

**College Council Meeting Minutes September 13, 2007**  
**COLLEGE COUNCIL MEETING MINUTES**  
**September 13, 2007**  
**College Office Board Room**

**ATTENDANCE**

Present	Absent	Guests
Maryann Anderson	Joe Calig	Mike Murphy
Mary Frances Archey	Ralph Proctor	Deb McCluskey
Charles Blocksidge		Connie Salvayon
Gail Boyea		Bonita Richardson
Toni Carney		
John Dziak		
Rod Farkas		
Rita Gallegos		
Joanne Jeffcoat		
Maura Stevenson		
Barbara Thompson		
Allysen Todd		
Ping'an Wang		
Stephen Wells		
Peggy Williams-Betlyn		

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM.

**AGENDA ITEM I: WELCOME AND INTRODUCTIONS**

Maryann Anderson welcomed members back to College Council and asked everyone to introduce themselves. Mrs. Anderson warmly welcomed the new members to Council, Gail Boyea and Ping'an Wang. CCAC interim President Mike Murphy was also in attendance. He noted that he will be at Council meetings from time to time but looks to Mary Frances Archey to represent him.

**AGENDA ITEM II: ELECTION TO SUBCOMMITTEES**

The following faculty members were elected to subcommittee positions:

Secretary of Council

Barbara Thompson

Academic Planning:

Chair: Joanne Jeffcoat

Secretary: Steve Wells

Academic Standards and Student Affairs

Chair: Toni Taylor Carney

Secretary: Gail Boyea

Curriculum:

Chair: Maura Stevenson

Secretary: Rita Gallegos

Research and Development:  
Chair: Rod Farkas  
Secretary: Ping 'an Wang

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

Maryann Anderson distributed copies of Article XXVIII, Governance, of the AFT Collective Bargaining Agreement that describes the duties of each subcommittee.

#### **Academic Planning**

Mrs. Anderson reviewed the duties of Academic Planning and asked Joanne Jeffcoat and Steve Wells if they were comfortable with the duties. Mrs. Jeffcoat explained that she is not entirely comfortable with the Assessment portion of Program Review. Most programs have an assessment component and she sometimes questions whether the assessment component is adequate. Allysen Todd explained that the Assessment Committee liaisons have discipline assignments and should have already either looked at the Program Review or had someone completely familiar with the discipline review it. Dr. Todd also recommended soliciting one of the faculty members who serves on the Assessment Committee to serve on Academic Planning. Maura Stevenson added that between the academic dean and the discipline liaison the assessment portion of the Program Review should already be taken care of.

Mrs. Jeffcoat informed Council the hiring forms for teaching faculty need editorial changes

#### **Academic Standards and Student Affairs**

Mrs. Anderson reviewed the duties of this Subcommittee and asked Toni Carney and Gail Boyea if they were comfortable with the duties. Both replied in the affirmative. Mrs. Carney told Council that she and Fran Dice reviewed the new student handbook to be sure that all of the policy changes that were approved by Council appear in the new edition. They do appear.

Mrs. Carney noted that when the Assessment for General Education was proposed last year that there were joint Subcommittee meetings. She asked if that would be necessary again this year. It was agreed that what is forthcoming will have to be presented only to Academic Standards and Student Affairs.

#### **Curriculum**

Both Maura Stevenson and Rita Gallegos were comfortable with the duties of their Subcommittee. Maura Stevenson said that she would like to discuss with Mary Frances Archey our Curriculum format and those times when it puts the Department in conflict with their accrediting body.

#### **Research and Development**

Both Rod Farkas and Ping'an Wang were comfortable with the duties of the Subcommittee.

## **Other Discussion**

Rod Farkas asked about putting the Subcommittee minutes on the website. It was agreed that when minutes are posted, they should not be deleted.

Allysen Todd brought a request forth from the Deans. She requested that agendas for the Subcommittee meetings should be distributed 1 week prior to the meetings. Deans often need to prep for the meetings as well as clear their calendars for these Subcommittee meetings.

Dr. Todd also requested that the Subcommittees meet at College Office and asked if the start times could be a little staggered. Often Deans have to attend 2 Subcommittee meetings on the same day. It was agreed that Curriculum would start at 2:00; Academic Standards and Student Affairs and Academic Planning would start at 2:30; and Research and Development would start at 3:00. Dr. Murphy will check out the room availability for the first and third Thursdays.

Maryann Anderson asked that each Subcommittee start immediately to solicit faculty members. Administrative members have already been set by Dr. Murphy.

### **AGENDA ITEM IV: UPDATE ON COLLEGE COUNCIL PROCEDURES**

Mrs. Anderson asked Council members to direct people to the website for new forms and procedures. Deb McCluskey is still working with the AFT to link to the updated Council website. Let Deb McCluskey know of any links to incorrect information on any other pages on the CCAC website.

All committee chairs need to select a due date for final proposals for the academic year.

### **AGENDA ITEM V: COLLEGE COUNCIL WEBSITE**

Barbara Thompson reported that the College Council website is completely updated thanks to a lot of hard work on the part of Deb McCluskey. She asked members to review the website for any errors. Mrs. Thompson will put on the website the names of the members of the subcommittees when each Subcommittee Chair or Secretary reports them to her.

Each Secretary is responsible for putting on the website their own minutes and Mrs. Thompson suggested that each Secretary attend one of the upcoming website training classes. Training is at North Campus on Monday and College Office on Tuesday and there are seats available for the North Campus class. Mrs. Thompson suggested that the Secretaries register when the next Enroll Me notice appears.

One correction was noted: switch Elmer Hayman onto Research and Development and Jane Greenwood onto Academic Standards and Student Affairs.

### **AGENDA ITEM VI: OTHER BUSINESS**

Gail Boyea reported that with the migration to the new MS Outlook, faculty members will not be able to work on Black Board from their home computers. Dr. Murphy said that he will investigate this.

The next meeting of College Council is Sept, 27<sup>th</sup>

Toni Carney made a motion to adjourn the meeting. Steve Wells seconded the motion and the motion passed unanimously.

There being no further business, the meeting ended at 4:31 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

## **College Council Meeting Minutes October 11, 2007**

### **COLLEGE COUNCIL MEETING MINUTES**

**October 11, 2007**

**College Office Board Room**

#### **ATTENDANCE**

##### **Present**

Mary Frances Archey

Gail Boyea

Joe Calig

Toni Carney

John Dziak

Rod Farkas

Rita Gallegos

Joanne Jeffcoat

Maura Stevenson

Barbara Thompson

Allysen Todd

Ping'an Wang

Stephen Wells

Peggy Williams-Betlyn

##### **Absent**

Maryann Anderson

Charles Blocksidge

Ralph Proctor

##### **Guests**

Mike Murphy

Fran Dice

Jane Greenwood

Diane Maldonado

Mary Kate Quinlan

In the absence of the Chair, Maryann Anderson, Toni Carney called the meeting to order at 2:35 PM.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE SEPTEMBER 13<sup>TH</sup>, 2007 MEETING**

Joe Calig made a motion to approve the minutes of the Sept. 13<sup>th</sup>, 2007 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

Mike Murphy reported that he was unable to have the Board of Trustees meet on another day rather than when Subcommittees meet. This affects the ability of some Administrators to attend Subcommittee meetings.

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

##### **A. ACADEMIC PLANNING**

##### **Academic Calendar 2009**

Joanne Jeffcoat reported that Sulakshana Plumley is a new Faculty member on Academic Planning.

When the Subcommittee met last week Fran Dice was in attendance to begin discussions on the 2009 academic calendar. The Subcommittee made recommendations for the 2009 calendar and sent those recommendations out to the College community for comments. The hearing will be Oct. 18<sup>th</sup>.

Mary Frances Archey, Steve Wells and Joanne Jeffcoat met on procedures for hiring and have worked out a tentative schedule. Academic Planning will be bringing hiring recommendations to Council at the Jan. 24<sup>th</sup> meeting. Mrs. Jeffcoat reported that there are 3 Program Reviews that

will be submitted soon to Academic Planning. They are the Paralegal Program, Speech and Education.

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

### **Proposal: General Education and Student Behaviors**

Toni Carney reported that the Subcommittee has full membership with 4 Administrators and 8 Faculty. Membership is representative of all campuses.

At the last meeting, the Subcommittee held hearings for the Assessment of Student Learning (ASL) proposal. In 2006 the ASL Committee worked on General Education Goals which were approved by Council. This current proposal matches behaviors with each of those goals. Diane Maldonado explained that in the Spring 2007, the committee worked on these measurable behaviors which are stated in the proposal. Dr. Maldonado distributed a matrix which showed how the behaviors for a typical course can be incorporated.

Maura Stevenson made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

## **C. CURRICULUM**

### **Proposal: Updating BIO Common Course Syllabi**

Mary Frances Archey presented the proposal to update the common course syllabi for certain courses in Biology. The course descriptions have been updated, measurable learning outcomes have been incorporated, and an error in pre-requisites has been corrected. Steve Wells noted that BIO 103 includes all other systems except the reproductive system. Maura Stevenson said that it is covered elsewhere. Barbara Thompson asked about BIO 206 Animal Behavior and BIO 202 Zoology whether they are being offered. Dr. Archey assured her that both courses are current and will be offered.

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

### **Proposal: Course Title Changes to ART 150 and ART 250**

Allysen Todd presented the proposal which involves minor changes to a proposal approved by Council last year. A course title change was not made and periods were omitted when the revisions were made last year. The title of ART 150 was changed from Computer Graphics I to Introduction to Digital Graphic Design and ART 250 was changed from Computer Graphics 2 to Digital Graphic Design 1.

Steve Wells made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

## **D. RESEARCH AND DEVELOPMENT**

Rod Farkas reported that the Subcommittee has been requested to look at Achieving the Dream by Dr. Archey. There is also one item remaining from last year which is a peer review of distance learning.

Joe Calig reported that after the first of the new calendar year, he has asked Ibrahim Garbioglu to do a college-wide Information Systems 5-year plan. Faculty will be asked to take a very active role in the planning process. He also mentioned that the Blackboard staff are trying to be very service orientated. Mr. Calig agreed that Blackboard is not compatible with Vista, but because of the many problems associated with Vista, the College will not be migrating to it anytime soon.

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

There was no unfinished business.

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

### **Program Review: Appendix A**

Mary Frances Archey distributed Appendix A which is the updated list of Program Reviews for 2007-08. This list is revised every October. Dr. Archey will send the electronic version to Barbara Thompson to be posted on the College Council website.

### **Clarification of the “D” as a non-successful grade policy**

Allysen Todd reported that the Successful Grade Policy was approved by College Council last year and goes into effect Spring 08. Dr. Todd said that 2 issues have come up on which she would like clarification. As of registration for Spring 08, students who earn a “D” in any developmental course will not be permitted to register for the next sequential course or for a college-level course for which the developmental course is a pre-requisite.

At registration areas, the following handout and sign will be distributed and posted:

“Students who are currently registered for a course in the developmental sequence during Fall 07 must receive a “C” or better to proceed in the sequence during the Spring 08 semester. Students who receive a “D” or “F” grade will be required to repeat the developmental course.”

This means, for example, that if a student earned a “D” in MAT080 in Spring 2007, did not take MAT090 in Fall 2007, but attempts to register for it in Spring 2008, that student will not be permitted to do so. The student will need to repeat MAT080.

It is understood, however, that there are two cases in which students who earned the “D” will not have to repeat the developmental course:

1. If the student is **currently** enrolled in a *college-level* course, for which the developmental course is a pre-requisite
2. If the student wishes to use the developmental course (grade earned was *before* Fall 07) as a general elective for graduation

It is also understood that all ESL courses are considered developmental, so the policy of “D” as an unsuccessful grade applies to them, as well.

Toni Carney mentioned the problem that students have when they want to register for next semester and don't know their grade. Fran Dice will have a flag in Datatel to remedy this.

### **Updated Library System**

Barbara Thompson reported that as of Thursday Sept 27<sup>th</sup>, the Library automated system has been updated. This was necessary because the system formerly used was no longer supported by the company. The funds for this update were obtained by a grant that was written by Doris Bowers, so there was no cost to the College. The look of the system is slightly different. Most of the changes are “behind the scenes.” After January additional features will be added that will be announced at that time.

There being no further business, the meeting ended at 3:45 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

## **College Council Meeting Minutes October 25, 2007**

### **COLLEGE COUNCIL MEETING MINUTES**

**October 25, 2007**

**College Office Board Room**

#### **ATTENDANCE**

##### **Present**

Maryann Anderson

Gail Boyea

Joe Calig

Toni Carney

John Dziak

Rod Farkas

Rita Gallegos

Joanne Jeffcoat

Maura Stevenson

Barbara Thompson

Allysen Todd

Ping'an Wang

Stephen Wells

Margaret Williams-Betlyn

##### **Absent**

Mary Frances Archey

Charles Blocksidge

Ralph Proctor

##### **Guests**

Jane Greenwood

Greg Joyce

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM. Mrs. Anderson thanked Toni Carney for serving as Chair at the last meeting in Mrs. Anderson's absence.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE OCT. 11<sup>TH</sup>, 2007 MEETING**

Steve Wells made a motion to approve the minutes of the Oct. 11<sup>th</sup>, 2007 meeting of College Council. Toni Carney seconded the motion. The minutes were approved as presented.

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

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

Toni Carney reported that the Subcommittee did not meet. There will be a hearing at the Nov 1<sup>st</sup> meeting on the proposal on Medical Withdrawal initiated by Mary Lou Kennedy.

##### **B. CURRICULUM**

##### **Proposal: (1) CJC IUP Articulation and (2) CJC 201 Prerequisite Elimination**

Maura Stevenson reported that the Subcommittee heard and approved the proposal and that Greg Joyce was in attendance to discuss the proposal.

Mr. Joyce explained that the proposal had two parts. The first part of the proposal addresses an articulation agreement with the Indiana University of Pennsylvania (IUP). Specifically, Mr.

Joyce elaborated that the proposal allows for an IUP transfer track if a student wants to pursue a Bachelor's degree. The student completes 67 credits at CCAC and an additional 54 credits at IUP. To do this, the student must substitute a more difficult math course and a more difficult science course than is in the current program. Mr. Joyce is also in discussions with LaRoche about transfer possibilities.

The second part of the proposal eliminates the prerequisite requirement of CJC 101, Introduction to Criminal Justice, for students who wish to take CJC 201, Fundamentals of Criminal Investigation.

Barbara Thompson inquired about job placement. Mr. Joyce said that there are many first year students who drop out. Of those who complete the program, most find jobs. Mr. Joyce takes those students to the annual West Penn Job Fair in Monroeville and works with students on scoring well on the civil service exams. Pennsylvania State police, the City of Pittsburgh police, as well as many police departments from municipalities require 60 college credits. College credits aren't required for corrections positions but it helps with job placement

Joanne Jeffcoat made a motion to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

Dr. Stevenson reported that the Subcommittee heard and approved the elimination of the LPN Program, however because Mary Frances Archey was out of town, the presentation to Council is being delayed until the next meeting of Council.

### **C. RESEARCH AND DEVELOPMENT**

Rod Farkas reported that he will distribute to the College community the Subcommittee agenda for the upcoming meeting; however the Subcommittee will have an email meeting because the Board of Trustees will be meeting the same time as the Subcommittee. This impacts the ability of members to attend the Research and Development meeting. .

Mr. Farkas said the Subcommittee is seeking clarification on what the Achieving the Dream Committee wants the Subcommittee to concentrate on. The Subcommittee will also be working on voluntary peer review for distance leaning courses.

### **D. ACADEMIC PLANNING**

#### **Program Review: Speech Discipline Review**

Steve Wells reported that Academic Planning passed the Program Review of the Speech Discipline and that everything was in order. Allysen Todd presented the Program Review to Council. She reminded Council that this is a review of a discipline and not a program. Students cannot earn a degree in Speech, however many courses require Speech 101 for graduation.

For the Program Review, Faculty whittled down the courses and there are 4 courses that are the core of the discipline. Faculty cited a lack of available equipment such as video/recording/playback equipment. Faculty are also restricted by rooms that are either too

crowded or with no carpeting. Dr. Todd noted the outstanding work on the Program Review done by all of the faculty, and especially Fran Leifheit.

Rita Gallegos made a motion to accept the Program Review. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

### **Update on Academic Calendar 2009 discussions**

At the hearing for the proposed 2009 Academic Calendar, Rich Betters and Rick Allison asked that final exam days be inserted into the Summer session. In the calendar as proposed by the two Associate Deans, the College would not schedule classes on Friday during the summer but would use Fridays to schedule final exams at the conclusion of each summer session. As not all exams would fit into one day, some would roll over into Saturday. The subsequent discussions at the Subcommittee were predominantly negative, but Fran Dice agreed to work with the two Associate Deans to see if Final Exams could be worked into the calendar for Summer 2009. Mr. Wells commented that 2009 is a very bad year for breaks. In surveys, faculty would rather have an entire week break no matter where it falls in the semester. The calendar will be discussed again at the Nov. 15<sup>th</sup> meeting of the Subcommittee because Fran Dice will not be in attendance at the Nov. 1<sup>st</sup> meeting.

Joanne Jeffcoat reported that Institutional Research has not gotten the current staffing report to Academic Planning because they are too busy with other projects. They suggested using last year's report. However using last year's data will give them the same results as last year, not what they need for this year. This delay has put the Subcommittee behind in their schedule to bring to Council staffing recommendations. Peggy Williams Betlyn will help to facilitate this and get back to Maryann Anderson and Joanne Jeffcoat.

Joe Calig reported that May 17<sup>th</sup> which follows finals is Graduation Day. Graduation will be held at the Convention Center

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

There was no unfinished business.

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

Joe Calig reported that Diane Jacobs did an outstanding PowerPoint presentation at a President's Cabinet meeting on Schedule 25 which is used to determine room assignments. This led to a useful discussion at Cabinet about what variables drive the System, what the variables are and how the system deals with certain classes of information. Mr. Calig suggested that Council or a Subcommittee might benefit from an abbreviated form of the presentation. It was decided to invite Diane Jacobs to Council for a 15 to 20 minute presentation. Rod Farkas commented that it would be very helpful to have the PowerPoint presentation in advance.

Barbara Thompson distributed a document of College Council Protocol which details conduct and expectations of members and guests. It was in draft form and Mrs. Thompson will send the document to Council as a Word document for discussion at the next meeting of Council. In the interim Mrs. Thompson asked that members send her suggestions and corrections. In its final

form, the document will be placed on the web in the expectation that meetings will be less intimidating to guests if they understand the protocol.

There being no further business, Barbara Thompson made a motion to adjourn. Toni Carney seconded the motion. The vote being unanimous, the meeting ended at 3:24 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

**College Council Meeting Minutes November 8, 2007**  
**COLLEGE COUNCIL MEETING MINUTES**  
**November 8, 2007**  
**College Office Board Room**

**ATTENDANCE**

Present	Absent	Guests
Maryann Anderson	Joe Calig	Mike Murphy
Mary Frances Archey	John Dziak	Jane Greenwood
Gail Boyea		Joseph Nese
Charles Blocksidge		JoAnn Avoli
Toni Carney		Mary Lou Kennedy
Rod Farkas		Kevin Smay
Rita Gallegos		Joanne Hall
Joanne Jeffcoat		
Ralph Proctor		
Maura Stevenson		
Barbara Thompson		
Allysen Todd		
Ping'an Wang		
Stephen Wells		
Margaret Williams-Betlyn		

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE October 25<sup>TH</sup>, 2007 MEETING.**

Gail Boyea made a motion to approve the minutes of the October 25<sup>th</sup>, 2007 meeting of College Council. Ping 'an Wang seconded the motion. The minutes were approved as amended.

**AGENDA ITEM II: SUBCOMMITTEE REPORTS**

**A. CURRICULUM**

**Proposal: Deletion of LPN Program (675)**

Mary Frances Archey presented the proposal explaining that the proposal was initiated by Michelle Doas prior to her leaving the College. The LPN Program has not admitted students since 2004 and our Pennsylvania State Board of Nursing accreditation for the Program has expired. The proposal will allow us to delete references to the Program in College literature so that we will no longer mislead the public when they search our web page or catalog. There is a possibility that the Program could be offered as a non-credit Program.

Allysen Todd inquired about the need for LPNs especially in long term care facilities and that the demand is increasing. Dr. Archey replied that our former LPN graduates were not working as

LPNs but were going on for their RNs. Additionally we cannot find faculty to teach in the Program.

Charles Blocksidge asked when a non-credit Program could start. Peggy Williams-Betlyn replied that the College has hired a consultant who is writing a proposal to establish a non-credit LPN Program and that there must also be State Board approval. Dr. Williams-Betlyn said she hopes to have a non-credit Program running in the Fall 2008. She further stated that we receive up to 16 calls per day about this Program. Harrisburg Community College has a credit RN Program and a non-credit LPN Program so there is a precedent.

Toni Carney made a motion to approve the proposal. Rita Gallegos seconded the motion and the motion passed 12 votes in favor and 2 votes opposed.

### **Proposal: Changes in the Horticulture Technology Program**

Joanne Hall was in attendance to present the proposal. She explained that the changes are necessary to keep the Program, which is suffering from low enrollment, viable. In consultation with her Advisory Board she recommended that the Floriculture Associate degree (202) and diploma (208.1) be discontinued. The two Associate Degree Programs, Landscape Design (203.3) and Landscape and Turf Grass Management (207.2) will be combined to form the Horticulture Technology Associate Degree Program. Horticulture Technology will have 3 options which are Landscape Design, Landscape and Turf Grass Management and Ornamental Horticulture. The Turf Grass Maintenance certificate (229) and the Landscape Horticulture diploma (227) will be eliminated. The Floriculture Certificate (226) will be revised and titled Ornamental Horticulture. The Landscape Design diploma (232) and the Landscape Maintenance certificate (228) will be revised. The proposal calls for 3 new courses and revisions in 5 existing courses

Ms. Hall said there is an expansion in public horticulture and botanical gardens in the area and employment opportunities are good.

Because the Programs are not transfer programs, there will now be less of an academic burden with less challenging courses. This is not a high cost/high priority Program under Act 46.

Steve Wells made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

## **B. RESEARCH AND DEVELOPMENT**

Rod Farkas reported that the Subcommittee had an email meeting last Thursday. Members are continuing to work on placement testing and the voluntary peer review of distance learning.

## **C. ACADEMIC PLANNING**

### **Program Review: Health Information Technology (550)**

Joanne Avoli and Maryann Anderson presented the Health Information Technology Program Review which included a Special Accreditation Summary Report. Strengths include the Director

and Coordinator who are both experienced and credentialed, the computer lab, great clinical sites that are very supportive of the Program, 100% job placement, a 95% pass rate on the National Credentialing Exam, a supportive advisory board, and articulation agreements with the University of Pittsburgh and Duquesne University. Both Institutions accept a minimum of 60 credits. The Program would like more graduates to take the credentialing exam soon after graduation. This is an area needing improvement.

The Program has enough faculty and computer hardware, but would like additional software. Program faculty will submit a grant to purchase this.

Toni Carney asked where the assessment measures appear in the Review. Joanne Jeffcoat said that accredited programs don't need them. Accreditation bodies require assessments but in a different format. It was felt that faculty should not be required to write a separate assessment from what is required for accreditation. We accept the letter of accreditation. Accreditation assessments might have to be put in the Trac Dat Program which monitors assessments.

Allysen Todd made a motion to accept the Program Review. Barbara Thompson seconded the motion and the Program Review passed unanimously.

#### **Program Review: Education (099.2)**

Jane Greenwood presented the Program Review for the Teacher Education Program within the Education Discipline which was prepared by Diane Maldonado. The Program prepares students to transfer to 4-year programs. Students transfer with 61 credits and 85% of students surveyed responded that they had achieved their goal here. Mary Frances Archey pointed out that because the Program Review only covered Teacher Education (099.2), the Teacher Assistant Degree and Certificate Programs and the Elementary Education Program will still have to be reviewed.

Rita Gallegos made a motion to accept the Program Review. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

#### **Program Review: Paralegal (604.2, 605.2)**

Joe Nese was in attendance to present the Paralegal Program Review. Joanne Jeffcoat reported that everything was in order. Mr. Nese, who is the only full-time faculty member in the Program said that he has an excellent advisory board and highlighted the recommendations to continue the availability of the database West Law and increase the potential co-op experiences for students. He did say there is not much data available regarding job placement therefore informed decisions about program improvements are difficult.

Mr. Nese said the enrollment remains constant and the Program is a high cost/high priority Act 46 Program. Dr. Murphy said he has been talking with HighMark and they are always looking for people with the skill sets that successful graduates would have.

Gail Boyea made a motion to accept the Program Review. Steve Wells seconded the motion and the motion passed with 13 in favor and 1 abstention.

Joanne Jeffcoat reported on the Subcommittee's involvement with the hiring process. Mrs. Jeffcoat distributed a packet of information with data, instructions and a time line for

submissions and meetings which will allow the recommendations to come to Council on February 14<sup>th</sup>.

Some minor changes were made in justification forms for full-time faculty. The Librarian form was accidentally omitted from the packet. The form for Counselors is on hold at the moment. Each campus will submit one prioritized list that includes all full-time Faculty including Nursing, Counselors, Librarians and Ed. Techs.

Allysen Todd said there is a need to know how many positions are available so that faculty members are not investing a tremendous amount of time for no reason. Even a rough estimate would help.

Dr. Murphy said that on Thursday of next week he will be sharing with the Board a 3 year view. There are serious financial issues at the College. Some options may work but there is no new money. To address the College's financial needs, there will have to be a reallocation of funds or a tuition increase. The County money is flat, but there is a possibility of a 3% increase from the State. He said that we will have to do things a lot differently. We need to decrease current spending and become more productive. What hurt us was the \$1.8 million dollars lost because of the Act 46 stipend issue. But Dr. Murphy will try to alert everyone as soon as possible what the hiring situation looks like.

Faculty recommendations are due to their Deans by Dec 7<sup>th</sup>. Toni Carney will get back to Joanne Jeffcoat regarding the status of the Counselor hiring form and Mrs. Jeffcoat will get the timelines to the Deans of Students as well.

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

### **Proposal: Medical Withdrawal Policy Revision**

Mary Lou Kennedy presented the Revision of the Medical Withdrawal Policy. She explained that the policy had not been reviewed since 1972. The two main points of the revisions allow for a partial withdrawal and an alignment of the refund policy for financial aid students and for those that are not on financial aid. The language for the student handbook will be more student-friendly than what is in the Proposal

Ping'an Wang posed the following two questions:

1. Are Instructors always notified of medical withdrawals?
2. If a student withdraws due to mental health issues, will the college require an updated health certification if the same student re-registers in a later semester?

Mary Lou Kennedy answered "no" to both questions.

Mr. Wang mentioned that because withdrawal notices are not always supplied for distance learning students, those students remain on Blackboard even though they have withdrawn. Mike Murphy opined that we need to follow up students who are potentially violent and require that they provide a mental health release before readmitting.

Maura Stevenson made a motion to accept the proposal. Peggy Williams-Betlyn seconded the motion and the motion passed unanimously.

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

#### **College Council Protocol**

Barbara Thompson presented the College Council protocol with the suggested edits. These will be posted on the College Council website and will be sent to the College Community with the minutes.

#### **R-25 Presentation**

Diane Jacobs will attend the November 29<sup>th</sup> meeting of Council to make an R-25 presentation. She will send a rough draft of her PowerPoint presentation to Council members about a week ahead of time.

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

#### **Economic Stipend Issue**

Charles Blocksidge distributed the notes and information concerning the Act 46 Economic Stipend. He reviewed what Act 46 is, what the impact has been and what the future holds for us.

He explained that in a large measure, our financial situation is being driven by Act 46. Act 46 is a State stipend given to community colleges based upon how many students are enrolled in programs that will lead to specifically-identified high priority jobs. The State stipend is 1.5 of the base if a student is enrolled in a high cost/high priority (hc/hp) program and 1.25 of the base if the Program is high priority. The stipend is 1.0 of the base if the hc/hp program is non-credit.

Often students who are in hc/hp Programs will be enrolled in General Studies. Students need to be properly enrolled so that the College can receive the proper stipend. The College is making an effort to share this information with faculty and advisors. Marketing has produced a fact sheet on Act 46 Programs which will be distributed to all faculty and staff.

Because this is a relatively new funding program, the College was somewhat caught short. We were notified one week after our budget was adopted what our State allotment would be which caused considerable budgeting problems. This new formula has resulted in our receiving \$1.8 million less than expected.

The College has initiated committees and task forces to better understand how Act 46 works and how we can take full advantage of the stipend. On Sept 30<sup>th</sup> we forwarded a list of our high cost/high priority programs and those we are asking to be added for 2007-2008. The list will come back from the Pennsylvania Department of Education and we will find out what has been approved. By December, each community college must conduct an audit to determine if they have been true to the guidelines.

Toni Carney made a motion to adjourn. Rita Gallegos seconded the motion.

There being no further business, the meeting ended at 5:15 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

### **College Council Protocol Guidelines for Members**

Council members are asked to follow the following rules of etiquette:

- Arrive to meetings on time.
- Members unable to attend a meeting, or who will be late, should notify the Chair of College Council.
- Members are not permitted to send a voting substitute. Only elected faculty and Presidential administrative appointees have voting privileges.  
Raise your hand to be acknowledged by the Chair for comments, discussion, and questions at the table.
- After 2 consecutive unexcused absences, members may be asked to discontinue as a member of College Council so that a replacement can be found  
Agenda items must be submitted to the Chair the Friday prior to the Council meeting for distribution.
- Members are asked to set their cell phones on vibrate.

### **Guidelines for Guests**

Guests are asked to abide by the following guidelines when interacting with Council:

- Guests are welcome at all meeting of College Council.
- Guests are asked to set their cell phones on vibrate.
- Council will discuss only agenda items for that meeting. Members of the College Community with proposals or issues for Council should contact the Chair of Council no later than the Friday prior to the meeting in order to place items on the agenda for the next meeting. Any adjustments to the agenda are at the discretion of the chair.
- The Initiator of a proposal must be in attendance to present the proposal and answer questions. In the absence of the Initiator, an appropriate designee can present the proposal.
- Guests are welcome to take a seat along the sides of the room. Those with proposals will be asked to join Council at the table when their proposal is being discussed.
- Guests are asked to wait for acknowledgement by the Chair before presenting, making comments, or asking questions.
- Guests are asked to limit the overview of their proposal to approximately 5 minutes.
- Guests will be asked to “sign in” in order to be included in the minutes and have their names properly spelled.

## College Council Meeting Minutes November 29, 2007

### COLLEGE COUNCIL MEETING MINUTES

Nov. 29<sup>th</sup>, 2007

College Office Board Room

#### ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Ralph Proctor	Judy Savolskis
Mary Frances Archey	Margaret Williams-Betlyn	Ross Donahue
Gail Boyea		Mike Murphy
Charles Blocksidge		Diane Jacobs
Toni Carney		Fran Dice
John Dziak		Kevin Smay
Rod Farkas		Gretchen Mullin
Rita Gallegos		
Joanne Jeffcoat		
Maura Stevenson		
Barbara Thompson		
Allysen Todd		
Ping'an Wang		
Stephen Wells		

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

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE NOVEMBER 8<sup>TH</sup>, 2007 MEETING**

Rita Gallegos made a motion to approve the minutes of the November 8<sup>th</sup>, 2007 meeting of College Council. Steve Wells seconded the motion. The minutes were approved as amended.

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

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

Rod Farkas asked Ross Donahue to join Council's discussion regarding 2 proposals and if they should be brought to the Research and Development Subcommittee or another Subcommittee. The first proposal involves the procedure to follow when converting an existing course into a distance learning modality. This procedure does not exist right now and is not a procedure for control, but one that will ensure that all interested parties are well informed. The second proposal involves an emergency staffing procedure for distance learning courses.

Council agreed that these two proposals should be heard by Research and Development. Mr. Farkas will announce the proposals and hold a hearing after the proposals have been developed.

Ibrahim Garbioglu will be talking to the members about Blackboard and registration. And the Subcommittee continues to work on voluntary peer review of distance learning.

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

## **Proposed Academic Calendar 2009**

Joanne Jeffcoat reported that the Subcommittee met 2 weeks ago. Fran Dice presented the 2009 calendar that she had continued to work on to determine if any accommodation could be made for a day of finals during the summer.

Fran Dice said that in constructing the calendar there are many factors that must be considered. The calendar, which must run from Monday thru Sunday, must include 15 weeks of instruction with a full week of finals. There is a strong sentiment to have a full week of a break during the semester, preferably in the middle, but this is not always possible. There must be time for registration between the Fall and Spring semesters and all SEIU and AFT contractual holidays must be included. There is consideration for how early we start in relationship to other institutions as well as a consideration as to when the public schools start because many of our students are parents.

The Spring 2009 semester starts on January 12<sup>th</sup> with Martin Luther King Day the following Monday. Spring break is the week preceding Easter, April 6<sup>th</sup> thru 12<sup>th</sup>. Classes end May 4<sup>th</sup>. There is a full week of exams which extend Tuesday to the following Monday. The 13 week session starts on Jan 26<sup>th</sup> and has the same Spring break. Since the session starts after Martin Luther King Day, there is a reading study day on May 4<sup>th</sup> with the finals the same days as the 15 week semester.

The 4 week, 6 week and 10week Summer sessions all start on May 18<sup>th</sup>. There is an 8 week session that starts on June 1<sup>st</sup>. This is to accommodate high school seniors who might not be available for the May 18<sup>th</sup> start. Final exams will still be the last day of class. This poses a particular hardship for science classes which may meet from 9-4. Students are tested on material that has just been presented to them and they are taking a final at the end of a long day.

Mike Murphy noted that Commencement is not in the calendar. Fran Dice replied that the Deans of Students set Commencement. Joe Calig reported that the contract for the 2008 Commencement was set 1 week after the 2007 Commencement. It will be held in the Convention Center.

The Fall 2009 semester starts on Aug 17<sup>th</sup>. There is a full week's break for Thanksgiving which is November 23<sup>rd</sup> to 29<sup>th</sup>. Following Thanksgiving there is 1 week of classes prior to finals. Unfortunately, some students don't return for the final week of class. Following finals, there is a severe weather/ Make up Exam day. The 13 week term starts Aug 31<sup>st</sup> and then follows the same schedule as the 15 week semester.

Gail Boyea made a motion to accept the calendar. Joanne Jeffcoat seconded the motion and the motion passed 14 votes in favor and 1 vote opposed.

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

Toni Carney reported that there were no reports from the Subcommittee. Members are starting to look at the Academic Suspension Policy and contacting benchmark institutions for their policy. There will be 2 hearings on Dec. 6<sup>th</sup> for the proposal for procedures to establish credit for non-credit work and the placement retesting policy.

## **D. CURRICULUM**

### **Proposal: Stationary Operating Engineers**

Judy Savolskis presented the proposal which resulted from collaboration with the Stationary Operating Engineers, Local 95. The Stationary Engineer Certificate Program was approved through governance in Spring 2007. This proposal allows the members of Local 95 to continue beyond the certificate and obtain an Associates Degree thereby giving them a competitive advantage in the marketplace. Ms. Savolskis noted that this is not an apprentice program and is open to the general public if there are seats available. There is employment available for those with this training. The occupation is identified as high priority under Act 46.

This has been a very successful initiative so far with a 167 duplicated head count in the Fall. The Union will pay for skill training; however they do not pay the academic portion. That must come from the student. There is an articulation agreement with the National Labor College in Washington, DC. Students can take courses for \$100 per credit and obtain a Bachelor's degree long distance.

Toni Carney made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

### **Proposal: Deletion of Interpreting ASL & English Training Courses**

Gretchen Mullin presented the proposal. The Program was deleted in 2004 however the courses remained in the catalog. The American Sign Language Advisory Board has indicated that an Interpreter Training Program is not possible at CCAC at this time. There may be a possibility at a later date of turning the current ASL certificate into an Associates degree, but there is nothing currently on the horizon.

Allysen Todd made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

### **Proposal: Deletion of Computer Numerical Control Programming Specialist Certificate Program (247)**

In presenting this proposal, Gretchen Mullin explained that there has been no enrollment for this Program since 2002. It is very expensive to run because software has to be maintained and machinery is needed for students to work on. All Faculty effected have agreed to this proposal. One course, MCT74 which is used in welding will be retained.

Toni Carney made a motion to accept the proposal. Ping'an Wang seconded the motion and the motion passed unanimously.

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

Mike Murphy updated Council that there will be 10 new AFT hires that the College is prepared to release. There is a small possibility of more, but for now the number is 10.

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

### **Overview of Schedule 25**

Diane Jacobs presented an overview of Schedule 25 to Council. Dr. Murphy had heard complaints regarding Schedule 25 and felt that we would all benefit by understanding it better.

Diane Jacobs explained that Series 25 is 2 pieces of software, R25 and S25. The College started using the software in 2002. Datatel has some room scheduling capabilities but those capabilities are very limited, so we purchased Series 25. There is a team of schedulers at each campus who can access the software allowing only the campus teams to book rooms. It is important that the schedulers be very familiar with their campuses. Prior to using Series 25, there could have been 1 to 10 people on a campus who scheduled rooms. We now schedule 494 spaces, 353 are instructional, 176 general classrooms, 35 of which are e-learning classrooms. In 2006 we managed 9,000 events. Credit classes are created in Datatel and then exported to S25. Noncredit classes and most events are booked by 13 schedulers using R25.

S25 is used twice per term and matches teaching requirements and department preferences with classroom profiles. Rooms are scheduled with these goals in mind:

Maximize room assignment

Maximize features (e.g. extra board space)

Maximize department location preferences

E-learning rooms are scheduled just like any other room. If a faculty member wants an e-learning classroom, that is communicated to the Department Head who communicates that to the Dean so that the request can be a part of the Department preferences. For courses with labs, the labs are assigned first and the classrooms are then assigned by S25.

S25 also has the ability to identify back-to-back teaching assignments so that faculty are able to stay in the same classroom and can talk to students before and after class. The software also looks at the physical needs of faculty. Allysen Todd pointed out that there are about 100 of these identified needs at Allegheny alone.

Timing is very important in this process. Assignments need to be made prior to the final room run. After the final room run the Associate Dean, Department Head and the room scheduler look at the assignments and make adjustments.

Here are some problems that occur:

“Conflict” means that the room is double booking

“Impossible to Fill” are those that have requirements that don’t exist

“Not Placed” are those where we ran out of classrooms (e.g. M,W,F classes)

The College tries to pre-assign as little as possible. The designation “Impossible to Fill” is higher when pre-assignments are higher

A consultant skilled in Schedule 25 looked at our procedures and made the recommendation to Presidents Cabinet that scheduling follow this priority:

Credit

Non Credit

Academic, Campus, Student Event

External Organizations

The recommendation was approved by Cabinet. The authority assigned for overriding these priorities is a Sr. VP function.

There is a specific time-line and date commitment for submitting scheduling requests for S25. What has happened historically is that room assignments for credit classes were announced so late that non-credit didn't know if they could have a room until it is too late to advertise.

We now have unlimited licensing so there are more people who can view what is going on, but the people who are viewing can't necessarily schedule. There is training for faculty secretaries to be viewers. The Views function would be very beneficial for other staff such as facilities staff, switchboard operators and evening coordinators. The goal is for all room assignments to go through Series 25 including Centers. In the future equipment will also be included.

Joe Calig mentioned that the Master Facilities Plan will allow for revisions based upon data from S25.

The next meeting of Council will be Dec 13<sup>th</sup>. Toni Carney made a motion to adjourn the meeting. Steve Wells seconded the motion and the motion passed unanimously.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

**College Council Meeting Minutes December 13, 2007**  
**COLLEGE COUNCIL MEETING MINUTES**  
**Dec. 13, 2007**  
**College Office Board Room**

**ATTENDANCE**

Present	Absent	Guests
Maryann Anderson	Ralph Proctor	Jane Greenwood
Mary Frances Archey		Cyndi Syskowski
Gail Boyea		Mike Murphy
Charles Blocksidge		
Toni Carney		
John Dziak		
Rod Farkas		
Rita Gallegos		
Joanne Jeffcoat		
Maura Stevenson		
Barbara Thompson		
Allysen Todd		
Ping'an Wang		
Stephen Wells		
Margaret Williams-Betlyn		

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

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE  
NOVEMBER 29<sup>TH</sup>, 2007 MEETING**

Steve Wells made a motion to approve the minutes of the November 29<sup>th</sup>, 2007 meeting of College Council. Toni Carney seconded the motion. The minutes were approved as amended. There was a discussion concerning the fact that agendas are only sent to administrators and faculty. Henceforth agendas will be sent to everyone. Barbara Thompson reported that College Council minutes currently are sent to everyone. The minutes for Research and Development and Academic Planning will appear as links on the College Council website. The agendas for the Curriculum Committee and Academic Standards will be sent out. Joe Calig suggested using file sharing for distributing minutes. Ping'an Wang said that CMS is the current college standard process for Web publications. Joe Calig cautioned against using excessive file space on the server.

**AGENDA ITEM II: SUBCOMMITTEE REPORTS**

**A. ACADEMIC PLANNING**

Joanne Jeffcoat reported that Academic Planning is starting to receive some of the prioritized lists for staffing. There was a question whether the 10 positions that Dr. Murphy identified as being available included the minority interns. Dr. Murphy responded that the minority interns were in addition to the 10 positions. There was also a question if minority interns “graduate” into

full time permanent slots. Dr. Archey replied that there is the understanding that if a slot exists they can apply for it. They are not given priority status. It is possible that we would have a minority intern and not have a slot for them to apply for at the completion of their internship. Minority interns are given one full year of teaching experience. They do not necessarily commence with the Fall semester.

There was also a question whether Counselor positions will be considered with teaching faculty positions since Counseling is funded under Student Services rather than the Academic Division. The answer is yes, Counselors are considered with teaching faculty because salary all comes out of the operating budget. It has nothing to do with what Division they are in. Joanne Jeffcoat distributed the form that was approved by the Counselors at their Division meeting Dec 7<sup>th</sup>. Allysen Todd reported that she invited the Dean of Students from Allegheny to the meeting to prioritize positions and she chose not to come.

Joanne Jeffcoat further reported that the Subcommittee will meet by themselves on January 17<sup>th</sup> in executive session. February 7<sup>th</sup> is the hearing date for positions. Hiring recommendations will be presented to Council February 14<sup>th</sup>.

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

Toni Carney reported that the Subcommittee held 2 hearings, only 1 of which passed the Subcommittee.

### **Proposal: Revision of Placement Re-testing Policy**

Allysen Todd, in presenting the proposal, reminded Council that the proposal has nothing to do with our placement testing, the cut off scores, or who does the testing. It only establishes the ability of a student to request to be retested. Currently students can only take the placement test twice. This will allow students to exit a course which they are not accurately registered for.

The proposed policy will allow students to be retested after having taken the placement test 4 years earlier. Four years was suggested because academic forgiveness is allowed after 4 years. If the student tests into the same course after being retested, no further tests will be permitted. In DVS, after a student is placed into a course, if the student feels that he/she has been misplaced and the course is too easy, the student can request to be retested immediately.

Gail Boyea made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

## **C. CURRICULUM**

### **Proposal: Changes to Early Childhood Director Core Certificate**

Cyndi Syskowski presented the proposal and explained that this is a Program that we have been offering for about 2 years. The Certificate Program is accepted by the State. It is a 9 credit 3 course program that emphasizes professionalism and leadership. Students in the program must already have an Associates Degree or better. It provides an opportunity for people who are working in the field to move along the career ladder and apply to the State for a certificate.

The changes to the Certificate Program are necessary for the Program to comply with State mandates. The existing courses were submitted to the State and the State identified only 4 courses that they would validate. Receiving the certificate will allow a student to become a director of a child development center, infant toddler program, or any program from birth to age 6. Students are granted a diploma from us and then make an application to the State to receive a certificate. It is a high priority program.

Toni Carney made a motion to accept the proposal and Peggy Williams-Betlyn seconded the motion and the motion passed unanimously.

The second proposal presented to the Curriculum Subcommittee was tabled.

### **Certificate vs. Diploma Clarification**

There is a question concerning what the distinction is between a certificate and a diploma. Generally speaking anything below 15 credits is a diploma. Above 15 credits is a certificate. However in some disciplines one term is more favorable than another. It is sometimes program or discipline specific. It would be convenient to have a standard, but not at the expense of a discipline.

Maura Stevenson and Mary Frances Archey will work with Fran Dice to do a content analysis.

Maura Stevenson distributed a tracking sheet to show the status of Curriculum proposals. It was suggested that all Subcommittees prepare a similar tracking sheet which could be given to Maryann Anderson for the purposes of an annual report. This would present in one document the significant policy and procedural issues discussed at College Council

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

Rod Farkas reported that Kevin Smay and James Roberson will provide an outline and plan for data collection concerning placement testing. This is in reference to an Achieving the Dream request to the Research and Development Subcommittee.

At the last meeting Ross Donahue outlined the financial ramifications of the peer review of faculty in order to develop a form and pay reviewers.

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

There was no unfinished business.

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

There was no new business.

Joe Calig made a motion to adjourn the meeting. Steve Wells seconded the motion. There being no further business, the meeting ended at 3:56 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

## College Council Meeting Minutes February 14, 2008

### COLLEGE COUNCIL MEETING MINUTES

Feb. 14<sup>th</sup>, 2008

College Office Board Room

#### ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Charles Blocksidge	Lillian Briola
Mary Frances Archey	Joe Calig	Cyndi Syskowski
Gail Boyea	Toni Carney	Joe Deblasio
John Dziak	Allysen Todd	Rick Allison
Rod Farkas		Mary Lou Kennedy
Rita Gallegos		Sulalshana Plumley
Joanne Jeffcoat		Tanya Sander Marks
Ralph Proctor		Fran Dice
Maura Stevenson		Nancilee Burzachechi
Barbara Thompson		
Ping'an Wang		
Stephen Wells		
Margaret Williams-Betlyn		

Maryann Anderson, College Council Chair, called the meeting to order at 2:35 PM. Mrs. Anderson reported that Ralph Proctor has resigned from College Council.

#### **AGENDA ITEM I: Approval of the Minutes of the Dec. 13<sup>th</sup>, 2007 Meeting**

Joanne Jeffcoat made a motion to approve the minutes of the Dec. 13<sup>th</sup>, 2007 meeting of College Council. Peggy Williams-Betlyn seconded the motion. The minutes were approved as amended.

#### **AGENDA ITEM II: Subcommittee Reports**

##### **A. ACADEMIC PLANNING**

#### **Proposal: Recommendations for the Full Time Hiring Rankings, 2008 – 2009 AY**

Joanne Jeffcoat presented the proposal. The Subcommittee met on Jan 17<sup>th</sup> in executive session and made recommendations based on rankings received from the campuses. On February 7<sup>th</sup>, the Subcommittee held a hearing and presented the list of recommendations to those people in attendance at the meeting. The only change from the original recommendations was an exchange of places of Nursing at Boyce and Biology at Boyce. In forming the recommendations, the Subcommittee prioritized the lists from each campus. They took all #1 requests and considered the data in the justification column, then took the #2 requests, etc. Mrs. Jeffcoat explained that it is difficult to make decisions when you know that the decisions may considerably impact programs.

Joe Deblasio spoke to the difficulty that the Allegheny Campus Math Department has staffing math courses. One faculty member is retiring, and 3 are going on sabbatical making staffing

critical. He has nearly 2,000 students taking math each semester and only 33% of the math courses will be taught by full-time faculty. Barbara Thompson spoke to the Librarian position at South campus that has 86 hours of part-time Librarian staffing each week. The Associate Deans of Nursing wrote a letter to Maryann Anderson in which they addressed the impact that the lack of full-time faculty has on State Board passing rates. Mrs. Jeffcoat addressed the fact that they were able to justify only 2 nursing positions in the top 10.

Steve Wells commented that there is no consistent process on the campuses for developing the list of recommendations and perhaps there should be. Joe Deblasio said that the deliberations are very political. Joanne Jeffcoat explained that the Subcommittee can only follow the recommendations from the campuses. She said that each campus should know best what their needs are.

Dr. Murphy asked how many positions were recommended. Mrs. Jeffcoat said that there are 24 in the list of ranked recommendations. Eleven positions will be filled. Dr. Murphy asked for all of the supporting material for all of the positions.

### **Proposal: Recommendations for the Minority Intern Hiring Rankings. 2008 – 2009 AY**

Mrs. Jeffcoat said that there are three recommendations for minority intern hires which were ranked. There is funding for 2 positions.

Gail Boyea made a motion to accept the recommendations for the full-time hires and minority interns. Maura Stevenson seconded the motion and the motion passed unanimously.

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

Gail Boyea reported that the Subcommittee did not meet and they are continuing to work on the language for suspension in the Student Handbook.

## **C. CURRICULUM**

### **Proposal: Change of Program Name: Child and Family Studies to Early Education and Child Development (ECD)**

Cyndi Syskowski presented the proposal recommending a name change from Child and Family Studies to Early Education and Child Development. The faculty and Advisory Board members recommended this change because the old name causes confusion in the community. There is a push from the State to make this change and it is easier to obtain recognition from the State with the name change. All applicable alpha codes will also be changed.

Joanne Jeffcoat made a motion to accept the proposal and Steve Wells seconded the motion. The motion passed unanimously.

### **Proposal:**

### **Revised OTA Syllabi to Align Course Learning Outcomes to CCAC Recommended Syllabus Format**

### **Change in four (4) Occupational Therapy Assistant Program Titles**

## **Delete SOC 101 Introduction to Sociology As a Required Prerequisite to OTA 202 Occupational Therapy Principles and Skills 4**

Lillian Briola explained that the proposal is a straight forward attempt to clean up the syllabi in order to be in alignment with the Master syllabi format of the College. All objectives are measurable. The proposal includes a student learning assessment completed by 64 students of course content. Through the assessment, faculty realized that because of course titles students were not aware of the population they would be serving as an outcome of each course. Therefore the proposal includes title changes of courses to match the field experience in each course. OTA 101 Occupational Therapy Principles and Skills 1 will be changed to Introduction to Occupational Therapy. OTA 102 Occupational Therapy Principles and Skills 2 will be changed to Occupational Therapy and Pediatrics. OTA 201 Occupational Therapy Principles and Skills 3 will be changed to Occupational Therapy in Physical Disabilities and OTA 202 Occupational Therapy Principles and Skills 4 will be changed to Occupational Therapy in Mental Health. These new course titles will better reflect the course content. Sociology was dropped in 2004 as a prerequisite, but it still appears in the catalog; therefore, that will be removed.

Steve Wells noted that course descriptions were not in complete sentences. The phrase, “This is a course that...” is all that would have to be added to each course description. Also the course description was missing on page 46 of the proposal and no topics were listed on page 58 of the proposal. On page 29 of the proposal, learning outcome #9 uses the word, “non-healthy.” Ms. Briola will make the necessary changes.

Dr. Murphy asked if there was a diversity component to the Program. Professor Briola said yes, the faculty completed a program assessment on cultural diversity and made some necessary upgrades.

Rita Gallegos made a motion to accept the proposal. Joanne Jeffcoat seconded the motion. The motion failed to pass. Maura Stevenson made a motion to table the proposal until the corrections can be made. Peggy Williams-Betlyn seconded the motion and the motion to table passed unanimously.

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

Rod Farkas reported that the Subcommittee met twice. The two Distance Learning proposals will be considered at the next meeting.

At the Subcommittee meeting, Kevin Smay presented a report on the Math Placement Testing Research Plan. The plan will focus on the correlation between placement test scores and measures of success and will parallel ATD concerns. Among other issues the report considers whether there is a target score on the placement test that if not met, would prompt outside referral.

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

Dr. Murphy commented on a list of 50 to 60 diploma and certificate programs that have had no recent graduates. He questioned the wisdom of retaining these programs. This list was the result of the content analysis that was completed by Maura Stevenson and Fran Dice. The Deans have been charged with the task to eliminate Programs that are not productive.

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

### **Update from Marketing/Communications About the Late Registration Policy (Tanya Sander-Marks)**

Tanya Sander-Marks reported that the marketing plan concerning the new late registration policy is in full swing. In designing a flyer, Ms. Sander-Marks was careful to use the same language that was used in the proposal. Flyers have been designed and posters will be made for the campuses and each center. The policy will be included in every registration document and website. The flyer will be distributed everywhere and information will appear on every LED display board. The Catalog and Handbook will also include the information.

Rick Allison questioned if a class starts later in the week, the policy does not allow for a student to register in that class up to the day the class starts. The policy requires registration for all classes, no matter when they start during the week, to end the day before the semester starts. Rick Allison will submit a proposal to correct this. Council asked Tanya Sander-Marks to hold production of the flyers and posters until this is resolved.

### **Clarification of Developmental Course Grade Statements for the Catalog (Fran Dice)**

Fran Dice reminded Council that last Fall Council approved the requirement that students have a “C” grade or better in Developmental courses in order to progress to the next course. Ms. Dice proposed that the following statement be added to the end of the course descriptions for Developmental courses in the catalog, the academic magazine (schedule), and the online course search: “Students must earn a “C” grade or better to register for the next course in this discipline or to use this course as a pre-requisite for a course in another discipline.” After much discussion, Council concluded that in order to add this statement, the proposal must go through Curriculum.

### **Library Technology Report (Barbara Thompson)**

Barbara Thompson wanted to let Council and the College community know that the libraries are having a very difficult time migrating from the previous automation system, Legacy by Dynix, to the one that was just installed, Unicorn by SirsiDynix. The problem is that there was an automation system called Horizon that was offered to libraries in between Legacy and Unicorn. The libraries tried repeatedly to get funding from the College for Horizon, but were always denied. We were forced to go to Unicorn because the company would no longer support Legacy. Now, trying to convert all library records without the benefit of the intermediate step of Horizon is a nightmare. Among the many problems are that periodicals cannot be checked in, records disappeared for anything that was checked out for a semester, overdues could not be run until last week, and the College still is not able to do a patron load. This has been going on since September. Library staff at all four campuses are working extremely hard to get these problems remedied. But because all other libraries went from Legacy to Horizon to Unicorn the company has no experience dealing with these problems. It is very frustrating.

### **Spring Meeting Schedule for College Council and Subcommittees**

Maryann Anderson reported that the last College Council meeting will be May 8<sup>th</sup> and the last Subcommittee meetings will be May 1<sup>st</sup>. She suggested those dates appear in the Subcommittee agendas.

## President's Council

Maryann Anderson reported that this semester Dr. Murphy has started President's Council meetings again. There have been 2 meetings so far this semester. The meetings have focused on bringing everyone up to date. Some of the topics discussed include:

- Microsoft Office 2007 will be installed on student computers this Fall and on faculty, staff and administrators' computers next Spring. The College will be trying to negotiate licenses with Microsoft this summer to allow faculty to install Office 2007 on their home computers.
- Commencement was discussed and the importance of faculty attendance.
- How the College can support the changing general education goals through such avenues as Professional Development.
- AFT contract compliance and parts of contract that have been overlooked.
- The hiring process.
- The proposed Science facility. Dr. Murphy stated the commitment of the Board of Trustees to go forward with the building. The College will commence fund raising. There will be a need to sell \$22 million of bonds.

Presidents Council will be meeting twice a month from now on.

There being no further business, the meeting ended at 5: 05 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

### Recommendations for the Full Time Hiring Rankings 2008-2009 AY (2-7-08)

(version 4)

Campus	Position	Discipline/Program	Campus Ranking	Recommended Ranking Resulting from Hearing (2-7-08)	Comments
South Campus	Nursing	Nursing	1	1	
Allegheny Campus	Chef	Culinary Arts	1	2	
North Campus	Ed Tech	Biology	1	3	
Boyce Campus	Ed Tech	Art	1	4	
Allegheny Campus	DVS	DVS	2	5	
Boyce Campus	Physics	Physics	2	6	
North Campus	Counselor	Counselor	2	7	

Campus South	Ed Tech	Humanities	2	8
Campus Allegheny	Mathematics	Mathematics	3	9
Campus Boyce	Nursing	Nursing	3	10
Campus Allegheny	Chemistry	Chemistry	4	11
Campus South	Ed Tech	Engineering	3	12
Campus Boyce	Biology	Biology	4	13
Campus North	Nursing	Nursing	2	14
Campus South	Librarian	Library	4	15
Campus Allegheny	Nursing	Nursing	5	16
Campus Allegheny	Graphic Arts	Art /Graphic Communications	6	17
Campus Allegheny	Nursing	Nursing	7	18
Campus Allegheny	Mathematics	Mathematics	8	19
Campus Allegheny	English	English	9	20
Campus Boyce	Ed Tech	DVS	5	21
Campus Boyce	Ed Tech	Allied Health	6	22
Campus South	Ed Tech	Horticulture	5	23
Campus Allegheny	Nursing	Nursing	10	24

Recommendations for the Minority Intern Hiring Rankings

2008-2009 AY

(1-18-08)

<b>Campus</b>	<b>Position</b>	<b>Discipline/Program</b>	<b>Campus Ranking</b>	<b>Recommended Ranking (by Academic Planning)</b>
Allegheny Campus	Minority Intern	English	1	1

Allegheny Campus	Minority Intern	Biology	2	2
Allegheny Campus	Minority Intern	DVS	3	3

## College Council Meeting Minutes February 28, 2008

### COLLEGE COUNCIL MEETING MINUTES

February 28, 2008

College Office Board Room

#### ATTENDANCE

Present	Absent	Guests
Maryann Anderson		
Mary Frances Archey		Fran Dice
Gail Boyea		
Charles Blocksidge		
Joe Calig		
Toni Carney		
John Dziak		
Rod Farkas		
Rita Gallegos		
Joanne Jeffcoat		
Maura Stevenson		
Barbara Thompson		
Allysen Todd		
Ping'an Wang		
Stephen Wells		
Margaret Williams-Betlyn		

Maryann Anderson, College Council Chair, called the meeting to order at 2:35 PM.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEBRUARY 14<sup>TH</sup>, 2008 MEETING**

Toni Carney made a motion to approve the minutes of the Feb. 14<sup>th</sup>, 2008 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended with 3 abstentions.

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

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

##### **Discussion of Approval Process and Communications**

Toni Carney commented on a problem that she sees concerning the proposal approving process from the Subcommittee level to College Council. When a proposal is changed substantively as a result of a subcommittee hearing, it goes to College Council without the college community having the ability to comment on those proposed changes. If the revised proposal passes College Council, the college community is not aware of the changes until after the minutes are approved and distributed. The Late Registration Policy is an example of this. It is however difficult to remedy this problem without slowing the process down.

Council discussed posting changes onto a College Council Blackboard site. There was concern that not everyone is knowledgeable about using Blackboard and whether Distance Learning could handle all the traffic. It was suggested that Walt Pauli be invited to Council to provide a

demo of how this might work. Joe Calig suggested that the idea be discussed with IT. Using a Blackboard site to post proposal changes will be something to be considered at a later date.

Toni Carney made a motion that any substantive content changes made at the Subcommittee level be communicated to the college community in advance of the College Council meeting. Maura Stevenson seconded the motion and the motion passed unanimously. It is the responsibility of the Initiator to send an abstract of the revised proposal to the college community. Anyone who objects to the proposed changes will be invited to College Council to voice their concerns.

## **B. CURRICULUM**

### **Proposal: (tabled 2/14/08)**

- 1. Revised OTA syllabi to align course learning outcomes to CCAC recommended syllabus format**
- 2. Change in four (4) Occupational Therapy Assistant Program Course Titles**
- 3. Delete SOC101 Introduction to Sociology as required pre-requisite to OTA202 Occupational Therapy Principles and Skills 4**

Maura Stevenson requested that the proposals from OTA be taken off the agenda until the March 13<sup>th</sup> meeting.

### **Proposal: Revision of SDS102**

Allysen Todd presented the proposal and explained that the SDS curriculum is in various departments depending on what campus you are on. The original SDS courses were authored by Counselors in the '80's. Dr. Todd, who was asked to take a look at the curriculum, convened a meeting of Counselors as well as faculty who had been teaching the course. SDS 102 is a one credit course which covers academic and personal development. The learning outcomes have been updated and are relevant and measurable.

Joanne Jeffcoat made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

### **Proposal: Re-submission of ENG100 Common Course Syllabus**

Dr. Todd presented this proposal and reminded Council that the proposal was originally submitted in May 2007. It was subsequently discovered by South Campus that what had been submitted was not the final version that faculty had worked on. What was currently in front of Council is what had been agreed upon and what should have been submitted in May 2007.

Steve Wells made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

### **Proposal: Add New Grading Statement to Developmental Courses**

Fran Dice presented the proposal. She reminded Council that she had presented the proposal to Council 2 weeks earlier as an information item. Council asked Ms Dice to submit the statement to Curriculum which she did.

The proposal would add the following statement to 12 developmental courses in the catalog: “Students must earn a “C” grade or better to register for the next course in this discipline or to use this course as a pre-requisite for a course in another discipline.” In order to set the statement apart, it will be dropped down and italicized.

Joanne Jeffcoat made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

### **C. RESEARCH AND DEVELOPMENT**

Rod Farkas reported that in the upcoming meeting, the Subcommittee will continue discussion of Kevin Smay’s report on voluntary peer review. Surveys will be going out to the College Community on distance learning voluntary peer review. They are starting on the design of the survey questions, who the survey should go out to, and how the surveys will be disseminated.

They are also starting the annual review of distance learning practices which is part of their contractual charge. The results may be available for the last meeting of Council.

### **D. ACADEMIC PLANNING**

Joanne Jeffcoat reported that the Subcommittee did not meet. She said there are a few program reviews that will be submitted soon including programs in Drug and Alcohol, Phlebotomy and Philosophy.

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

A question has been posed by Marketing concerning the program descriptions for Act 46 flyers. They asked if they would be permitted to abbreviate or paraphrase the descriptions so that they would fit on two pages. It was agreed that Marketing could do that as long as the description were reviewed by the program coordinator or department head and the dean prior to printing. The description will list all courses in the program and include a disclaimer regarding changing curriculum requirements.

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

Maura Stevenson, reflecting on various occasions in the past, would like to add something to the College Council protocol that would incorporate civility. Charles Blocksidge will look for a statement in the College regulations and Dr. Stevenson will bring that to Council.

Barbara Thompson requested that either the chair or secretary of each subcommittee review the College Council website to update the subcommittee membership list.

Maryann Anderson reported on the President’s Council meeting of Feb 25<sup>th</sup>. Subjects discussed included safety and security, a budget update and strategic planning. Dr. Johnson should be here by March 24<sup>th</sup>. He may also be here for the next Board of Trustees meeting.

Joe Calig said that this was his last meeting at College Council and that tomorrow was his last day at the College. Mr. Calig remarked on how much he enjoyed the meetings as well as his 2 ½ to 3 years at the College.

There being no further business, the meeting ended at 4:31 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

## College Council Meeting Minutes March 13, 2008

### COLLEGE COUNCIL MEETING MINUTES

Meeting Date Mar. 13, 2008

College Office Board Room

#### ATTENDANCE

##### Present

Maryann Anderson  
Mary Frances Archey  
Joyce Breckenridge  
Charles Blocksidge  
Gail Boyea  
Toni Carney  
John Dziak  
Rod Farkas  
Rita Gallegos  
Joanne Jeffcoat  
Maura Stevenson  
Barbara Thompson  
Allysen Todd  
Stephen Wells  
Margaret Williams-Betlyn

##### Absent

Ping'an Wang

##### Guests

Mary Lou Kennedy  
Cyndi Syskowski  
Tanya Sander-Marks  
Art Miller  
Brenda Trettel  
Rebecca Schaupp  
Rick Allison  
Fran Dice  
Maureen Pavlik  
Rich Betters

Maryann Anderson, College Council Chair, called the meeting to order at 2:35 PM. She introduced Joyce Breckenridge as a new Council member who will be taking Joe Calig's place.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEB. 28<sup>TH</sup>, 2008 MEETING**

Rita Gallegos made a motion to approve the minutes of the Feb. 28<sup>th</sup>, 2008 meeting of College Council. Gail Boyea seconded the motion. The minutes were approved as amended.

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

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

**Proposal: (tabled 2/14/08)**

**Revised OTA syllabi to align course learning outcomes to CCAC recommended syllabus format**

**Change in four (4) Occupational Therapy Assistant Program Titles**

**Delete SOC 101 Introduction to Sociology as a required pre-requisite to OTA 202**

**Occupational Therapy Principles and Skills 4**

Maura Stevenson introduced the proposal and explained that Joanne Jeffcoat would be presenting the proposal in Lillian Briola's absence. Joanne explained that since the time that this proposal had been tabled at the Feb. 14<sup>th</sup> meeting, course descriptions have been made into complete sentences, the language for pre and co-requisites was revised, and course descriptions were added on pages 16 and 46.

Rod Farkas made a motion to un-table the motion. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

Barbara Thompson made a motion to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

**Proposal: Editing Lab Hours for BIO 151 and 152**

Mary Frances Archey presented the proposal. The changes requested will reflect on the common course syllabi and the actual number of hours that students spend in labs for both courses. Students are in lab 3 hours for each course rather than the 1 hour that is listed. Steve Wells made a motion to accept the proposal. Toni Carney seconded the proposal and the proposal passed unanimously.

**Proposal: Deletion of MMT 205 and MMT 207 Courses**

Becky Schaupp presented the proposal to delete these 2 courses in the Mechanical Maintenance Technology Associate Degree Program. These 2 courses have not been offered in the past five years. These courses were developed for one of the union programs that is no longer offered, but the courses have stayed on the books.

Joanne Jeffcoat made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

**Proposal: Updating Course Syllabi for the Heating and Air Conditioning Program (313.1) & the Heating and Air Conditioning Certificate Program (312.1)**

Art Miller presented the proposal which is meant to clean up language and learning outcomes, make editorial corrections and update language to include current technology. Maura Stevenson reported that there were some questions at Curriculum, but all issues have been resolved. Steve Wells commented that the proposal was very nicely done. Advisory committee members have reviewed the proposal and were surprised that so much is accomplished in the Program.

Peggy Williams-Betlyn made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

**Proposal: Revision of PSY 116 Organizational Psychology**

Brenda Trettel presented the proposal. She explained that PSY 116 (formerly PSY 215) eliminates the pre-requisite of PSY 101. PSY 116 was originally created for technology and union programs. The proposal also updates the course description.

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

**Proposal: Changes to Alphanumeric Code to courses in Existing Programs**

During a recent College Council meeting, the name Child and Family Studies Program was changed to the Early Education and Child Development Program. Cyndi Syskowski presented the proposal that would change the alpha code for the Program courses. It was determined that the alpha code change could have been accomplished with the original proposal. Joanne Jeffcoat made a motion to accept the proposal. Gail Boyea seconded the proposal and the proposal passed unanimously.

Maura Stevenson mentioned that there are 3 more meetings of the Curriculum Committee for the academic year.

## **B. RESEARCH AND DEVELOPMENT**

Rod Farkas reported that during the last meeting the members completed the questions for the distance learning survey and that the survey has not as yet been distributed. They are reviewing the annual report on policies for distance learning. They are also reviewing the cut off scores for the ATD compass placement tests.

## **C. ACADEMIC PLANNING**

Joanne Jeffcoat reported that the Subcommittee did not meet, but there are 3 program reviews coming. Rick Allison said that he also has program reviews for MRI, CAT and the Medical Assistant Program which will soon be submitted to Academic Planning.

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

### **Addition to Student Code of Behavioral Conduct**

Mary Lou Kennedy submitted the proposal to add language to the Student Handbook that the disruptive and unauthorized use of cameras, cell phones and other electronic devices is a violation of the Student Code of Behavioral Conduct.

Barbara Thompson mentioned that there is no specific language that prohibits viewing pornography on College computers in the Student Handbook and perhaps there should be. Barbara Thompson will work with Mary Lou Kennedy on a proposal.

Barbara Thompson made a motion to accept the proposal. Gail Boyea seconded the proposal and the proposal passed unanimously.

### **Change in Nursing Admissions Guidelines**

Maureen Pavlik presented this proposal and explained that the current policy for admissions into the Nursing Program is a college QPA of 2.5 for a minimum of 12 credits. In the absence of that, the faculty members evaluate the student's high school transcript and require a high school QPA of 2.5. Most CCAC Nursing students have 12 credits prior to admission into the Program. However, at our Nursing Program at California University, most students enter the Nursing program with no college credits. In light of the exceptionally poor NCLEX-RN passing rate of 50% at Cal U, the faculty would like to raise the admission requirement to a 3.0 high school transcript requirement when students have fewer than 12 college credits to evaluate. Toni Carney made a motion to accept the proposal. Steve Wells seconded the proposal and the proposal passed unanimously.

## **Modification of Drop-Add & Late Start Policy**

A Drop-Add and Late Registration Policy was passed by College Council last Spring to be implemented Fall 2008. As there were many concerns regarding the policy, Rick Allison agreed to work on a revision of the policy and advance it through governance.

The Current Policy reads:

1. Beginning in the fall of 2008 and continuing thereafter, no student may register for the first time that semester after the term start date. (This policy also applies to off-phase courses based on their academic calendar).
2. Beginning in the fall of 2008 and continuing thereafter, students who are registered for classes prior to term start dates may add **ONLY** during the period of one-week after the term start day and with the signature of the instructor.

There were concerns that there might be legitimate reasons why someone would register late. Also, if a student comes in on Monday and the class doesn't start until Thursday then the student couldn't register.

Proposed Revision of the Policy

Beginning in the fall of 2008: (the effective date can be deleted after 08FA)

### **Course Registration Deadline**

Students must register for credit courses by 11:00 PM the evening before the first **class** meeting. (For Internet courses and Telecourses, by 11:00 PM the evening before the start date of the **term**).

### **Course Add Deadline**

Students can only add credit courses with instructor permission during:

14 & 16 Week Terms	First Week of the Term
4, 6, 8 & 10 Week Terms	First Day of the Term

After much discussion, the following proposal on the table was offered:

“Students must register and pay for credit courses by 11:00 PM the evening before the first **class** meeting. Students must register and pay for internet courses and Telecourses, by 11:00 PM, the evening before the start date of the **term**.”

Added: Students who register under this policy will not be allowed to add additional classes that have already met.

Barbara Thompson made a motion to accept the proposal. Maura Stevenson seconded the proposal. The vote was as follows: 5 in favor, 6 opposed and 1 abstention. The motion failed.

Toni Carney made a motion to accept the first part of the proposal that includes all the editorial changes, but not the added portion. Barbara Thompson seconded the motion. The vote was as follows: 10 in favor and 1 opposed. The motion passed.

Maryann Anderson suggested that someone needs to initiate a proposal to deal with changes with the drop/add policy. It is recommended that only the registration policy be published.

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

#### **Addition to College Council protocol (Maura Stevenson)**

Maura Stevenson requested that the following wording be added to the College Council protocol on the website, making a beginning section to the protocol guidelines:

#### **Guidelines for Members and Guests of College Council and its Subcommittees**

All are expected to reflect the College's values and ethics; in particular, all are expected to:

- Respect the rights and dignity of others
- Be civil and respectful

Charles Blocksidge made a motion to accept the proposal. Peggy Williams-Betlyn seconded the proposal and the proposal passed unanimously.

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

#### **President's Council**

Maryann Anderson reported that President's Council met March 10<sup>th</sup> and discussed textbook costs, a revision to the travel policy to allow for payment to applicants for positions, working at home using Office 07 and the hiring list.

Regarding Microsoft Office 2007, the College will have 1,137 copies that will be sold in the Campus bookstores. The cost will be \$5 and will be for home use for CCAC business. Initially there will be 337 copies for full-time teaching faculty, librarians and counselors. Employees will be permitted to buy 1 copy only. After the original roll out, the list of those eligible to buy copies will grow.

Regarding the hiring list, Dr. Murphy reviewed all of the positions and made 2 adjustments. He removed the #2 recommendation for a Culinary Arts faculty member at Allegheny and the # 5 recommendation for a DVS faculty member at Allegheny. In a letter to Maryann Anderson dated March 11, 2008, Dr. Murphy provided the following justification for eliminating those 2 positions:

“The Culinary Arts position at Allegheny was rejected due to the high cost of expanding this program by significantly upgrading the instructional facility. We will be withdrawing from the program after serving existing students.”

“The DVS position was not approved. There is compelling evidence that our current efforts are less successful than we would hope. Absent a well developed plan for addressing retention issues more effectively, additional faculty hiring seems inappropriate at this time.”

Added to the list were 2 Ed Tech positions, an Engineering Ed Tech position at South Campus and a DVS Ed Tech position at Boyce. Allegheny Campus is also able to fill a Nursing position

that was approved last year but was not filled. Also, the first and second minority intern positions were approved.

Joanne Jeffcoat commented that this is the first time that Council has gotten feedback regarding the hiring recommendations and she appreciated the time that Dr. Murphy spent in analysis and letting us know his rationale.

Allysen Todd said that it is unfortunate that the two issues she needed to address directly involved her as Dean of Academic Affairs, namely, that she is the facilitating dean college-wide of Culinary Arts and Developmental Studies, because she did not want anyone to misperceive the issues she raises to be of a personal nature. She said this is the first time that we have had a list go through governance and have had positions eliminated rather than re-arranged in terms of priority. She questioned what the process is for program deletion and how the hiring process is tied to a program being eliminated. Dr. Todd said that she had not been consulted about the Culinary Arts Program being eliminated, nor had its department head Joe Hrebenak, that the placement rate in the program is 100 %, so the decision hit her out of the blue.

Regarding the DVS position, Mary Frances Archey said that there is ATD evidence that our current practice in mostly unsuccessful. Of those students taking Math 080, only 14% successfully get to Math 108. Dr Todd asked if that were true, how was the math staffing request granted but not the DVS one. She pointed out that students are dropping out of developmental math courses at a faster rate than those in DVS. She also asked what that had to do with the staffing request. She said that selection factors were utilized that are beyond the governance process. She said she was stunned and that decisions were made that were not in consultation with those involved and she protests the basis on which decisions were made. Dr. Archey added that decisions were made at a time when the College has a \$1.8 million deficit.

Maryann Anderson said that because of the Spring break and Subcommittees not meeting, the March 27<sup>th</sup> meeting of College Council will in all likelihood be cancelled.

There being no further business, the meeting ended at 5:20 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

**College Council Meeting Minutes April 10, 2008**  
**COLLEGE COUNCIL MEETING MINUTES**  
**April 10, 2008**  
**College Office Board Room**

ATTENDANCE

Present	Absent	Guests
Maryann Anderson		Esther Mason
Mary Frances Archey	John Dziak	Anne Louise Dailey
Charles Blocksidge		Maureen Stradley
Joyce Breckenridge		Doralee Brooks
Gail Boyea		Yvonne Burns
Toni Carney		Brenda Trettel
Rod Farkas		Evelyn Kitchens-Stephens
Rita Gallegos		Sandra Mahon
Joanne Jeffcoat		Bonnie Gregg
Charles Martoni		Carla Young
Maura Stevenson		Rebecca Schaupp
Barbara Thompson		
Allysen Todd		
Ping'an Wang		
Stephen Wells		
Margaret Williams-Betlyn		

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM. Mrs. Anderson introduced Chuck Martoni, a new member, to Council.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE MARCH 13<sup>TH</sup>, 2008 MEETING**

Gail Boyea made a motion to approve the minutes of the March 13<sup>th</sup>, 2008 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

**AGENDA ITEM II: SUBCOMMITTEE REPORTS**

**A. RESEARCH AND DEVELOPMENT**

Rod Farkas reported that the Subcommittee met on April 3<sup>rd</sup>. Kevin Smay has not started the research on the math placement testing as of yet.

The results of the voluntary Distance learning peer review survey were discussed: 30 out of 160 (18%) responded.

Of the 30 respondents, 14 are interested in having their internet courses reviewed.

25 out of 29 respondents were interested in exchanging teaching ideas and resources at a Blackboard site exclusively for internet faculty.

A comment was made on one of the responses that distance learning courses taught by tenured faculty are not reviewed. Mary Frances Archey said that student evaluations of adjunct faculty are sent to students by Fran Dice via email. Tenured faculty can request the student evaluations for distance learning classes.

## **B. ACADEMIC PLANNING**

### **Program Review: Phlebotomy**

Joanne Jeffcoat reported that Phlebotomy was originally reviewed in December and 2 items were missing. It is now complete and ready for Council's consideration. Bonnie Gregg presented the review and explained that phlebotomy is simply drawing blood. It is a one semester program of nine credits. There are classes on law and communications; a 1-credit course on blood drawing; a lecture class on the anatomy of the arm; information on OSHA standards, needles, the 16 steps in the blood drawing procedure, and tube specifics; and a 4 week externship. There are no pre-requisites. The job market is fairly good and is increasing. The attrition rate was identified as a weakness, however that is decreasing. In 2002, there was a 60% attrition rate and in 2007, a 5% attrition rate. There are 20 students in the program.

Maura Stevenson noted that the term "demonstrate knowledge" was used in the program objectives. Since it is not measureable, the term generally shouldn't be used.

Joanne Jeffcoat reported that recommendations included a full-time faculty member for the program. All teaching is done by adjuncts. Space is adequate and equipment is purchased through the Perkins grant. This is a high priority program.

Toni Carney made a motion to accept the program review. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

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

Toni Carney commented that the late registration policy appears on the cover of the Credit Schedule for Fall 2008 and circulated a sample copy. If the 2<sup>nd</sup> part of the late registration policy does not come to Academic Standards by April 24<sup>th</sup> then we will have to keep the original wording. Toni Carney mentioned that the proposal for mandatory enrollment in SDS 102 did not pass.

### **Proposal: CCAC's Grievance Procedures for Individuals with Disabilities**

Esther Mason was in attendance to present this proposal which moves us in compliance with federal regulations.

Charlie Blocksidge made a motion to accept the proposal. Steve Wells seconded the proposal and the proposal passed unanimously.

## **D. CURRICULUM**

### **Proposal: Objectives for 21 programs/diplomas/certificates to be added to the program description in the CCAC catalog**

Brenda Trettel and Anne Louise Dailey presented the proposal. This proposal represents very hard work on the part of Social Science faculty across the campuses. All faculty in these programs have approved the objectives.

The advisory board for psychology recommended that the phrase "students should" be used rather than the standard phrase "students will." It was felt that "students will" connotes a

guarantee or a promise. The College attorney was consulted and agreed that the phrase “students should” would be safer and more conservative wording from a liability standpoint.

Maura Stevenson said this was discussed extensively at the Subcommittee, and she questioned if we should change something on the basis of a psychology advisory board. Dr. Stevenson said that “will” is used academically and it appears in every course description. This would require us to change hundreds of course descriptions, and Dr. Stevenson is opposed to changing “will” to “should.”

Dr. Dailey said that program objectives were the only thing changed other than adding “upon successful completion.” Steve Wells noted that for Drug and Alcohol the program description had changed also. It was also noted that the objectives were the same for Teacher’s Assistant Certificate, Teacher’s Assistant Associate of Arts, Teacher Education Associate of Arts, Elementary Education Associate of Arts CCAC and Bachelor of Science IUP. The education faculty felt it was legitimate for their curriculum. It was felt that the objectives should stay the way they are because academic skills are emphasized in education. The objectives can be the same for all 4 programs even though they are for different levels of skills.

Gail Boyea made a motion to accept the proposal. Joanne Jeffcoat seconded the motion.

After discussion it was recommended that the word “should” be removed and replaced with “will.” Additionally all course descriptions should be reviewed to ensure that they are the original, and the one objective for the Drug and Alcohol Program should be broken into two objectives.

Gail Boyea moved to withdraw the motion with a second by Joanne Jeffcoat. Charlie Blocksidge made a motion to table the proposal. Peggy Williams Betlyn seconded the motion and the motion passed 15 in favor and 1 objection.

### **Proposal: Revision of BTC202 Common Course Syllabus**

Allysen Todd presented the proposal which changes the number of lab hours for BTC202. The current syllabus states there are 2 lecture and 4 lab hours, however there are actually 2 lecture and 6 lab hours.

Toni Carney made a motion to accept the proposal. Charles Blocksidge seconded the motion and the motion passed unanimously.

### **Proposal: Revision of SDS110**

Allysen Todd presented the proposal which revises and updates the common course syllabus. Those who have recently taught the course worked on the revision so that it better suits our current needs. The learning outcomes and listed topics were revised and the course title was changed from First Year Seminar to First Year Experience so that it would be less intimidating. The reference to minority students has been deleted because the course is for anyone who needs help.

Evelyn Kitchens-Stephens expressed concern that the revisions would dilute the emphasis on building self esteem and the leadership components that are

important to our minority students. She said that the course is currently unique in that it places the student in the center and looks at the concerns of the community. Council members felt that the concerns were legitimate but were covered in the listed topics. Dr. Todd suggested that if a specific group were identified, we could block a section for them.

Peggy Williams-Betlyn made a motion to accept the proposal. Barbara Thomson seconded the motion and the motion passed with 15 votes in favor and 1 abstention.

### **Proposal: Revision to common course syllabus for MAT193**

Allysen Todd in presenting the proposal explained that at the January meeting of the Math faculty, it was recommended that the current pre-requisite of MAT 090 for MAT 193, Pharmaceutical Math be changed to MAT 080 to better align with the course content. Rita Gallegos made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

### **Proposal: Prerequisite change for DVS101**

Allysen Todd presented the proposal. She explained that for students with Compass Test scores below 72, DVS 060 which is academic strategies and DVS 070 which is college reading are co-requisites which means that they must be taken together.

What presents a problem is when a student fails DVS 060. The next course in the sequence is DVS 101 which is College Reading 2. The current syllabus for DVS 101 requires that students pass DVS 060 and DVS 070 before they take DVS 101. DVS faculty looked at the pre-requisites, realizing that students must then add an additional semester in order to pass DVS 060 before going on the DVS 101. The proposal allows the student to repeat DVS 060 at the same time they are taking DVS 101.

Toni Carney and Steve Wells both expressed concern that the proposal would not work as well as expected. It will cause problems if a student fails DVS 060 again and passes DVS 101. Also at graduation, will the College do an audit and stop students from graduating who have not passed DVS 060?

Chuck Martoni commented that advisors need to be encouraged not to tell students that they do not have to take DVS 060. Gail Boyea said that some students don't want to take 6 credits at the same time because they can't handle it. With DVS 060 and 070 having to be taken at the same time, this removes the option of a lighter load available to students.

Joanne Jeffcoat made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed with 14 in favor and 2 objections.

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

A question was asked regarding the late registration policy for students registering online. The policy stipulates that registration must be completed at 11:00 PM, but if the student presses the send button at 11:03 PM then would they not be able to register? The answer is that students

would be able to register because the 11:00 PM time limit actually gives students an hour's grace period.

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

### **Minor Revisions to Curriculum Forms**

Maura Stevenson expressed concern about Program titles, and about the corresponding CIP numbers. The initiator is better able to assign that correct number under the Classification of Instruction Program. It was agreed that the Initiator should be checking that the title is correct, but that assigning CIP numbers is an administrative function; therefore the proposed forms will be revised slightly.

Maura Stevenson made a motion to accept the revisions to the curriculum forms. Rita Gallegos seconded the motion and the motion passed unanimously.

### **Election of College Council Members**

Maryann Anderson mentioned that AFT members are elected to Council for 2 year terms and the following positions are up at end of this semester:

Allegheny and North - Occupational Technology

Boyce and South - Arts and Sciences

At Large - Counselor

Mrs. Anderson said that she will ask Judy Foster in the AFT office to send out a notice and allow 2 weeks for responses. If there is more than one candidate for a position, that will allow 2 weeks for an election before the end of the semester.

### **President's Council:**

Mrs. Anderson reported that President's Council met April 4<sup>th</sup>. It was a short meeting and was chaired by Mary Frances Archey. The topics discussed included:

- A date change for open enrollment for the medical consortium to which we belong.
- A change in the travel policy to allow for monetary coverage for those applying for administrative positions grade 15 and above, all faculty, counselors and librarians. Coverage would be provided for those who are traveling 150 miles or more and would include a per diem food allowance.
- A process for President's Council minutes to be posted on the website. Approved shared governance initiatives will go into the minutes.
- An update on ATD regarding the focus groups for students in MAT 080 who have the opportunity to participate in supplemental instruction.

There being no further business, the meeting ended at 5:06 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

## College Council Meeting Minutes April 24, 2008

### COLLEGE COUNCIL MEETING MINUTES

April 24, 2008

College Office Board Room

#### ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Joyce Breckenridge	John Ginther
Mary Frances Archey	John Dziak	John Eskridge
Charles Blocksidge	Charles Martoni	Timothy Evans
Gail Boyea		Judy Savolskis
Toni Carney		Rebecca Schaupp
Rod Farkas		Diane Maldonado
Rita Gallegos		
Joanne Jeffcoat		
Maura Stevenson		
Barbara Thompson		
Allysen Todd		
Ping'an Wang		
Stephen Wells		
Margaret Williams-Betlyn		

Maryann Anderson, College Council Chair, called the meeting to order at 2:35 PM.

#### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE APRIL 10<sup>TH</sup>, 2008 MEETING**

Toni Carney made a motion to approve the minutes of the April 10<sup>th</sup>, 2008 meeting of College Council. Maura Stevenson seconded the motion. The minutes were approved as amended.

Maryann Anderson announced a change in the meeting agenda. The Program Reviews for the MRI Scanning Program and the CAT Scanning Program will not be considered at this meeting since the representative could not be present for this meeting. Therefore they will be included in the agenda for the May 8<sup>th</sup> meeting.

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

##### **A. ACADEMIC PLANNING**

Joanne Jeffcoat reported that the Subcommittee met April 17<sup>th</sup> and heard program reviews for 4 programs as well as had a hearing for the program review document itself.

##### **Program Review: MRI Scanning Program (446)**

This has been deferred to the May 8<sup>th</sup> meeting.

##### **Program Review: CAT Scanning Program (445)**

This has been deferred to the May 8<sup>th</sup> meeting.

##### **Program Review: Drug and Alcohol Program (414.1)**

Tim Evans was present to discuss the program review. Joanne Jeffcoat reported that everything was in order. Missing from the packet presented to Council was the actual program measures

report which was an extremely large document. An analysis was given by Dr. Evans, and Joanne Jeffcoat has the entire report if anyone would like to examine it. It was noted that there are no full-time faculty in the Program. Dr. Evans coordinates the Program and is appropriately a Sociology faculty member. The Program is a combination of Sociology and Psychology courses. There is no alpha code for the Program. Within the recommendations, a need for Sociology tutors was identified. Dr. Evans said that he had discussed this with Lori Cunningham, Department Head of Library and Learning Services at Allegheny Campus and she was unable to find a tutor in that area. There was also a recommendation to increase the library holdings for Social Sciences. Peggy Williams-Betlyn asked about the use of the name "Drug and Alcohol" for the Program and asked if there was a more current term. Dr. Evans replied that all programs in the region call their programs Drug and Alcohol. Maura Stevenson commented that the assessment was very well done.

Steve Wells made a motion to accept the Program Review. Rita Gallegos seconded the motion and the motion passed unanimously.

### **Program Review: Occupational Therapy Assistant Program (587)**

Joanne Jeffcoat presented the Program Review. The review was done as a program with special accreditation. The Program was last accredited in 2003, so the information covers five years. However the Program was accredited for the maximum number of years which is 10 years. In the Recommendations Section, faculty and space were deemed to be sufficient. Some equipment as well as current DVDs were listed as desired enhancements to the Program. The review examined trends and tracked students. Currently any student from the Program who wants a job is able to secure one easily.

Peggy Williams-Betlyn made a motion to accept the Program Review. Gail Boyea seconded the motion and the motion passed unanimously.

### **Proposal: Revision of Program/Discipline Review Document**

Diane Maldonado and Mary Frances Archey presented the revised review document. Both the former Program/Discipline Review document and the proposed version were distributed. Dr Archey reviewed seven conceptual changes. They include:

- Remove the redundant time table so it isn't as confusing.
- The reference to special accreditation was changed to external accreditation.
- Major changes and elaborations of the General Education Goals section.
- Employment opportunities are now a separate section.
- Appendix A has been revised so that it no longer lists programs to be reviewed on the five-year cycle but refers to the website which is always current.
- The addition of Library resources as a separate entity.
- An emphasis that program review is not a class by class review.

Diane Maldonado emphasized several points which include:

- Standardization of the objectives statement in the format "Upon successful completion of the program/discipline, students will..."

- A determination that students who earn an Associate's Degree have proficiency comparable to the first two years of a baccalaureate degree in several general education areas.
- Appendix E is clarified and includes more instructions.
- Appendix H is a new template and is used to relate Course Outcomes to General Education Student Behaviors.
- Appendix I is also new and is to be used for assessment results. This form is to record direct and indirect measures of results, objectives achieved, strengths and weaknesses, and actions to be taken.

Maura Stevenson made a motion to accept the proposal. Rod Farkas seconded the motion and the motion passed unanimously.

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

Toni Carney reported that the Subcommittee did not meet, however at the next Subcommittee meeting there will be 3 proposals presented.

Barbara Thompson questioned rewrites of sections of the Student Handbook and asked if the rewrites and corrections should go through governance. The consensus was that they do not have to be presented as proposals as long as there are no policy changes.

Mrs. Carney said that she, Renee Clark, Sue Kelly and Fran Dice meet during the summer to ensure that the changes for the Student Handbook that have been approved by Council have been included. The summer is also the time when editorial changes should be done, however no one is taking responsibility for making sure that the updates are being completed. Each section of the Handbook used to be sent out to the appropriate person or department to verify that the information was still accurate. Mrs. Carney said that should be reinstated. Toni Carney on behalf of College Council will request that Dr. Hayman's department designate who should direct this.

## **C. CURRICULUM**

### **Proposal: Revision and Deletions in the Philosophy Curriculum**

Allysen Todd and John Eskridge presented the proposal which updates the Philosophy curriculum. These revisions and deletions were made as a result of the Philosophy Curriculum Review. PHL 101, 103, 105, 111, 155, 157 and 205 were revised. Course descriptions, learning outcomes and listed topics were changed as appropriate. These courses have not been revised in 15 to 20 years.

Additionally the following 6 courses which have not been offered in many years are recommended for deletion: PHL 104, 107, 108, 201, 203 and 204. In searching the College website to determine if any of the courses are part of any programs, faculty in these programs were alerted that when the Programs are reviewed that these courses will have to be deleted.

The Africana and Ethnic Studies Transfer Program was impacted by the deletion of PHL 104, Comparative Religions, however the new degree program will include Religions of the World instead.

Gail Boyea made a motion to accept the proposal. Ping'an Wang seconded the motion and the motion passed unanimously.

**Proposal: CIT Program Description Changes and Prerequisite**

Rod Farkas presented the proposal which revises objectives, outcomes and descriptions to comply with current College formats and requirements for measurability. The use of the words "demonstrates" and "understand" need to be corrected and this will be considered by the CIT faculty.

Maura Stevenson made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

**Proposal: Objectives for 13 Programs/Certificates to be added to the Program description in the CCAC Catalog**

Becky Schaupp presented the proposal which included the addition of learning objectives, changing some of the descriptions, changing the word "graduate" to "student," used the standard format "Upon successful completion of the program student s will," changed "Students will be able" to "Students will," removed the word "demonstrate," and removed 2<sup>nd</sup> person pronouns.

Toni Carney made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

**Proposal: Deletion of Mechanical Electronics Technology Associate Program (710), Mechanical Maintenance Technology Associate Program (712) and Motor Winding Technology Associate Program (714)**

Becky Schaupp presented this proposal which deletes these programs with low or no enrollment. These programs which were developed for specific companies are no longer valid for industry needs. Certain courses which are used in other programs will remain.

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

**Proposal: Welding Technology Associate Program (316.1) Revision**

Rebecca Shaupp explained that the revision of this program was delayed until a new faculty member had been hired. John Ginther, who is the newly hired faculty presented the proposal. He commented that he wanted to up-date the program so that it is aligned with industry trends, to include new courses that provide state of the art training, and to delete courses that no longer meet market needs.

The Program has been revised so that at the end of the first semester, students have marketable job skills. The Program in this form couldn't be offered at Neville Island, but can at West Hills

Center because there are more available machines. Students may receive flux course certification in the 2<sup>nd</sup> semester. In the 3<sup>rd</sup> and 4<sup>th</sup> semesters, students may receive their pipe welding certification. There can be a maximum of 16 day students in the first semester and another 16 students taking the night program which takes one year. There are females in the Program.

Graduates start at \$12 to \$13 per hour. Those working in union shops make \$17 to \$18 per hour. Those with Associate Degrees can start off as advanced welders with the steam fitters making \$20 to \$22 per hour.

Charlie Blocksidge made a motion to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

### **Proposal: Welding Technology Certificate Program (317.2) Revision**

The proposal updates program descriptions. Credit may be awarded to Vocational-Technical students for courses completed in high school. They may be awarded 6 credits if they enter the Program with certification.

Charlie Blocksidge made a motion to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

### **Proposal: Sheet Metal Apprenticeship Certificate**

Judy Savolskis reported that the College has been looking at all of the union programs. The Sheet Metal Workers wanted to meet with us because they wanted the program updated since it hadn't been reviewed since 1983. The Sheet Metal Workers have a very well defined training program. The program was significantly revised, deleting existing courses and developing new courses.

Rita Gallegos made a motion to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

### **Proposal: Sheet Metal Apprenticeship Associate Degree**

In the Fall Judy Savolskis worked with the National Labor College - George Meany Campus in Washington DC to develop an articulation agreement. As a result, the College will accept 60 credits from CCAC and ask students to complete a portfolio for extra credits up to a maximum of 90 credits. Students go to Washington DC for a week and then do the remainder of the course work online. They do return to Washington for testing. Union members are charged \$100 per credit, and non-union members pay \$1,000 per credit. This degree is valuable for those who want to become foremen, supervisors or team leaders. A degree better positions them for those jobs.

The Sheet Metal Workers indicated that they want to encourage their apprentices to complete the Certificate Program and to also complete the Associates Degree Program. They initially will strongly recommend that apprentices work on the Associates Degree, which adds 15 additional credits, but they will not require it. The program graduates 35 to 40 apprentices a year.

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

**Proposal: Objectives for 21 programs/diplomas/certificates to be added to the program descriptions in the CCAC catalog (tabled 4/10/08)**

This proposal which had been tabled at the last meeting of Council was presented with the corrections made that Council had requested. These included keeping course descriptions the same, all “should’s” and “will’s” have been adjusted, and the one Drug and Alcohol objective has been split.

Steve Wells made a motion to un-table the proposal. Maura Stevenson seconded the motion and the motion to un-table was unanimous.

Ping’an Wang made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

**D. RESEARCH AND DEVELOPMENT**

**Report: “Research and Development Committee Annual Review of College Practices in Distance Education”**

Rod Farkas distributed a draft of this report which was completed by Ross Donahue. The Subcommittee is required by AFT contract to complete an annual review. Mr. Farkas asked Council members to review the document and to suggest changes. At the next meeting Mr. Farkas will also report on Research and Development activities.

**AGENDA ITEM III: UNFINISHED BUSINESS**

Maryann Anderson reported that faculty have been volunteering for the open positions on College Council. North Campus is seeking a candidate from Occupational Technologies and there will be an election for the South Campus Arts and Sciences opening.

**AGENDA ITEM IV: NEW BUSINESS**

**President’s Council**

Maryann Anderson reported that President’s Council met on April 21<sup>st</sup>. The only topic was a report on capital outlay for 2008-09 given by Joyce Breckenridge. The report included:

- Uses of funding
- Construction of the Science Center
- Renovations at the West Hills Center
- Moveable equipment purchases
- Other renovations

**Next Meeting**

May 8<sup>th</sup> will be the last meeting of the academic year. The meeting will start at noon and Mary Frances Archey will supply lunch.

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

Respectfully submitted,

Barbara Thompson

College Council Secretary

**College Council Meeting Minutes May 8, 2008**  
**COLLEGE COUNCIL MEETING MINUTES**  
**May 8, 2008**  
**College Office Board Room**

**ATTENDANCE**

<b>Present</b>	<b>Absent</b>	<b>Guests</b>
Maryann Anderson	Charles Blocksidge	John Eskridge
Mary Frances Archey	Joyce Breckenridge	Rebecca Schaupp
Gail Boyea	Allysen Todd	Rick Allison
Toni Carney		Judy Savolskis
John Dziak		Richard Carney
Rod Farkas		Ralph Proctor
Rita Gallegos		Art Miller
Joanne Jeffcoat		
Charles Martoni		
Maura Stevenson		
Barbara Thompson		
Ping'an Wang		
Stephen Wells		
Margaret Williams-Betlyn		

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

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE  
APRIL 24<sup>TH</sup>, 2008 MEETING**

Maura Stevenson made a motion to approve the minutes of the April 24<sup>th</sup>, 2008 meeting of College Council. Joanne Jeffcoat seconded the motion. The minutes were approved as amended. Maryann Anderson reminded Council members that minutes will be emailed and approved electronically.

Mrs. Anderson also mentioned that Brenda Trettel pointed out an error that Council had missed in the minutes of the April 10, 2008 meeting. Barbara Thompson will correct the minutes so they read, "The College attorney was consulted and agreed that the phrase 'students should' would be safer and more conservative wording from a liability standpoint than 'students will'."

**AGENDA ITEM II: SUBCOMMITTEE REPORTS**

**A. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

**Proposal: Modification of Course Add Policy**

Toni Carney reported that Council had approved only the course registration deadline portion of the Course Add Policy and that Rick Allison had written the policy and taken it through Academic Standards.

From what was submitted to Academic Standards, there was a small revision that was made for the sake of clarity regarding the Instructor's approval.

The proposed Course Add Policy is:

### **Course Add Deadline**

Students who register and pay for credit courses before the start date of the **term** may add courses during the first week of the **term**. For courses 10 weeks in length or less, courses may be added during the first two days of the **course term**. If the class to be added has met, the instructor's approval is required.

This new process will be more labor intensive for Registration staff as they determine the timing of when students paid and if the added course has met. Rick Allison will follow through with the Systems staff to determine if the process for registration can be streamlined. Mary Frances Archey applauded Rick Allison for taking on this project which was a special request from Dr. Mike Murphy.

Gail Boyea made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

### **Proposal: Adjustment to Financial Aid Appeal Guidelines**

Mary Lou Kennedy presented the proposal. She explained that normally Financial Aid follows federal guidelines. As federal guidelines change Financial Aid changes and they do so without taking the new guidelines through governance. However, this change was important enough to do so.

Federal guidelines say that students may complete an academic program with 150% of courses necessary to graduate. Therefore a student may take 90 credits in order to get 60 credits to graduate. The proposal removes the following from the Financial Aid Appeal Form: "Courses may be repeated only once to be counted toward making satisfactory academic progress. Students will not receive financial aid for course attempted more than twice." The proposal further adds the following phrase to the policy: "and in accordance with the CCAC's academic policies as published in the CCAC Student Handbook."

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

### **Proposal: Addition to Student Code of Behavioral Conduct-Use of College Resources to view Pornography**

Barbara Thompson presented the proposal which provides language regarding the prohibition of using College computers to display offensive and obscene websites. The language parallels that which applies to College employees. Mary Lou Kennedy, co-initiator of the proposal, said that students have lost their computer privileges for behavior such as this and it will be nice to have language to back up those actions.

It was reported that a faculty member on the Academic Standards/Student Affairs Subcommittee expressed concern that some students enrolled in social science courses might be completing research that could appear to be pornography, i.e., for a Human Sexuality course. These students might be seen as violating this policy and perhaps be treated unfairly. The Subcommittee discussed this issue and decided that college personnel would certainly investigate such findings before charging the student with a violation of the policy.

Rita Gallegos made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

### **Discussion of Summer Course Restriction Policy**

Toni Carney brought to Council a question that was posed at a recent meeting of the Deans. The question is how many credits may a student take during a summer session. According to the catalog, there is an 18 credit restriction per term with no distinction made for summer. Currently students are flagged at 18 credits for each of the Summer sessions which means a student could complete 36 credits during the summer. Mrs. Carney wondered if it was necessary for the process to go through governance. The consensus was that it should go through governance. Mary Lou Kennedy and Allyson Todd will work on this and present it to Academic Affairs in the Fall.

### **Service for Drug Testing Students Using**

Toni Carney brought an additional issue before Council.

Many clinical sites are requiring drug testing and criminal record testing. It is very difficult for the secretaries to keep track of all of these results. There is a service that can handle the drug tests and criminal records at a cost of \$79 per student. Joanne Jeffcoat said her students pay \$150 to \$200; therefore \$79 is very reasonable. This can be used for nursing students, allied health students, casino workers and child care workers, among others.

Peggy Williams-Betlyn made a motion that College Council endorses using an outside agency to administer drug tests, criminal record checks and possibly finger printing for the appropriate programs. Chuck Martoni seconded the motion and the motion passed unanimously.

## **B. CURRICULUM**

### **Proposal: Name Change of Program from “Africana and Ethnic Studies” to “Ethnic and Diversity Studies”**

Rich Carney presented the proposal with Ralph Proctor in attendance. Mr. Carney said that the idea came from Dr. Proctor because a name change will reflect a broader field of study.

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

### **Proposal: Changes in Curriculum Requirements for the Associate of Science Degree and Certificate for Ethnic and Diversity Studies**

Richard Carney explained that new courses were authored by Rick Adams, Gerald Ferguson and Audrey Smith. Courses which were not popular were eliminated. They kept some courses as electives and replaced them with new courses. They added Introduction to Sociology and Introduction to Politics and Government to better reflect what might benefit students in the program.

Chuck Martoni made a motion to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

**Proposal: Proposal: Addition of Seven (7) New Courses to include: ETH-113-Introduction to Black Women and Leadership; ETH-121-Current Issues in Ethnic and Diversity Studies; ETH-122-Race and Ethnic Relations in the Global Economy; ETH-123-The Politics of Race, Ethnicity, and National Identity; ETH-202-Introduction to Music in Africa and the Diaspora; ETH-205-Latino Cultural Studies; and ETH-206 Asian-American Studies**

The proposal adds new and innovative courses to the Program. There are no majors in the Program now and these courses should prove to be more interesting. Ralph Proctor reported that he visited Pittsburgh area colleges and universities to see how the courses would transfer.

Steve Wells noted that topics on pages 9 and 11 of the proposal are in question form and page 17 lists topics starting with a verb. He said the outcomes were well written, and the catalog course descriptions were laudable. Richard Carney will go through the proposal, make the necessary adjustments before forwarding the proposal to Maryann Anderson. Mrs. Anderson said that if the proposal passes, it does so with the understanding that all of the discussed changes will be made.

Chuck Martoni made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

**Proposal: Revision of the Name and Content of the Current Course: ETH-101-Introduction to “Africana and Ethnic Studies to ETH-101-“Ethnic and Diversity Studies”**

Because the name of the Program has been approved by Council to be changed, the name of the introductory course should be changed as well. It was noted that page 4 is missing the phrase, “Upon successful completion...”

Ping’an Wang made a motion to accept the proposal. Chuck Martoni seconded the motion and the motion passed unanimously.

**Proposal: Deletion of one (1) course, ETH-216-Introduction to Africa (A Field Trip), from the Existing Program**

The course which is a field trip to Africa, is cost prohibitive for students therefore it has never run. The proposal requests that the course be deleted.

Rita Gallegos made a motion to accept the proposal. Chuck Martoni seconded the motion and the motion passed unanimously.

**Proposal: Updating Course Syllabi for the Heating and Air Conditioning Program (313.1) and the Heating and Air Conditioning Certificate Program (312.1)**

Art Miller presented the proposal. He has updated the course syllabi to reflect a green orientation. He has been teaching green related topics for quite awhile, but they are not reflected in the courses. Industry conferences are all including green themes. Grants may be available because of a green orientation as well. Peggy Williams-Betlyn said this was a work force initiative that she initiated then she discovered that Art Miller had this in his program and just wasn't advertising it.

Mr. Miller also noted a change in the term "preventive maintenance" which is no longer used in the industry because it implies a guarantee that something will not break. "Planned maintenance" is used instead.

Steve Wells noted that verbs appear in topics on page 4 and page 7 which need to be corrected.

Gail Boyea made a motion to accept the proposal pending corrections. Peggy Williams-Betlyn seconded the motion and the motion passed unanimously.

**Proposal: Deletion of Sign Language Courses not in the American Sign Language Certificate Program (912.1)**

Becky Schaupp presented the proposal. Concern was expressed by the advisory committee about deleting these courses. Dr. Schaupp said she explained that her task was to clear from the catalog, courses that we don't offer because of low enrollment. She met with Dan Cook and Kevin Cronin, the coordinator for the program and showed them the chart on page 2A of the proposal indicating courses offered and the enrollment. Even if they wanted to offer the courses, it has been years since they have run and would need to be updated. American Sign Language 1 and 2 can be used as foreign language requirements and transfer to the University of Pittsburgh. The courses can also be used in the Child and Family Studies Program. We still have the certificate as well as other courses, but these are outside the Certificate Program.

Toni Carney made a motion to accept the proposal. Chuck Martoni seconded the motion and the motion passed unanimously.

**Proposal: Revise Stationary Operating Engineer (731) and Stationary Engineer (730) Programs**

Maura Stevenson explained that this proposal presented by Rebecca Schaupp revises the wording in the catalog description and makes the term "Stationary Operating Engineer" consistent in both the Associate and Certificate Programs. The proposal also specifies Introduction to Computers rather than computer elective. It was pointed out that on page 12 the term "Upon successful completion" was made into a bullet point. Dr. Schaupp thanked Katherine Kersten for all of her assistance with the many proposals that she has brought forward.

Barbara Thompson made a motion to accept the proposal. Gail Boyea seconded the motion and the motion passed unanimously.

## **Proposal: Updating Course Syllabi for the Welding Technology Associate (316.1) and Welding Certificate Technology (317.2) Programs**

This proposal presented by Rebecca Schaupp updates the course syllabi with revised course descriptions, measurable learning outcomes, listed topics and industry standards reflected. Dr. Schaupp said a global search identified 10 courses that are used in other programs. All changes in this proposal have been approved by the affected areas.

Gail Boyea made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

### **Changing forms to MS Word form**

Maryann Anderson pointed out that the curriculum forms on the website could be made more user-friendly so that an initiator would enter all information directly onto the form on the website. Rick Allison has agreed to alter the forms to do this. Users will be able to type right into the boxes and the boxes will accommodate all lengths of typing

Maura Stevenson made a motion to have Rick Allison put the forms into protected format. Steve Wells seconded the motion and the motion passed unanimously.

## **C. RESEARCH AND DEVELOPMENT**

### **Distance Learning Report**

Rod Farkas presented the Distance Learning annual report compiled by Ross Donahue.

There are several recommendations such as the need for technical support during evenings and weekends, but the recommendations need to be separated out rather than buried in text. Steve Wells pointed out there are several areas in the report that assume that the Collective Bargaining Agreement will be changed during negotiations. He added that the report should be reflecting what has happened this past year not commenting on what will happen in the future. Council acknowledged that we received the report but prefers not to act upon it because there are several revisions that are needed. The report was referred back to Research and Development for reconsideration in the Fall.

### **R & D Report**

Rod Farkas also presented the Research and Development Annual Report. The report included a summary sheet of what will be carried over to the next year. They include:

1. The ATD (Math testing placement research plan)
2. Blackboard – Datatel integration (post update)
3. SSO for DL via Blackboard estimated to be completed October 2008

## **D. ACADEMIC PLANNING**

**Program Review: Pharmacy Technician (518 AS Degree), (418 Certificate)**

Rick Allison presented the program review. He said the program has just completed their accreditation visit. The Team made some recommendations and cited the program for some minor things which can be easily corrected. He said the program is strong, but could be stronger with more recruitment. The program, offered at South Campus, suffers from never having had a full time pharmacy faculty member to act as coordinator. The program normally includes about 15 students, but that number could be easily doubled. The market needs our graduates. It is not an Act 46 program but could be. Graduates make \$12 to \$13 per hour. Rick Allison will request a full time faculty member next year through Academic Planning. Dean Allison thanked Jane Coughanour for her work on the program review.

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

### **Discipline Review: Philosophy**

Joanne Jeffcoat reported that at the Subcommittee level, there were a few things that were initially missing that are now included. John Eskridge presented the discipline review. The external reviewer's report appears on the last page of the review. All comments are very favorable. Because this is not a program, there are no weaknesses and strengths listed. Chuck Martoni made a motion to accept the discipline review. Steve Wells seconded the motion and the motion passed unanimously.

### **Program Review: Electronic Engineering Technology (300), Basic Electronics Certificate (299), Engineering Technology (094)**

Joanne Jeffcoat reported that everything was in order in this review. Becky Schaupp noted that the program suffers from outdated equipment. The much needed full time educational technician for labs has been approved. There are often people from other programs who are taking a course or two from the program. Currently Engineering is sharing space with horticulture and housekeeping and the faculty feels the equipment is too valuable for that to continue. She reported that the Basic Electronic Certificate can be offered totally online. Rod Farkas made a motion to accept the program review. Gail Boyea seconded the motion and the motion passed unanimously.

### **Program Review: MRI Scanning Program (446)**

The Program began about 1996. Students in this program are already working in the field as a radiologic technician, a nuclear medicine technician, or a radiologic therapy technician at a hospital. There is no accreditation process for this program because there is no accrediting body. The program has been running alternately between the Boyce Campus and Allegheny Campus and is fairly popular. There is a cut-off at 15 students. Because of a request from Jefferson Regional Medical Center, the Program may run at South Campus also. Students practice on the equipment at their work site. The College could never afford the hugely expensive equipment needed for clinical practice.

Steve Wells made a motion to accept the program review. Maura Stevenson seconded the motion and the motion passed unanimously.

### **Program Review: CAT Scanning Program (445)**

The same comments for the MRI Scanning Program apply to this program.

Chuck Martoni made a motion to accept the program review. Gail Boyea seconded the motion and the motion passed unanimously.

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

Toni Carney on behalf of Council requested that Dr. Hayman designate someone from the Student Services area to oversee updating the entire Student Handbook. Dr. Haymon agreed.

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

#### **Summary**

Maryann Anderson prepared a summary of what Council has accomplished this year. There were 49 initiatives that were approved by Council as of our last meeting, passed on to the President, and approved at that level. She said that Council has done a lot of work and she thanked everyone for their participation and hard work

#### **College Council faculty members for 2008-2009**

Maryann Anderson recognized the work of Rod Farkas who is retiring from Council. He will be replaced by Carl Francolino.

Certificates will be mailed out in appreciation of the work done by Council members.

#### **President's Council**

President's Council met May 5<sup>th</sup>. They discussed College Council proposals and updating of the Student Handbook.

Mrs. Anderson noted that Toni Carney will be the commencement speaker.

There being no further business, the meeting ended at 3:55 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary