculty have been working all summer to make changes to the Programs. All drafting and design courses have been transferred to South Campus and many of the changes reflect the approach that South Campus takes to these courses. Additionally all references to Boyce and North campuses have been eliminated in all 3 proposals. Some prerequisites were changed and learning outcomes are extensive. These outcomes will become the basis for articulation. In some courses the students are preparing their own expected outcomes and the instructors are doing the same. The outcomes will then be compared to see how they correspond.

Joanne Jeffcoat made a motion to accept the proposal. John Glenn seconded the motion and the motion passed unanimously.

##### **Proposal: Changes to the Computer Aided Drafting and Design Technology Program (422 and 717)**

The Program is being revised to reflect parametric modeling that is being covered. This subject allows students to build from 3 dimensional objects and the software reduces the image to a flat

drawing. Some courses have not been revised in quite some time. Dr. Cunningham noted that some catalog corrections were needed such as EDD 121 is a 4 credit course not a 3 credit course. Some prerequisites have been changed. Additionally learning outcomes have been revised to correspond with those required by professional organizations. Student placement is excellent. Rita Gallegos made a motion to accept the proposal. Maryann Anderson seconded the motion and the motion passed unanimously.

**Proposal: Changes to the Architectural Drafting and Design Technology Program (270)**

Because of changes in other Programs, this Program required changes. MET 115 is a new course that has been added. Rhonda Sansone made a motion to approve the program changes. Barbara Thompson seconded the motion and the motion passed unanimously.

Dr. Cunningham noted that the Curriculum Subcommittee needs 2 faculty members from North Campus, or from anywhere if no North faculty volunteer.

**B. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

The Subcommittee met on Oct 6<sup>th</sup>. Diane Maldonado made a presentation on assessment. The Subcommittee members are particularly interested in looking at the general education goals first. Dr. Maldonado has sent emails to the Chairs of all of the Subcommittees asking for the definitions of academic terms that each subcommittee uses.

Regarding the issue of student newspapers, Toni Carney replied that there will be student forums at the campuses next week.

**C. ACADEMIC PLANNING**

Joanne Jeffcoat reported that the Subcommittee met last week. Mary Frances Archey presented the program review for Social Science (059) and everything was in order. The external reviewer agreed with the faculty concern about the small number of social science majors which are typically transfer subjects. The review highlighted the lack of AV equipment. There is also a concern about lack of follow up data on students who have graduated from the program. John Glenn made a motion to accept the review. Nicholas Akinkuoye seconded the motion and the motion was approved unanimously.

Mrs. Jeffcoat will be discussing calendars at the next meeting.

**D. RESEARCH AND DEVELOPMENT**

Maura Stevenson, the Chair of the Subcommittee, reported that the meeting was cancelled. Faculty process for teaching distance learning courses will be discussed at the next meeting.

Dr. Stevenson reported that she is still not having any success recruiting faculty members for the Subcommittee.

**AGENDA ITEM III: NEW BUSINESS**

Wendy Weiner distributed the updated 5 year schedule for program review. She commented that Mary Frances Archey has worked very hard on it. The document will be posted on the web. It includes both programs and disciplines although it does not distinguish between the two. The next meeting of College Council will be Thursday October 27<sup>th</sup> at 2:30 PM in the College Office Board Room.

There being no further business, the meeting ended at 3:29 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

## College Council Meeting Minutes December 8, 2005

### COLLEGE COUNCIL MEETING MINUTES

December 8, 2005

### COLLEGE OFFICE BOARD ROOM

#### ATTENDANCE

##### Present

Nicholas Akinkuoye  
Maryann Anderson  
Mary Frances Archey  
Charles Blocksidge  
Toni Taylor Carney  
Gordon Crocker  
Pearley Cunningham  
Rita Gallegos  
John Glenn  
Joanne Jeffcoat  
Rhonda Sansone  
Maura Stevenson  
Cyndi Syskowski  
Wendy Weiner

##### Absent

John Dziak  
Brian Johnson  
Barbara Thompson

##### Guests

Fran Dice  
Rebecca Harmon  
Elizabeth Vargo

Gordon Crocker, College Council Chair, called the meeting to order at 2: 33 PM.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE OCTOBER 13TH MEETING**

Maryann Anderson moved to approve the minutes of the October 13<sup>th</sup>, 2005 meeting of College Council. Maura Stevenson seconded the motion. The minutes were approved unanimously.

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

##### **A. CURRICULUM**

##### **Proposal: Revision of CJC Course Learning Outcomes**

Mary Frances Archey presented the proposal to revise the learning outcomes of the CJC course. Changes to the course outcomes were the only items for review of this proposal.

Nicholas Akinkuoye made a motion to accept the proposal. Toni Taylor Carney seconded the motion and the motion passed unanimously.

##### **Proposal: Revision of CFS Course Learning Outcomes**

Dr. Archey also presented the proposal to revise the learning outcomes of the CFS course. Rita Gallegos made a motion to accept the proposal. Nicholas Akinkuoye seconded the motion and the motion passed unanimously.

##### **Proposal: Deleting 2 Natural Science Courses: CHM 113, CHM 114, and PHS 109**

These particular courses have not been offered in more than 5 years. Therefore, it was proposed that they be deleted from the catalog offerings. Maura Stevenson made a motion to accept the proposal. Rhonda Sansone seconded the motion and the motion passed unanimously.

##### **Proposal: Up-Dating the Dance Common Course Syllabi**

Dr. Archey discussed that with the dance courses there is a progression related to lecture hours versus studio hours. Currently, these courses are listed as primarily lecture courses when in fact the higher level courses have more clock hours in studio. A discussion also took place involving

editing learning outcomes. Toni Taylor Carney made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

**Proposal: Adding a 1 Credit PAL Orientation Course**

The proposal represents a new course that comes from an advisory board recommendation on ethics. Pearley Cunningham made a motion to accept the proposal. Cyndi Syskowski seconded the motion and the motion passed unanimously.

**Proposal: Changes to PSY Courses and Program**

This proposal involved deleting PSY 111. This is the grief and loss course. In addition, the course outcomes to PSY were updated. John Glenn made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

**Proposal: Changes in Admissions Policy and Subsequent Change in Catalog Description for the Radiation Therapy Associate in Science Degree Program 565. Also, Changes in Math Requirement from MAT 108 to MAT 142 in the Program**

Rebecca Harmon discussed that MAT 142, the pre calc course is needed for this program. It is due to the fact that the accrediting body requires a higher level math course in the curriculum. Maryann Anderson made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

**Proposal: Changes in Admissions Policy and Subsequent Change in Catalog Description for the Radiation Therapy Certificate Program 566**

Toni Taylor Carney made a motion to accept the proposal. Pearley Cunningham seconded the motion. These changes were made to reflect the new admission requirements. Applicants must be Board Certified and employed in diagnostic radiography for one year or Board Certified with a passing score of 80% or higher on the diagnostic radiography exam RT (R). The motion passed unanimously.

**Proposal: Revisions to Dietetic Technician Associate in Science Degree, Program Code 590**

This proposal discussed the creation of a new course DIT 125 to replace BIO 140. Also, the program would substitute BIO 103 for BIO 114 and CHM 120 for CHM 129. In addition, in first year second semester, the specification was made for MAT 108 rather than a MAT elective. Pearley Cunningham made a motion to accept the proposal. John Glenn seconded the motion and the motion passed unanimously.

**Proposal: Revisions to Dietary Manager Program Certificate, Program Code 591**

The program description was changed to remove the Hospitality Option B. Mary Frances Archey made a motion to accept the proposal. Cyndi Syskowski seconded the motion and the motion passed unanimously.

**Question: Who Makes Announcements?**

Pearley Cunningham reported that there is confusion over who should make the announcements concerning proposals for the Curriculum Sub Committee. Council agreed that the announcement should be made by the initiator of the proposal. A proposal does not need to be announced by the dean but rather the initiator of the proposal.

**Definitions of Terms: Course Outcomes, Program Objectives, and College Goals.**

Nicholas Akinkuoye made a motion to discuss the terms brought forth by the Curriculum Subcommittee. Maura Stevenson seconded the motion. A document discussing the terms was distributed to members of council via e-mail by Pearley Cunningham. This assignment came from the meeting with Diane Maldonado. All council members were in agreement with the terms. A discussion related to program objectives took place. The general education goals of the

college were also discussed. The motion passed unanimously and will be attached to the Minutes.

## **B. ACADEMIC PLANNING**

### **Spring 2007 Academic Calendar, Summer Sessions 2007, Fall 2007 Academic Calendar**

Joanne Jeffcoat presented the academic calendars for Spring, Summer Session and Fall 2007 that were approved by Academic Planning. They are as follows:

#### **Spring 2007**

15 Week      January 16 to May 14    Spring Break April 2 – 8

13 Week      January 29 to May 14    Spring Break April 2 – 8

#### **First Summer Session 2007**

4 Week      May 21 to June 15      Off Memorial Day

6 Week      May 21 to June 29      Off Memorial Day

8 Week      June 4 to July 27      Off July 4<sup>th</sup>

10 Week     May 21 to July 27      Off Memorial Day and  
July 4<sup>th</sup>

#### **Second Summer Session 2007**

6 Week      July 2 to Aug 10      Off July 4<sup>th</sup>

#### **Fall 2007**

15 Week     August 20 to December 18      November 19-25 Thanksgiving

13 Week     September 4 to December 18      November 19-25 Thanksgiving

Copies of the calendar were distributed to council members. Joann Jeffcoat discussed that faculty were happy with the calendar. She stated that full week breaks versus segmented breaks were the primary reason for the satisfaction. Other points of interest include:

1. Later start date due to Martin Luther King holiday
2. Spring Break and Good Friday coincide. May 7<sup>th</sup> is designated as the reading/study day. It was mentioned that J. Cavalier voiced concern over e-mail that the study day was present for the 13 week schedule but not the 15 week schedule.
3. Thanksgiving break will be a full week off (Monday – Sunday)
4. December 18<sup>th</sup> will serve as the severe weather make-up day for final exams

Rita Gallegos made a motion to accept the 2007 calendar. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

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

### **Procedures for Submitting Proposals to the Academic Standards and Student Affairs Subcommittee**

This committee met via e-mail. Directions for proposal submissions were passed out. The goal is to become more in line with the documents provided by the curriculum committee through CC wizard.

## **D. RESEARCH AND DEVELOPMENT**

Maura Stevenson, the Chair of the Subcommittee, reported that the Sub-committee has not met due to lack of business. However she has invited Wendy Weiner to attend a meeting of the Sub Committee to discuss the proposal of allowing a faculty member to teach only 3 distance learning courses per semester. Dr. Weiner will attend their January meeting on the 19th. There is a meeting scheduled on December 15<sup>th</sup> at 9 am. Jeanette Blackstone will be in attendance to discuss the distance learning VCR course proposal.

Charles Blocksidge asked about dual enrolment students related to success rates with distance learning courses. He is going to “define success” and report back to the Research and Development Subcommittee.

**AGENDA ITEM III: UPDATE ON STRATEGIC PLANNING**

Kevin Smay will attend the Council meeting on January 12<sup>th</sup> to update members on the progress of Strategic Planning.

**AGENDA ITEM IV: APPROVAL BY DR. SUTIN OF SHARED GOVERNANCE INITIATIVES**

Dr. Sutin has approved shared governance initiatives. The e-mail was circulated on October 27<sup>th</sup>.

**AGENDA ITEM IV: NEW BUSINESS**

1. The computer forensic program will be going through the curriculum committee soon. A meeting with faculty has been organized by Nicholas Akinkuoye
2. Reading Area Community College is currently evaluating effectiveness of governance. A representative contacted Gordon Crocker for feedback from faculty at CCAC. An e-mail will be sent and council members should bring discussion topics on this issue to the next council meeting.

The next meeting of College Council will be Thursday January 12<sup>th</sup>, 2006 at 2:30 PM in the College Office Board Room.

There being no further business, the meeting ended at 4:45 PM.

Respectfully submitted,

Rhonda Sansone

College Council Member – Substituting Secretary

**Definitions of Terms: Course Outcomes, Program Objectives, and College Goals**

To: Dr. D. Maldonado, Chair ASL Committee

From: Dr. P Cunningham, Chair Curriculum Sub-Committee

Date: October 20, 2005

Subject: Definitions

The committee today spent considerable time on a discussion of the terms Outcomes, Objectives and Goals, and how these could assist in clarifying the curriculum change process, and at the same time build into the curriculum the ability to do assessment.

The committee for a number of years has been emphasizing the need for the “Learning Outcomes” required on our Common course Syllabus to be in measurable and active terms. Last spring we initiated a process to encourage departments to review all courses and change their outcomes into a measurable form. We even have a new form to streamline this aspect of curriculum change. In our discussions we felt that the terms below should be used as defined.

These terms represent three distinct levels of concern and each level should have a distinctive term to avoid confusion. In other words if we use the term goals to mean something at the course level, the program level and the institution level what is the difference between them. We view the outcomes, objectives and goals feeding each other as per the diagram below.

Outcomes would support objectives of programs and the objectives of the programs would support the goals of the college. Conversely the goals of the college would suggest needed objectives in the programs and the need to complete those objectives would translate into the outcomes necessary in each course. There should be a traceable line in both directions from goal to outcome. By collecting outcome measures you can support objectives being completed and in turn goals. The “fly in the ointment”, however, is that we do not require stated measurable objectives for our programs! The Curriculum Sub-Committee believe this should change and the forms for new programs ( A2 ) and revised programs ( B2 ) should be changed to require Program Objectives be provided.

Term Definitions suggested by Curriculum Sub-Committee

**Course Outcomes** are learning outcomes that are observable, measurable and assessable statements of the end products of student learning including knowledge, skills, competencies and attitudes.

**Program Objectives** are detailed aspects of the program that are accomplished by the successful completion of the course outcomes.

**College Goals** are clearly articulated statements of what the Community College of Allegheny County expects its students to learn.

## College Council Meeting Minutes January 12, 2006

### COLLEGE COUNCIL MEETING MINUTES

January 12, 2006

#### COLLEGE OFFICE BOARD ROOM

##### ATTENDANCE

###### Present

Nicholas Akinkuoye  
Maryann Anderson  
Mary Frances Archey  
Charles Blocksidge  
Toni Taylor Carney  
Gordon Crocker  
Pearley Cunningham  
Rita Gallegos  
John Glenn  
Joanne Jeffcoat  
Brian Johnson  
Rhonda Sansone  
Maura Stevenson  
Cyndi Syskowski  
Barbara Thompson  
Wendy Weiner

###### Absent

John Dziak

###### Guests

Kevin Smay  
Peggy William-Betlyn  
Nancilee Burzachechi  
Bonita Richardson  
Joe Calig

Gordon Crocker, College Council Chair, called the meeting to order at 2:40 PM.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE DECEMBER 8TH MEETING**

Maura Stevenson made a motion to approve the minutes of the December 8<sup>th</sup>, 2005 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended. Mr. Crocker thanked Rhonda Sansone for taking minutes in Barbara Thompson's absence.

#### **AGENDA ITEM II: STRATEGIC PLANNING**

Kevin Smay, Executive Director of Strategic Planning along with Peggy Williams-Betlyn, Joe Calig, Brian Johnson and Wendy Weiner updated Council Members on the strategic planning efforts to date.

Mr. Smay explained that the planning process is a continuous process to examine the purpose, mission and enduring goals of the institution and to link planning into the College budgeting process. He said that we now have a living and breathing planning process. Strategic planning involves looking at the effectiveness of internal functions, external conditions while taking into account future trends. The strategic plan has been developed by 70 direct participants, 29 of whom are faculty. Overlaying the structure of the process is assessment of student learning. The process included a summer leadership and board retreat facilitated Collins Higgins of Solutions 21, a company owned by Buddy Hobart a former President of the College Foundation. The strategic plan will be presented to the Board of Trustees in February. Following approval by the Board, an operating plan and budget can be formed which will be ready for Board approval in May. Mr. Smay emphasized that the College wants to make sure that specific actions that involve governance are moved through Council. He asked Council's help in identifying them.

Peggy Williams-Betlyn, Sr. VP of Workforce Development and CEO of North Campus explained the Mission, Values and Vision portion of the plan. Dr. Williams-Betlyn explained that the mission statement, an explanation of what we do, has been revised. The three elements of value include education (learning, excellence and human capital, and innovation), people (diversity, community and teamwork) and accountability (integrity, performance and stewardship). The Value Statement explains how we do what we do. Vision links faculty, staff, employers and community with students as the core.

Kevin Smay detailed the environmental scan done by the Environmental Scanning Working Committee. The external scan looked at the following: demographic trends (flat and aging population with a low international component), political trends (decreasing funding and the need to prove that graduates are prepared for work), economic and workforce trends (healthcare and social services are the largest local employers, outsourcing is expanding, there are more small employers and there will be a local workforce shortage of 125,000 by 2008) and educational trends nationally. The Internal Conditions Scan took into account faculty, curriculum, student services, human resources, business processes and facilities.

Several strategic initiatives were explained. The first, academic excellence, was discussed by Wendy Weiner, Sr. VP of Academic Affairs and CEO of South Campus. The “Enduring Goal” of academic excellence is to enhance student success. Dr. Weiner outlined 6 objectives in academic excellence and how they can be measured. They include establishing a vibrant academic community, increasing student achievement, optimizing technology and developing an international education program. We need to examine what programs we need to grow and those we need to retire.

The second strategic initiative, student and community service, was presented by Brian Johnson, Sr. VP of Student and Community Services and CEO of Allegheny Campus. Dr. Johnson outlined the “Enduring Goal” as providing programs and services that support student development and to develop partnerships to address community educational needs. The 6 strategic objectives included enhancing or developing a retention program, recruitment, career services and campus environment. Dr. Johnson emphasized the need for unity and consistency and the shortage of social spaces for students.

The third strategic initiative, workforce and lifelong learning, was presented by Dr. Williams-Betlyn. The goal is to develop training that is market driven. The strategic objectives include seamless credit and non-credit programs, relationships with local employees and employers and the growth of profit training centers for college revenue.

The fourth strategic initiative, administration and finance, was presented by Joseph Calig, Sr. VP of Administration, CFO and CEO of Boyce Campus. Mr. Calig outlined the “Enduring Goal” of maintaining affordability and effectively using our resources. The 4 strategic objectives include a balanced budget aligned with the strategic plan with participation from management and faculty, developing more competitive compensation and benefit programs and developing inviting facilities and a positive image of the College.

Within the next 2 weeks, Mr. Smay will be meeting with student and faculty groups on all 4 campuses.

Mr. Smay distributed feedback forms and asked Council members to complete them and return them to him.

The entire PowerPoint presentation to Council is available on the CCAC

Website: [http://www.ccac.edu/files/PDF\\_Document/ea3380ded20d4895a99e2ddc2d4b2252.pdf](http://www.ccac.edu/files/PDF_Document/ea3380ded20d4895a99e2ddc2d4b2252.pdf)

### **AGENDA ITEM III: SUBCOMMITTEE REPORTS**

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

##### **Procedures for Submitting Proposals to the Academic Standards and Student Affairs Subcommittee**

Toni Taylor Carney distributed the cover sheet for submitting proposals to College Council. Mrs. Carney explained that when she is asked how to submit a proposal, she is at a loss telling people how to do it. On the web, the Wizard is correct and helpful for Curriculum proposals, but is not designed for proposals to other Subcommittees.

Council clarified that the procedure for submitting proposals is as follows:

Anyone from the College community may submit a proposal. The proposal goes directly to the appropriate Subcommittee Chair unless it is not clear what Subcommittee the proposal relates to. In that case, the proposal goes to Gordon Crocker for a determination by College Council which Subcommittee is best suited to hear the proposal.

The Initiator of the proposal must prepare enough copies for all of the members of the Subcommittee. Included with the copies must be the original with signatures.

After contacting the Subcommittee Chair to get on the agenda of the Subcommittee, the Initiator is responsible for sending out the proposal to the College Community via an e-mail. The Subcommittee Chair sends out the e-mail notice of the meeting giving at least 5 working days notice of the hearing at the Subcommittee meeting.

The Initiator or his/her representative must present the proposal at the Subcommittee hearing and College Council and be prepared to field questions.

After acceptance at the Subcommittee, if there are any corrections, the Initiator must make those corrections, and submit a clean original copy to Gordon Crocker. The Initiator must also provide 17 copies of the accepted proposal to the Subcommittee Chair for distribution to College Council members in advance of the College Council meeting so that members have time to review the proposal.

In order for the proposal to be advanced to the President for approval, Mr. Crocker must have a correct copy with original signatures. It is the responsibility of the Initiator to ensure this.

Pearley Cunningham and Gordon Crocker will work on procedures for the Web that are similar to the Curriculum proposal Wizard

Mrs. Carney also discussed a hearing on Feb 2<sup>nd</sup> at 2:00 pm on the General Education Goals and Assessment Proposal which involve all 4 Subcommittees. All 4 Subcommittees will meet on this at College Office

#### **B. RESEARCH AND DEVELOPMENT**

Maura Stevenson announced that her Subcommittee will meet next week. Jeanette Blackston is on the agenda to discuss statistics and future plans of distance learning. Also on the agenda will be Mary Kate Quinlan who will provide an update on institutional assessment.

John Glenn offered that the College needs to decide if we are offering just classes as distance learning or entire programs. He further said that the issue needs study because costs are increasing. By a CBA side bar agreement, the enrollment cap is 17 anytime a new faculty member teaches a distance learning course. The Persistence Report did not show that the drop out rate is any higher for distance learning courses than if the course is taught traditionally.

Brenda Trettle has withdrawn her proposal on the Process for Teaching Distance Learning (DL) Courses. This proposal is first being studied by the AFT Executive Board.

#### **C. ACADEMIC PLANNING**

Joanne Jeffcoat, Chair of Academic Planning, reported that the Subcommittee is preparing to study the faculty hires. She said there are currently 17 position requests, which include 11 full time positions, 2 Ed. Techs and 2 replacements. Council members recognize that the College treats replacements just as they do any other request for a faculty hire. Replacements are not given special or additional consideration. Ms Jeffcoat noted that she has not received any requests from Allegheny or from Nursing. The Subcommittee plans to review the requests on Jan. 19<sup>th</sup> with the hearing on the prioritized list on Feb. 2<sup>nd</sup> at College Office.

#### **D. CURRICULUM**

Pearley Cunningham reported that there were no Curriculum proposals to present to Council.

#### **AGENDA ITEM IV: PRESIDENT'S COUNCIL REPORT**

The following are the President's Council meetings scheduled for this calendar year:

February 16, March 30, April 20, September 14, October 19, and November 30.

Mr. Crocker reported that President's Council has not yet met this year

#### **AGENDA ITEM V: NEW BUSINESS**

There was no new business.

#### **AGENDA ITEM VI: FAREWELL TO A COLLEAGUE**

Mr. Crocker, on behalf of Council, bid a fond farewell to John Glenn, who will be retiring Jan. 20<sup>th</sup>. Dr. Glenn has been a member of Council for 4 years and in the words of Mr. Crocker has been "a poster child for shared governance." Council thanked him for his loyal and constant service and expressed that he will be missed.

There being no further business, the meeting ended at 5:09 PM.

The next scheduled meeting of College Council is Thursday January 26, 2006 at 2:30 PM

Respectfully submitted,

Barbara Thompson

College Council Secretary

**College Council Meeting Minutes January 26, 2006**

Enter Content Here

## College Council Meeting Minutes February 9, 2006

### COLLEGE COUNCIL MEETING MINUTES

February 9, 2006

College Office Board Room

#### ATTENDANCE

Present

Maryann Anderson

Mary Frances Archey

Charles Blocksidge

Toni Taylor Carney

Gordon Crocker

John Dziak

Rita Gallegos

Joanne Jeffcoat

Rhonda Sansone

Maura Stevenson

Cyndi Syskowski

Barbara Thompson

Allysen Todd

Wendy Weiner

Absent

Nicholas Akinkuoye

Pearley Cunningham

Brian Johnson

Guests

Diane Maldonado

Stewart Sutin

Kevin Smay

Rebecca Harmon

Gordon Crocker, College Council Chair, called the meeting to order at 2:40 PM. Mr. Crocker welcomed Allysen Todd as a returning member of Council. Dr. Todd previously served on Council and was at one time the Chair. Dr. Todd will be taking the place of John Glenn who retired from the College.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE JANUARY 26TH MEETING**

Maura Stevenson made a motion to approve the minutes of the January 26<sup>th</sup>, 2006 meeting of College Council. Mary Frances Archey seconded the motion. The minutes were approved as amended.

#### **AGENDA ITEM II: GENERAL EDUCATION AT CCAC**

Gordon Crocker began the discussion announcing that last week there was an historic joint subcommittee meeting to discuss and approve the proposal, General Education at CCAC. Because the proposal touched on all Subcommittees, the joint meeting allowed for a public hearing and the ability for all Subcommittee members to consider, amend and vote on the proposal.

Diane Maldonado was present at Council to represent the proposal. During the joint meeting, the word "political" was added to the sentence "General Learning Goals include essential knowledge and skills that help students to adapt to global, cultural, social, political, personal, and technological change" in the introduction to the goals. Rita Gallegos commented that after the joint meeting, members of the Curriculum Subcommittee discussed the importance of adding "civic responsibility" to the goals. Dr. Maldonado explained that it had been considered, but omitted because civic responsibility is too difficult to measure. Wendy Weiner reminded Council members that the goals are not written in stone and that there will be opportunities in the future to make revisions. She felt, however, that for now it is important to keep the goals as simple as

possible. Dr. Sutin agreed on the importance of civic responsibility and agreed that we can still pursue this but not necessarily keep it in this document. Dr. Sutin further commented that the idea of ethics is also important, but then again, it is difficult to measure. Council requested that the sentence in the introduction be further revised to read: “General Learning Goals include essential knowledge and skills that help students to adapt to and participate in global, cultural, social, economic, political, personal, and technological change.” The goals themselves were not changed. Dr. Maldonado commented that she felt the joint subcommittee meeting had allowed for a good hearing. Toni Carney made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

### **AGENDA ITEM III: SUBCOMMITTEE REPORTS**

#### **A. Academic Planning Subcommittee**

##### **General discussion of the recommendation process for full-time tenure track faculty hires**

Gordon Crocker informed Council that the Nursing Department reported that they did not submit requests for faculty hires because they were informed by their Business Manager that there was no money in their budget for additional faculty. Nursing claimed that they understood that their temporary nursing positions would continue for another year. However, temporary positions are only for emergencies and those temporary nursing positions would not continue. Because the Nursing Department felt they had not been given the opportunity to submit position justifications, it was decided that the process would be reopened. In all fairness, it will be reopened for everyone. Mr. Crocker stressed that this was a problem that came from management, not from the shared governance process.

Dr. Weiner will email Deans and Department Heads on Friday asking everyone who would still like to submit a justification for faculty hire, to do so by Tuesday February 14<sup>th</sup>. Requests must come in electronic format. The Subcommittee will then have the hearing on Thursday February 16<sup>th</sup> and bring the results to Council on February 23<sup>rd</sup>.

Toni Carney and Barbara Thompson expressed concern that Counselors and Librarians are omitted from this hiring process. Because they do not have Department Heads or Academic Deans, they are not alerted to when the process starts. Additionally there is no criteria to gauge them against. Joanne Jeffcoat said that at the first meeting in the Fall, her Subcommittee will start to address this problem.

Mr. Crocker emphasized that financing the positions is not our concern. There is no way to ascertain if there will be 16 hires or no hires. We need to go through the process regardless.

#### **B. Academic Standards and Student Affairs Subcommittee**

##### **Update on the Suspension Policy**

Toni Carney reported that the Subcommittee is looking at the suspension policy and how it is and is not working. She also noted that the policy is different campus to campus.

##### **Review of procedures for submitting a proposal**

Toni Carney discussed her efforts to update the CCAC website to include information on all of the subcommittees and the procedures for submitting proposals. She has been gathering recommendations, will incorporate these and bring them to the next meeting. Judy Foster from the AFT office will assist Mrs. Carney in posting the documents once they have been approved.

Barbara Thompson asked if it were possible when redoing the CCAC website if the term definitions that were approved and attached to the minutes of the December 8<sup>th</sup> meeting could be added to the website. She also mentioned that it is unfortunate that the College Council minutes are no longer posted on the CCAC website. Council will discuss this further at a future meeting.

#### **C. Curriculum Subcommittee**

Rita Gallegos reported that there are no new proposals to bring forth to Council.

Mr. Crocker said that the College attorney has not responded about the legality of prohibiting a student from taking a course so the Computer Forensic proposal has not advanced beyond College Council. Toni Carney reported that Butler, Beaver and Westmoreland Community Colleges all prohibit students from taking a sensitive course if they have a felony conviction. Butler Community College prohibits students if they have a 2<sup>nd</sup> degree misdemeanor or higher.

Mr. Crocker also asked that a representative be available at the next Council meeting to discuss the corrections to the Manufacturing Engineering Program (070) and the Manufacturing Technology Program (705.2)

#### **D. Research and Development Subcommittee**

Rhonda Sansone, the Secretary of the Subcommittee reported that the Subcommittee met and discussed the General Education proposal as well as the minutes. There was no new business.

#### **AGENDA ITEM IV: PRESIDENT'S COUNCIL REPORT**

Gordon Crocker reported that President's Council met this week. The purpose of the meeting was to present the current statement of strategic planning which is going to the Board this week. The polished revised version that was presented at President's Council is essentially the same as what was presented at town meetings.

#### **AGENDA ITEM V: NEW BUSINESS**

There being no further business, the meeting ended at 4:10 PM.

The next scheduled meeting of College Council is Thursday February 23<sup>rd</sup> at 2:30 in the College Office Board Room.

Respectfully submitted,

Barbara Thompson

College Council Secretary

## College Council Meeting Minutes February 23, 2006

### COLLEGE COUNCIL MEETING MINUTES

February 23, 2006

#### College Office Board Room

##### ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Nicholas Akinkuoye	
Mary Frances Archey	Charles Blocksidge	
Toni Taylor Carney	Allysen Tood	
Gordon Crocker		
Pearley Cunningham		
John Dziak		
Rita Gallegos		
Joanne Jeffcoat		
Brian Johnson		
Rhonda Sansone		
Maura Stevenson		
Cyndi Syskowski		
Barbara Thompson		
Stephen Wells		
Wendy Weiner		

Gordon Crocker, College Council Chair, called the meeting to order at 2:41 PM.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEBRUARY 9TH MEETING**

Cyndi Syskowski moved to approve the minutes of the February 9<sup>th</sup>, 2006 meeting of College Council. Maryann Anderson seconded the motion. The minutes were approved as presented. Council members offered clarifications to previous College Council minutes. The minutes reflected what was said, but the information given during the meeting was either incorrect or needed to be clarified. Wendy Weiner reported that regarding what was said at the Feb. 9<sup>th</sup> meeting of Council, the Nursing Department was told they would continue to be funded for temporary full-time faculty, and that they would be able to carry over those positions. This turned out to not be the case. Temporary full-time positions will be funded on an emergency basis only. Barbara Arensberg passed on to Toni Carney that the information given at the Jan 27<sup>th</sup> meeting of Council concerning dual enrollment was incorrect. All students that are currently in high school and are attending CCAC are dual enrollment students regardless of the high school grade. The juniors and seniors are the only students that are eligible for the dual enrollment scholarships. Students 16 and under must get approval from an academic Dean for dual enrollment. Although any level student can be dual enrollment, generally it is only 11<sup>th</sup> and 12<sup>th</sup> grade students.

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

##### **A. Academic Planning Subcommittee**

##### **Proposal: Hiring Recommendations for 2006-2007 Full-Time Tenure Track Positions**

Gordon offered thanks to the Academic Planning Subcommittee members for repeating the faculty hiring process so that the Nursing Department could add their requests.

Joanne Jeffcoat, Chair of Academic Planning, distributed a packet to members of Council which included 1) Final List of Hiring Requests, 2) Hiring Requests – Final List, 3) Faculty Hiring Justification Forms, 4) Faculty Staffing Report, and 5) Academic Organization.

She began her comments by noting that the report can only be as good as the statistics they receive. She will discuss better statistics for next year with Wendy Weiner and Kevin Smay. She added that the Subcommittee needs a time-line calendar for next year.

In explaining the Final List of Hiring Requests, she referenced Column #3 which lists faculty already in the department. There is a document which lists that information which Mrs. Jeffcoat was able to reference for this document. Logically, if you have an abundance of faculty and enrollment doesn't support a request, there is no need for the request. The figures in column #1 are the suggested rank order. Column #6 shows the number of full-time faculty already in the department. When computing the number of full-time faculty in a department, numbers come out to less than a whole number in some cases when a faculty member splits his or her load between 2 departments. If a faculty member gets a course load reduction for an activity such as Advising or College Council, that reduction is not deducted from the teaching load. The numbers in Column #6 are based on what the faculty member was hired for. The last column shows how many faculty the enrollment will support. If that column is higher than the number of faculty in the department, then an additional hire is justified.

All of the information provided to Academic Planning was put into an Excel spreadsheet and sorted by what was most important to consider. There were some gray areas but the Subcommittee members tried to be consistent with everybody. At the hearing there was lively discussion. We do not know the number of positions that will be filled as a result of this report. Pearley Cunningham asked if the Subcommittee compared what was submitted last year to this year. Mrs. Jeffcoat responded that they did not. Gordon Crocker remarked that each year we start from scratch.

Barbara Thompson asked about the Hiring Justification Form that was submitted for the Librarian position. Unfortunately there was no data and Academic Planning said they would work on a form starting in the Fall. Barbara Thompson will get American Library Association staffing guidelines to Joanne Jeffcoat who remarked that those guidelines would help. There are no similar guidelines for Counseling.

There was discussion about the Nursing faculty request for a faculty member to teach at California University of Pennsylvania. Although it is our Nursing Program, students take their non-nursing classes at Cal U and the College does not get credit for these supporting courses. Rhonda Sansone explained that a full-time faculty member is needed Cal U to improve the Nursing Board passing rates. Those passing rates are lower than any of our 4 campuses.

Toni Carney made a motion to accept the hiring recommendations. Maura Stevenson seconded the motion and the motion passed unanimously.

Joanne Jeffcoat requested that the same administrators be assigned to Academic Planning next year. All members of the Subcommittee work together very well.

As part of these minutes, the hiring recommendations spreadsheet are included.

## **B. Curriculum Subcommittee**

### **Proposal: Catalog Corrections to the Manufacturing Engineering Program (707) and the Manufacturing Technology Program (705.2)**

Pearley Cunningham presented the proposal. When brought to Council last month, there were some discrepancies noted in the number of credits per semester. Nothing was missing; however the catalog is also incorrect. The catalog will be corrected with this document. The date of implementation on the cover sheet will be changed to July 1, 2006 since the original date has passed.

Dr Cunningham explained that in the 4<sup>th</sup> semester of the Nanofabrication Program, students spend the entire semester working in a \$3.5 million research and technology lab at Penn State. There are 20 different schools that feed into that program.

Barbara Thompson made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

## **C. Research and Development Subcommittee**

Maura Stevenson, the Chair of Research and Development explained that the Subcommittee hadn't met in the interim. She reported that Brenda Trettel is working on a Distance Learning document that she will bring forward.

## **D. Academic Standards and Student Affairs Subcommittee**

Toni Carney, the Chair of Academic Standards reported that the Subcommittee hasn't met since the General Education hearing. She thanked Cyndi Syskowski for taking minutes for everyone at the hearing. They are being finalized.

Mrs. Carney reported that the suspension policy is still being revised because it is being misinterpreted and inconsistently applied.

She is still finalizing the procedures for submitting a proposal to College Council which will be posted on the website.

Barbara Thompson and Pearley Cunningham will look at the College Council webpage and consider where documents should be placed.

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

Gordon Crocker reported that he has not heard from Mr. Adams, the attorney who is reviewing the Computer Technology Program. He has not gotten back to us and is now on vacation until March 1<sup>st</sup>.

The next scheduled meeting of College Council will be Thursday March 9<sup>th</sup>, 2006 at 2:30 PM in the College Office Board Room.

There being no further business, the meeting ended at 3:41 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

## College Council Meeting Minutes March 23, 2006

### COLLEGE COUNCIL MEETING MINUTES

March 23, 2006

College Office Board Room

#### ATTENDANCE

Present

Nicholas Akinkuoye

Maryann Anderson

Mary Frances Archey

Charles Blocksidge

Toni Taylor Carney

Gordon Crocker

Pearley Cunningham

Rita Gallegos

Joanne Jeffcoat

Maura Stevenson

Cyndi Syskowski

Barbara Thompson

Allysen Todd

Absent

John Dziak

Brian Johnson

Rhonda Sansone

Wendy Weiner

Guests

Rebecca Harmon

Lynn Gigandet

Gordon Crocker, College Council Chair, called the meeting to order at 2:40 PM.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEBRUARY 23<sup>rd</sup> MEETING**

Rita Gallegos made a motion to approve the minutes of the February 23<sup>rd</sup>, 2006 meeting of College Council. Toni Carney seconded the motion. The minutes were approved as presented.

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

##### **A. Curriculum Subcommittee**

##### **Surgical Technology Program (degree)**

Rebecca Harmon presented the proposal which changes Surgical Technology 1 (SUR 110) from 4 credits to 5 credits. The course formerly was 4 lectures hours with 2 hours of optional lab per week. The change would increase the credits to 5 and would be 4 hours of lecture with 1 hour of mandatory lab.

Making the lab mandatory was required by their accrediting body. A mandatory lab is necessary because faculty are seeing more students with greater challenges. A mandatory lab insures that students are more competent to perform in the workplace.

Mary Frances Archey asked why the number of credit hours had to increase from 4 to 5 to make the lab mandatory. Dr. Archey expressed a concern about "credit creep." Gordon Crocker commented that this could end up as a 3 year program. He noted that the 2<sup>nd</sup> semester has 19 credits which is a substantial load.

Pearley Cunningham made a motion to accept the proposal. Nicholas Akinkuoye seconded the motion.

Barbara Thompson moved to table the motion so that someone from the department could be available to address the concerns about increasing the number of credits from 67 to 69 for this

program. Maura Stevenson seconded the motion. The motion to table passed with 8 votes to table, 3 votes opposed, and 1 abstention.

**Surgical Technology Program (certificate)**

Rebecca Harmon presented this proposal as well. This program met with the same objections regarding the increased credit load as with the degree program.

Nicholas Akinkuoye made a motion to accept the proposal. Pearley Cunningham seconded the motion.

Mary Frances Archey made a motion to table the proposal. Cyndi Syskowski seconded the motion. The motion to table passed with 8 votes to table, 3 votes opposed, and 1 abstention.

Toni Carney asked that when we discuss proposals, that the proposals be the corrected copies. Mrs. Carney also asked that the words “new” and “old” be put in the upper right hand corners of proposals to distinguish them.

**DMS (Diagnostic Medical Sonography) Certificate Program**

Pearley Cunningham presented the proposal with Lynn Gigandet present to answer any questions. The proposed changes are a result of requirements by the accrediting body. Corrections include adding Medical Terminology as a prerequisite (ALH 140) and adding Basic Physics as a prerequisite (PHY 100). There were additional grammatical corrections on the outcomes that appear on page 11 of the proposal. If approved, the implementation date would be Fall 2007.

Most students in this program have advanced standing. Usually they have a degree, are working and are looking for advancement within the hospital.

Maura Stevenson made a motion to accept the proposal. Cyndi Syskowski seconded the motion and the motion passed with 11 votes in favor of the proposal and 1 abstention.

**Revision to the Prerequisites of the Diagnostic Medical Sonography Program affecting the first semester in the program**

The proposal adds Medical Terminology as a prerequisite, adds ethics and legal issues to DMS 102 and changes the course title of DMS 102. If passed the proposal would be implemented Fall 2007.

Mr. Crocker pointed out that there was an objection to the proposal which drops the fitness elective in the second semester. Rebecca Harmon explained that this was done to keep the number of credits under control. Accreditors felt that this was not an essential part of the program and pressured the department to omit it.

Toni Carney made a motion to accept the proposal. Maryann Anderson seconded the motion and the motion passed with 11 votes in favor and 1 abstention.

**DMS Vascular Sonography Distance Learning Courses**

Pearley Cunningham commented that the name of the proposal has been changed to remove the words “Distance Learning.” Additionally the sentence, “These courses may be offered as distance learning courses” has been removed. Courses are to be approved according to their content and merit and not include a designation as to the method in which they may or may not be taught.

Rebecca Harmon offered the information that the courses were created as new cross training for registered sonographers and as electives for currently enrolled students. Vascular sonography is being used more and more for diagnostic purposes. These courses will allow those completing the courses to sit for certification exams in vascular sonography. Some insurance providers require that sonographers be certified in order to reimburse.

Pearley Cunningham made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed 11 votes in favor of the proposal, with 1 abstention.

#### **Computer Forensics Technology Certificate Program revisited re felony statement**

Proposed statement: "Third Semester (Students with a felony conviction will be denied continuation in the program.)"

This program was approved at the January 26, 2006 meeting pending an opinion from a College attorney that preventing students with a felony conviction from continuing in the program was legal. The following is the legal opinion that Council received.

Lawyer's Comment: "Our research did not produce a definitive answer. My best judgment is to error [sic] on the side of being proactive and protective. If the Program information may potentially be misused in any harmful manner then I believe reasonable precautions and prerequisites may be implemented including denying admission to students with various levels of criminal convictions. Where to draw that specific line may need to be evaluated separately."

The Consensus of Council members was to leave the restriction in as stated. The program will be advanced to Dr. Sutin.

There was concern expressed that we might be punishing a felon who has rehabilitated. There are ways to expunge a felony and students can utilize the College appeal process.

#### **B. Research and Development Subcommittee**

##### **Distance Learning Working Group Report**

Maura Stevenson reported that Brenda Trettel met with the Subcommittee to update them on the work regarding distance learning guidelines. The question is still being debated whether students on probation or suspension should be permitted to take distance learning courses. The general recommendation is that rather than have a firm policy, each student's request should be handled on an individual basis. Advisors should not handle distance learning courses differently, but should address with these students that distance learning courses are not easier than traditional courses as some may be under that misconception. The Distance Learning Working Group is also gathering information regarding a distance learning pre screening or a prep course to ensure that students have keyboarding, internet and Blackboard skills prior to enrolling in a distance learning course. The draft of the Faculty Process for Teaching Distance Learning courses is being reviewed by the AFT.

##### **Institutional Assessment Update**

Kevin Smay attended the meeting to report that April 1<sup>st</sup> is the deadline when the reports from the Assessment of Student Learning and the Institutional Assessment are to come together in one report. It will then be sent to John Erickson, Deputy Director of the Commission of Higher Education to review for suggestions.

#### **C. Academic Standards and Student Affairs Subcommittee**

### **Suspension Policy Update**

There will be a hearing on April 6<sup>th</sup> on changes in the suspension policy. Most of the changes involve a clean up of the language, updating titles of Deans and removing some redundancy. Allysen Todd expressed concern that the proposal was not reviewed by the Deans because the policy impacts their area directly. It would have been a much appreciated collegial gesture. She was relieved that there were no substantial changes. Dr. Archey commented that she did not know that the policy was being revised again. There is an area of the policy that she would like to have addressed. There is a discrepancy in the treatment of students depending upon what term the student may experience academic difficulty. This needs to be reviewed.

### **Inclusion of e-mail policy in Student Handbook**

The existing email policy should be included in the student handbook, but as yet there is no proposal forthcoming. Toni Carney commented that she has found language in the student handbook that has not been agreed to by Academic Standards. She does not know who added or altered the language

### **D. Academic Planning Subcommittee**

Joanne Jeffcoat reported that the Subcommittee has not met.

### **AGENDA ITEM II: DISCUSSION OF COLLEGE COUNCIL ON THE CCAC WEBSITE**

Barbara Thompson delivered a presentation on the College Council presence on the College Website. The College Council pages are difficult to find. They are on the AFT pages, and although College Council is formed, defined and addressed in the Collective Bargaining agreement, it is not an AFT Committee. The consensus of Council members is that College Council should have their own set of pages and someone should have the ability to create and update pages. Because of staff turn over in IT, it is unclear who has any authority to do anything on the website. Gordon Crocker will take this issue to Dr. Sutin to determine how the website can be modified. A major problem exists with the validity of some documents on the College website. Documents that have been approved by Council have been altered after Council has approved them so that a new version is posted on the web. Mr. Crocker will discuss this with Dr. Sutin also.

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

President's Council has been revived and will include AFT Vice Presidents plus John Dziak. President's Council met March 10<sup>th</sup> and March 17<sup>th</sup> and the intention is to have biweekly meetings. Topics discussed included campus based leadership, matrix management, the budget and class enrollment strategy. Mr. Crocker said the meetings were excellent. Future meetings are scheduled for April 7<sup>th</sup>, April 20<sup>th</sup>, May 5<sup>th</sup>, June 2<sup>nd</sup>, July 7<sup>th</sup>, and Aug. 4<sup>th</sup>. All meetings are from 2:00 PM -3:30 PM in Dr. Sutin's board room.

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

There was no new business.

There being no further business, the meeting ended at 4:55 PM.

The next scheduled meeting of College Council is Thursday April 27, 2006 at 2:30 PM in the Board Room of College Office

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

**College Council Meeting Minutes May 11, 2006**  
**COLLEGE COUNCIL MEETING MINUTES**  
**May 11, 2006**  
**College Office Board Room**

**ATTENDANCE**

Present	Absent	Guests
Nicholas Akinkuoye	Charles Blocksidge	Rick Heisler
Maryann Anderson	John Dziak	Lynn Gigandet
Mary Frances Archey	Brian Johnson	Richard Allison
Toni Carney	Allysen Todd	Renee Clark
Gordon Crocker	Wendy Weiner	Mary Lou Kennedy
Pearley Cunningham		Rebecca Harmon
Rita Gallegos		Brandon Dunlevy
Joanne Jeffcoat		Rich Betters
Rhonda Sansone		
Maura Stevenson		
Cyndi Syskowski		
Barbara Thompson		

Gordon Crocker, College Council Chair, called the meeting to order at 12:52 PM.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE APRIL 27TH, 2006 MEETING**

Pearley Cunningham made a motion to approve the minutes of the April 27<sup>th</sup>, 2006 meeting of College Council. Maryann Anderson seconded the motion. The minutes were approved as amended.

The minutes of today's meeting will be approved via email. Barbara Thompson will distribute them and specify when corrections and approval are due.

Mr. Crocker commented on the minutes of Council and its Subcommittees. Minutes are an accurate reflection of what members say. When minutes are approved, members are agreeing that what was said at the meeting was in fact said.

**AGENDA ITEM II: SUBCOMMITTEE REPORTS**

**A. Academic Standards and Student Affairs Subcommittee**

**Proposal: Uniform Incomplete (I) Grade Policy and Form**

Richard Allison presented the proposal. He explained that of the 4 places where the "I" grade is referred to; all documents read differently and in some cases contradict one another. This will allow uniformity of the stated policy. A feature that has been added allows the faculty member to specify a grade if the work is not completed in a specified time period. The form, which will be available on the website, will state the policy on the top so that it is clear to all parties. Students will not be required to sign the form. This recognizes that an "I" grade is sometimes used if a student is hospitalized, or otherwise unavailable. Rita Gallegos made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

**Proposal: Student Code of Behavioral Conduct**

Renee Clark and Mary Lou Kennedy were in attendance to present the proposal.

Dr. Clark reported that this is the second part of the code of conduct proposal. Allysen Todd presented the Academic Code of Conduct at the April 27<sup>th</sup> meeting of Council.

Deans of Students and Academic Deans found the student handbook confusing. Dr. Clark used Dr. Todd's proposal, compared it with the Student Handbook and extracted everything regarding a code of conduct that was not covered in Dr. Todd's proposal. There is no substantive change in the language. Additionally Dr. Clark created a form to be used. The form utilizes the same language as the Behavioral Code of Conduct and provides the Deans of Students with a physical record to help track the progress of the complaint more efficiently.

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Nick Akinkuoye made a motion to accept the proposal. Mary Frances Archey seconded the motion and the motion passed unanimously

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Recommendations from the accrediting body included improving contract language with affiliated agencies around student health and safety and strengthening learning objectives in the curriculum.

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Cyndi Syskowski made a motion to accept the proposal. Maura Stevenson seconded the motion and the motion passed unanimously.

Joanne Jeffcoat distributed the Program Review log. She noted that many programs are completing their second review. Mary Frances Archey noted that there are 7 areas that must complete their reviews this summer prior to the start of the Fall semester. They include Physics, Court Reporting, Drafting and Design (discipline), Manufacturing Engineering, Cooking (in all forms with the exception of Culinary Arts), English (discipline) and Graphics Communication. Culinary Arts was done in 2002 so a review won't be necessary until 2007 but remaining Cooking programs will need to be completed.

**C. Curriculum Subcommittee**

**Proposal: History of American Labor - a New Course**

Mary Frances Archey was present to answer any questions regarding the proposal. Pearley Cunningham explained that the proposal came to the College from the outside.

The College is partnering with the Steel Workers Union in the Precision Fabrication Program and the Steelworkers want a history of the labor movement included in the curriculum. Jacqueline Cavalier was asked to develop the course because the original labor studies courses had been eliminated from the catalog. Dr. Cunningham reported that the College will have guaranteed enrollments for at least the next year or two as it will be a required course and will be open to others as well. Labor History was taught in the past, but has not been since the death of Lou Pappalardo, the Director of the Philip Murray Institute of Labor Studies. Council members agreed that this course should never have been eliminated from the catalog. Initially the course will be offered at South campus. Gordon Crocker suggested that this proposal be dedicated to Lou Pappalardo.

Cyndi Syskowski made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

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Brandon Dunlevy, the coordinator of this program was available to answer questions regarding

the proposal. The College is partnering with Maglev, Inc, and Penn State McKeesport Institute of Career Development in this project. Three fourths of the program is existing courses. As coordinator of the program, Brandon Dunlevy is recruiting students and developing placements. Precision fabrication has to do with the level of accuracy in welding fabrication. This level of precision cannot be done by hand, but is done through robotics. Graduates of this program will work on the Maglev tracks or on naval vessels. The Navy insists on a precision fabrication to reduce drag, reduce fuel consumption and to allow ships to run quieter in the water, thus less chance of being detected. Maglev will run between Greensburg and the Pittsburgh Airport. This is a \$50 to \$100 million project.

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**Proposal: Updating History Common Course Syllabi: HIS 102, 105, 213, 219 and 222**

Mary Frances Archey presented the proposal. The proposal involved updating the learning outcomes so they are expressed in measurable terms.

Rhonda Sansone made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

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Mary Frances Archey presented the proposal. The proposal involved rewriting the learning outcomes so they are expressed in measurable terms. HOR 103 was removed from the proposal as the outcomes were not correctly stated. Gordon Crocker spoke of Professor Prodeep Paul who was the first full-time faculty member in the department.

Toni Carney made a motion to accept the proposal. Cyndi Syskowski seconded the motion. The motion passed unanimously.

**Proposal: Updating Political Science Common Course Syllabi: POL 101, 103, 115, 201 and 206**

Mary Frances Archey presented the proposal. The proposal changes learning outcomes so they are expressed in measurable terms.

Maryann Anderson made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

**Proposal: Updating Aviation Common Course Syllabi: AVT 101, 110, 116, 201, 216, 217, 220, 225, 250, 255, 260 and 265**

Mary Frances Archey presented the proposal. The proposal changes the learning outcomes so they are written in measurable terms.

Maura Stevenson made a motion to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

**Proposal: Changes in Chemistry Courses: CHM 109, 118, 120, 151, 152, 201, 202 and 214; and Deletion of CHM 170 and 171**

Mary Frances Archey presented this proposal. The proposal updates learning outcomes so they are expressed in measurable terms. The proposal also deletes CHM 170 and 171 which have not been taught in at least 5 years.

Cyndi Syskowski made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

**Proposal: Deletion of BIO 211 – General Microbiology**

Mary Frances Archey presented this proposal. This course has not been taught in a number of years and the faculty does not feel that it is needed.

Maura Stevenson made a motion to accept the proposal. Cyndi Syskowski seconded the motion and the motion passed unanimously.

**Proposal: Deletion of Courses for Training for Persons Needing Learning**

**Supports: Nursing Assistant (905.1)**

**Proposal: Deletion of Courses for Training for Persons Needing Learning**

**Supports: Grounds Maintenance (909)**

**Proposal: Deletion of Courses for Training for Persons Needing Learning Supports: Environmental Services Janitorial (904.1)**

**Proposal: Deletion of Courses for Training for Persons Needing Learning Supports: Food Service (900.1)**

**Proposal: Deletion of Life Education Career Program for Individuals with Cognitive Disabilities (899) and All Related LEC courses**

**Proposal: Deletion of Courses for Training for Persons Needing Learning Supports: Human Services Aide (901.1)**

Gordon Crocker suggested that Council consider these as a group. Pearley Cunningham made a motion to accept the proposal and to consider all of these proposals as a group. Rita Gallegos seconded the motion.

These courses have been shifted to non-credit. The State has changed their funding formulas so they will not be funded as credit. The motion passed unanimously.

**Proposal: CIT Program Consolidation and AOP Course Deletions: AOP 100, 105, 112, 115 and 160**

No one was in attendance to present this proposal. The proposal included deleting AOP 100, 105,

112, 151 and 160 which are included in other programs and if passed will be deleted in the Spring 2007. In the fall there are 2 programs that require alternate courses in CIT. There was concern that there would not be a proposal forthcoming to make these changes in the 2 programs from the AOP courses to the CIT courses.

Maryann Anderson made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion failed to pass with 1 vote in favor and 8 votes opposed.

**Proposal: Changes to Existing ECO 102 and ECO 103 Course Syllabi**

Gordon Crocker presented this proposal, therefore Pearley Cunningham was asked to chair Council during this discussion. Outcomes were changed so they are expressed in measurable terms. In ECO 102, the wording in the listed topics has been updated from “international trade” to “global economy.” Under Reference Resources, audio visuals has been added. Mr. Crocker mentioned that all faculty have been informed of the changes and their participation has been sought.

Mary Frances Archey made a motion to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

**Proposal: Changes to existing Mathematics Courses: MAT 108, 114, 116, 190, 201, 202, 220, 250 and 252**

Rich Betters was available to answer questions regarding the proposal. Pearley Cunningham reported that 4 courses, MAT 080, 107, 111 and 193, were rejected by the Subcommittee as not being ready. These were returned to the faculty and were not being considered by Council. The learning outcomes were changed to measurable outcomes.

Maura Stevenson made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

**Proposal: Deletion of Mathematics Courses: MAT 137, 166, 241, 242 and 253**

Rich Betters was available to answer questions regarding this proposal. These courses are being deleted because they haven't been offered in a long time. MAT 241 and 242 will be deleted in Spring 2007, and the other 3 courses will be removed from the catalog Fall 2006. Students are able to take MAT 241 at Point Park College or at California State University. There aren't enough students in a given semester for the courses to run.

Mary Frances Archey made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

**Proposal: Editorial Changes to Mathematics Courses: MAT 090, 102, 106, 120, 135, 142, 147, 165 and 195**

Rich Betters was available to answer questions regarding this proposal. The proposal updated learning outcomes to those that are measurable and a few topics were changed. The course descriptions were untouched. The title of MAT 165 is being revised to Probability and Statistics instead of Probability and Statistics 1 since Probability and Statistics 2 was deleted.

Rita Gallegos made a motion to approve the proposal. Toni Carney seconded the motion and the motion passed unanimously.

**Proposal: Changes to existing Speech Courses: SPH 101, 102, 105 and 202**

Rich Betters was available to answer questions regarding this proposal. The proposal revised learning outcomes to measurable standards and revised some topics. The course catalog

description for SPH 101 was changed. The title of Speech 105 was changed from Discussion to Discussion and Team Decision Making but the topics don't reflect any change.

Rita Gallegos made a motion to approve the proposal. Maryann Anderson seconded the motion. Maura Stevenson made a motion to amend the proposal to remove SPH 105 from consideration. Toni Carney seconded the motion to amend the original motion. The vote to approve the proposal without SPH 105 was unanimous.

**Proposal: Deletion of Speech Courses: SPH 104, 201 and 230**

Rich Betters was available to answer questions regarding this proposal. These courses have not been offered in quite awhile. The objective is to develop new courses.

Rhonda Sansone made a motion to accept the proposal. Maryann Anderson seconded the motion and the motion passed unanimously.

**Proposal: Editorial and Non-substantive Changes in Existing Developmental Studies Courses: DVS 060, 070, 101 and 103**

Rich Betters was available to answer questions regarding this proposal. Joanne Jeffcoat made a motion to accept the proposal and Rita Gallegos seconded the motion. The proposal involved changing learning outcomes to measurable outcomes and the revision of some topics. DVS 060 and 070 are now listed as co-requisites. This was implied before, but never stated. The catalog descriptions for DVS 060 and DVS 070 were changed and Council found them unacceptable.

Toni Carney made a motion to revise the original motion to accept only DVS 101 and 103. Maura Stevenson seconded this revised motion. The motion to accept only those changes to DVS 101 and 103 passed unanimously.

**Proposals: Deletion of 4 English Courses: ENG 121, Art of the Film Advanced; ENG 171, Studies in Literary Themes; ENG 174, Studies in Literary Characters; and ENG 177, Studies in Literary Types**

Rich Betters was available to answer questions regarding these proposals. These courses have not been offered in a long time. The contents of ENG 171, 174 and 177 were changed according to whoever taught the courses.

Barbara Thompson made a motion to accept the proposals. Maura Stevenson seconded the motion and the motion passed unanimously.

**Proposal: Rephrasing to Clarify 6 English Course Descriptions: ENG 101,102,105, 117, 207 and 222**

Rich Betters was available to answer questions regarding this proposal. This proposal dealt with ENG101, 102, 105, 117, 207, and 222. The prerequisites for 101 and 102 were not stated appropriately. Additionally topics need to be in one list. For all the courses under References, Resources, or Learning Materials there is nothing listed. This must be changed.

Toni Carney made a motion to accept the proposal. Joanne Jeffcoat seconded the motion. The motion failed to pass with 2 votes yes and 7 votes opposed.

**Proposal: Revised Student Outcomes and Topics in English Syllabi**

Rich Betters was available to answer questions regarding this proposal. In this proposal, the prerequisites were incorrectly stated. There were the same problems as in the previous proposal.

Toni Carney made a motion to accept the proposal. Rhonda Sansone seconded the motion. The motion failed to pass with 1 vote yes and 8 votes opposed.

**Proposal: Changes in the Biotechnology Program and Existing Courses: BTC 100, 101, 203 and 204**

Rich Betters was available to answer questions regarding this proposal. The proposal included changes in BTC 101 on Form A-1 to increase the number of lecture/lab hours from 2/2 to 3/3. Mr. Betters explained that this has been an error and has always been taught as 3 lecture hours and 3 lab hours. The number of credits (4) will remain the same. A signature line needs to be added to the form.

The second part of the proposal as listed on Form A-2 as distributed to Council was problematic. It included Eng 101 as a prerequisite which effectively means that students cannot get a certificate with 25 credits as stated, but with 28 credits. The requirement of MAT 108 is also hidden. Additionally the phrase "Prospective students must demonstrate a proficiency in the following courses" is very vague. A signature line is absent from the form.

Maura Stevenson made a motion to accept the proposal. Joanne Jeffcoat seconded the motion. Pearley Cunningham made a motion to amend the proposal to accept the Form A-1 of the proposal only. Rhonda Sansone seconded the motion. Those making the original motion agreed. The motion to pass only the A-1 portion of the proposal was unanimously approved.

**Proposal: Edits to Art Curriculum**

Rich Betters presented this proposal which included edits to the Art curriculum. Corrections were suggested by the Curriculum Subcommittee that requested that the verbiage of outcomes be corrected as well as course descriptions. However the corrections were not submitted to Council.

Rhonda Sansone made a motion to accept the proposal. Toni Carney seconded the motion and the motion failed to pass with 1 vote in favor of the proposal and 8 votes opposed.

**Proposal: Music Technology**

This is a new course which teaches digitally synthesized music, sound machines, and MIDI. This has run as an experimental course and is very popular. Council discussed some problems with the proposal including incomplete sentences in the course description and poorly stated learning outcomes. Mr. Betters mentioned that he believed the course had run 4 times as an experimental course which is the maximum number of times. He said he thought the course might be scheduled for the Fall. The proposal should have been submitted to the Curriculum Subcommittee earlier, so that any problems with the proposal could have been addressed in a timelier manner.

Joanne Jeffcoat made a motion to accept the proposal under the condition that all corrections be made and the corrected proposal be in the hands of Gordon Crocker by May 25<sup>th</sup> at 4:00 PM. Mr. Crocker will then get the proposal to Council members and Council responses must be back to Mr. Crocker by June 1<sup>st</sup> at 12:00 noon. Toni Carney seconded the proposal and the proposal passed unanimously.

**Proposal: New Course Proposal - Digital Photography**

Rich Betters was available to answer questions regarding this proposal. The proposal adds a digital photography course option to the Art Department's wet photography offering. On the proposal, the format needs to be revised. Additionally a digital camera is listed under prerequisite, but it should be listed under Reference, Resource, or Learning Material. In some cases, the grammar needs to be corrected.

Pearley Cunningham made a motion to accept the proposal. Maryann Anderson seconded the motion and the motion passed unanimously.

**Proposal: Deletion of ART 100, 152, 161 and 213**

Rich Betters was available to answer questions regarding this proposal. Council found this proposal problematic. The deletion of the courses includes courses for Track A of Graphic Communications. The proposal should have included the elimination of that program. Dr. Archey also believed that ART 100 has been running in the summer at South Campus. This needs to be investigated.

Barbara Thompson made a motion to accept the proposal. Toni Carney seconded the motion and the motion failed to pass with 1 vote in favor and 7 votes opposed.

**AGENDA ITEM III: PRESIDENT'S COUNCIL REPORT**

Mr. Crocker reported that President's Council met May 5<sup>th</sup>. They discussed financials, clarification of email policies, email civility, Achieving a Dream, guidelines for class scheduling, and academic freedom.

**AGENDA ITEM IV: NEW BUSINESS**

There being no further business, the meeting ended at 7:32 PM.

The next scheduled meeting of College Council will be Thursday September 14, 2006 at 2:30 PM in the College Office Board Room.

Respectfully submitted,

Barbara Thompson

College Council Secretary

## College Council Meeting Minutes May 11, 2006

### COLLEGE COUNCIL MEETING MINUTES

May 11, 2006

#### College Office Board Room

##### ATTENDANCE

###### Present

Nicholas Akinkuoye  
Maryann Anderson  
Mary Frances Archey  
Toni Carney  
Gordon Crocker  
Pearley Cunningham  
Rita Gallegos  
Joanne Jeffcoat  
Rhonda Sansone  
Maura Stevenson  
Cyndi Syskowski  
Barbara Thompson

###### Absent

Charles Blocksidge  
John Dziak  
Brian Johnson  
Allysen Todd  
Wendy Weiner

###### Guests

Rick Heisler  
Lynn Gigandet  
Richard Allison  
Renee Clark  
Mary Lou Kennedy  
Rebecca Harmon  
Brandon Dunlevy  
Rich Betters

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Toni Carney made a motion to accept the proposal. Cyndi Syskowski seconded the motion. The motion passed unanimously.

**Proposal: Updating Political Science Common Course Syllabi: POL 101, 103, 115, 201 and 206**

Mary Frances Archey presented the proposal. The proposal changes learning outcomes so they are expressed in measurable terms.

Maryann Anderson made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

**Proposal: Updating Aviation Common Course Syllabi: AVT 101, 110, 116, 201, 216, 217, 220, 225, 250, 255, 260 and 265**

Mary Frances Archey presented the proposal. The proposal changes the learning outcomes so they are written in measurable terms.

Maura Stevenson made a motion to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

**Proposal: Changes in Chemistry Courses: CHM 109, 118, 120, 151, 152, 201, 202 and 214; and Deletion of CHM 170 and 171**

Mary Frances Archey presented this proposal. The proposal updates learning outcomes so they are expressed in measurable terms. The proposal also deletes CHM 170 and 171 which have not been taught in at least 5 years.

Cyndi Syskowski made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

**Proposal: Deletion of BIO 211 – General Microbiology**

Mary Frances Archey presented this proposal. This course has not been taught in a number of years and the faculty does not feel that it is needed.

Maura Stevenson made a motion to accept the proposal. Cyndi Syskowski seconded the motion and the motion passed unanimously.

**Proposal: Deletion of Courses for Training for Persons Needing Learning**

**Supports: Nursing Assistant (905.1)**

**Proposal: Deletion of Courses for Training for Persons Needing Learning**

**Supports: Grounds Maintenance (909)**

**Proposal: Deletion of Courses for Training for Persons Needing Learning Supports:**

**Environmental Services Janitorial (904.1)**

**Proposal: Deletion of Courses for Training for Persons Needing Learning Supports: Food Service (900.1)**

**Proposal: Deletion of Life Education Career Program for Individuals with Cognitive Disabilities (899) and All Related LEC courses**

**Proposal: Deletion of Courses for Training for Persons Needing Learning Supports:**

**Human Services Aide (901.1)**

Gordon Crocker suggested that Council consider these as a group. Pearley Cunningham made a motion to accept the proposal and to consider all of these proposals as a group. Rita Gallegos seconded the motion.

These courses have been shifted to non-credit. The State has changed their funding formulas so they will not be funded as credit. The motion passed unanimously.

**Proposal: CIT Program Consolidation and AOP Course Deletions: AOP 100, 105, 112, 115 and 160**

No one was in attendance to present this proposal. The proposal included deleting AOP 100, 105, 112, 151 and 160 which are included in other programs and if passed will be deleted in the Spring 2007. In the fall there are 2 programs that require alternate courses in CIT. There was

concern that there would not be a proposal forthcoming to make these changes in the 2 programs from the AOP courses to the CIT courses.

Maryann Anderson made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion failed to pass with 1 vote in favor and 8 votes opposed.

**Proposal: Changes to Existing ECO 102 and ECO 103 Course Syllabi**

Gordon Crocker presented this proposal, therefore Pearley Cunningham was asked to chair Council during this discussion. Outcomes were changed so they are expressed in measurable terms. In ECO 102, the wording in the listed topics has been updated from “international trade” to “global economy.” Under Reference Resources, audio visuals has been added. Mr. Crocker mentioned that all faculty have been informed of the changes and their participation has been sought.

Mary Frances Archey made a motion to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

**Proposal: Changes to existing Mathematics Courses: MAT 108, 114, 116, 190, 201, 202, 220, 250 and 252**

Rich Betters was available to answer questions regarding the proposal. Pearley Cunningham reported that 4 courses, MAT 080, 107, 111 and 193, were rejected by the Subcommittee as not being ready. These were returned to the faculty and were not being considered by Council. The learning outcomes were changed to measurable outcomes.

Maura Stevenson made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

**Proposal: Deletion of Mathematics Courses: MAT 137, 166, 241, 242 and 253**

Rich Betters was available to answer questions regarding this proposal. These courses are being deleted because they haven't been offered in a long time. MAT 241 and 242 will be deleted in Spring 2007, and the other 3 courses will be removed from the catalog Fall 2006. Students are able to take MAT 241 at Point Park College or at California State University. There aren't enough students in a given semester for the courses to run.

Mary Frances Archey made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

**Proposal: Editorial Changes to Mathematics Courses: MAT 090, 102, 106, 120, 135, 142, 147, 165 and 195**

Rich Betters was available to answer questions regarding this proposal. The proposal updated learning outcomes to those that are measurable and a few topics were changed. The course descriptions were untouched. The title of MAT 165 is being revised to Probability and Statistics instead of Probability and Statistics 1 since Probability and Statistics 2 was deleted.

Rita Gallegos made a motion to approve the proposal. Toni Carney seconded the motion and the motion passed unanimously.

**Proposal: Changes to existing Speech Courses: SPH 101, 102, 105 and 202**

Rich Betters was available to answer questions regarding this proposal. The proposal revised learning outcomes to measurable standards and revised some topics. The course catalog description for SPH 101 was changed. The title of Speech 105 was changed from Discussion to Discussion and Team Decision Making but the topics don't reflect any change.

Rita Gallegos made a motion to approve the proposal. Maryann Anderson seconded the motion. Maura Stevenson made a motion to amend the proposal to remove SPH 105 from consideration. Toni Carney seconded the motion to amend the original motion. The vote to approve the proposal without SPH 105 was unanimous.

**Proposal: Deletion of Speech Courses: SPH 104, 201 and 230**

Rich Betters was available to answer questions regarding this proposal. These courses have not been offered in quite awhile. The objective is to develop new courses.

Rhonda Sansone made a motion to accept the proposal. Maryann Anderson seconded the motion and the motion passed unanimously.

**Proposal: Editorial and Non-substantive Changes in Existing Developmental Studies Courses: DVS 060, 070, 101 and 103**

Rich Betters was available to answer questions regarding this proposal. Joanne Jeffcoat made a motion to accept the proposal and Rita Gallegos seconded the motion. The proposal involved changing learning outcomes to measurable outcomes and the revision of some topics. DVS 060 and 070 are now listed as co-requisites. This was implied before, but never stated. The catalog descriptions for DVS 060 and DVS 070 were changed and Council found them unacceptable.

Toni Carney made a motion to revise the original motion to accept only DVS 101 and 103. Maura Stevenson seconded this revised motion. The motion to accept only those changes to DVS 101 and 103 passed unanimously.

**Proposals: Deletion of 4 English Courses: ENG 121, Art of the Film Advanced; ENG 171, Studies in Literary Themes; ENG 174, Studies in Literary Characters; and ENG 177, Studies in Literary Types**

Rich Betters was available to answer questions regarding these proposals. These courses have not been offered in a long time. The contents of ENG 171, 174 and 177 were changed according to whoever taught the courses.

Barbara Thompson made a motion to accept the proposals. Maura Stevenson seconded the motion and the motion passed unanimously.

**Proposal: Rephrasing to Clarify 6 English Course Descriptions: ENG 101,102,105, 117, 207 and 222**

Rich Betters was available to answer questions regarding this proposal. This proposal dealt with ENG101, 102, 105, 117, 207, and 222. The prerequisites for 101 and 102 were not stated appropriately. Additionally topics need to be in one list. For all the courses under References, Resources, or Learning Materials there is nothing listed. This must be changed.

Toni Carney made a motion to accept the proposal. Joanne Jeffcoat seconded the motion. The motion failed to pass with 2 votes yes and 7 votes opposed.

**Proposal: Revised Student Outcomes and Topics in English Syllabi**

Rich Betters was available to answer questions regarding this proposal. In this proposal, the prerequisites were incorrectly stated. There were the same problems as in the previous proposal.

Toni Carney made a motion to accept the proposal. Rhonda Sansone seconded the motion. The motion failed to pass with 1 vote yes and 8 votes opposed.

**Proposal: Changes in the Biotechnology Program and Existing Courses: BTC 100, 101, 203 and 204**

Rich Betters was available to answer questions regarding this proposal. The proposal included changes in BTC 101 on Form A-1 to increase the number of lecture/lab hours from 2/2 to 3/3. Mr. Betters explained that this has been an error and has always been taught as 3 lecture hours and 3 lab hours. The number of credits (4) will remain the same. A signature line needs to be added to the form.

The second part of the proposal as listed on Form A-2 as distributed to Council was problematic. It included Eng 101 as a prerequisite which effectively means that students cannot get a certificate with 25 credits as stated, but with 28 credits. The requirement of MAT 108 is also hidden. Additionally the phrase "Prospective students must demonstrate a proficiency in the following courses" is very vague. A signature line is absent from the form.

Maura Stevenson made a motion to accept the proposal. Joanne Jeffcoat seconded the motion. Pearley Cunningham made a motion to amend the proposal to accept the Form A-1 of the proposal only. Rhonda Sansone seconded the motion. Those making the original motion agreed. The motion to pass only the A-1 portion of the proposal was unanimously approved.

**Proposal: Edits to Art Curriculum**

Rich Betters presented this proposal which included edits to the Art curriculum. Corrections were suggested by the Curriculum Subcommittee that requested that the verbiage of outcomes be corrected as well as course descriptions. However the corrections were not submitted to Council.

Rhonda Sansone made a motion to accept the proposal. Toni Carney seconded the motion and the motion failed to pass with 1 vote in favor of the proposal and 8 votes opposed.

**Proposal: Music Technology**

This is a new course which teaches digitally synthesized music, sound machines, and MIDI. This has run as an experimental course and is very popular. Council discussed some problems with the proposal including incomplete sentences in the course description and poorly stated learning outcomes. Mr. Betters mentioned that he believed the course had run 4 times as an experimental course which is the maximum number of times. He said he thought the course might be scheduled for the Fall. The proposal should have been submitted to the Curriculum Subcommittee earlier, so that any problems with the proposal could have been addressed in a timelier manner.

Joanne Jeffcoat made a motion to accept the proposal under the condition that all corrections be made and the corrected proposal be in the hands of Gordon Crocker by May 25<sup>th</sup> at 4:00 PM. Mr. Crocker will then get the proposal to Council members and Council responses must be back to Mr. Crocker by June 1<sup>st</sup> at 12:00 noon. Toni Carney seconded the proposal and the proposal passed unanimously.

**Proposal: New Course Proposal - Digital Photography**

Rich Betters was available to answer questions regarding this proposal. The proposal adds a digital photography course option to the Art Department's wet photography offering. On the proposal, the format needs to be revised. Additionally a digital camera is listed under prerequisite, but it should be listed under Reference, Resource, or Learning Material. In some cases, the grammar needs to be corrected.

Pearley Cunningham made a motion to accept the proposal. Maryann Anderson seconded the motion and the motion passed unanimously.

**Proposal: Deletion of ART 100, 152, 161 and 213**

Rich Betters was available to answer questions regarding this proposal. Council found this proposal problematic. The deletion of the courses includes courses for Track A of Graphic Communications. The proposal should have included the elimination of that program. Dr. Archey also believed that ART 100 has been running in the summer at South Campus. This needs to be investigated.

Barbara Thompson made a motion to accept the proposal. Toni Carney seconded the motion and the motion failed to pass with 1 vote in favor and 7 votes opposed.

**AGENDA ITEM III: PRESIDENT'S COUNCIL REPORT**

Mr. Crocker reported that President's Council met May 5<sup>th</sup>. They discussed financials, clarification of email policies, email civility, Achieving a Dream, guidelines for class scheduling, and academic freedom.

**AGENDA ITEM IV: NEW BUSINESS**

There being no further business, the meeting ended at 7:32 PM.

The next scheduled meeting of College Council will be Thursday September 14, 2006 at 2:30 PM in the College Office Board Room.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary