

College Council Meeting Minutes August 28, 2008
COLLEGE COUNCIL MEETING MINUTES
Aug. 28, 2008
College Office Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Joyce Breckenridge	
Maryann Anderson	Yvonne Burns	
Mary Frances Archey	Barbara Thompson	
Gail Boyea		
Toni Carney		
John Dziak		
Rita Gallegos		
Carl Francolino		
Donna Imhoff		
Joanne Jeffcoat		
Charles Martoni		
Maura Stevenson		
Ping Wang		
Stephen Wells		

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

AGENDA ITEM I: WELCOME AND INTRODUCTIONS

Mrs. Anderson welcomed members back to College Council and warmly welcomed the new members to Council. They are Rick Allison, Yvonne Burns, Carl Francolino and Donna Imhoff.

AGENDA ITEM II: ELECTION OF FACULTY MEMBERS ON COLLEGE COUNCIL TO THE FOLLOWING POSITIONS

The following faculty members were elected to the College Council Subcommittee positions:

Chair: Maryann Anderson

Secretary: Barbara Thompson

Curriculum: Will meet the 1st and 3rd Thursdays at 2:00 PM

Chair: Maura Stevenson

Secretary: Rita Gallegos

Academic Standards and Student Affairs: Will meet the 1st and 3rd Thursdays at 2:30 pm

Chair: Toni Carney

Secretary: Gail Boyea

Academic Planning: Will meet the 1st and 3rd Thursdays at 2:30 pm

Chair: Joanne Jeffcoat
Secretary: Stephen Wells

Assessment and Research: Will meet the 1st and 3rd Thursdays at 2:30 pm
Chair: Ping Wang
Secretary: Carl Francolino

AGENDA ITEM III: RESPONSIBILITIES OF THE SUB-COMMITTEES

Maryann Anderson distributed copies of Article XXVIII, Governance of the CBA that describes the duties and responsibilities of all the subcommittees.

Mrs. Anderson reviewed the duties of Curriculum and asked Maura Stevenson and Rita Gallegos if they were comfortable with the duties.

Mrs. Anderson reviewed the duties of Academic Standards and Student Affairs and asked Toni Carney and Gail Boyea if they were comfortable with the duties.

After reviewing the duties of Academic Planning, Mrs. Anderson asked Joanne Jeffcoat and Stephen Wells if they were comfortable with the duties. Maura Stevenson commented that the Academic Planning Committee should have an easier time this year because programs for special accreditation must submit program assessment results with their program review documents. In the past, these programs could choose whether to submit program assessment results.

Assessment and Research has replaced Research and Development in this contract and Mrs. Anderson reviewed the duties. She then asked Ping Wang and Carl Francolino if they were comfortable with the duties. Toni Carney asked if item 6 under the Assessment and Research Sub-Committee duties ("6. Responsible for reviewing course and program assessment processes.") refers to programs outside of the Academic Division, for example the Student Services Programs? Mary Francis Archey answered in the affirmative.

It was suggested that the procedure of staggering subcommittee meetings and having them all at College Office be carried over from last year. College Council does this to accommodate the schedule of those who may need to attend more than one committee meeting.

AGENDA ITEM IV: COLLEGE COUNCIL PROTOCOL

Maryann Anderson distributed the "College Council Protocol" procedures that are posted to the web site. She requested that council and subcommittees members be respectful of guests and other members during council and subcommittee meetings.

AGENDA ITEM V: COLLEGE COUNCIL CALENDAR

Maryann Anderson distributed the schedule for the college council 2008-2009 meetings which will all be held at College Office at 2:30 p.m. The final meeting of May 7, 2009 is actually the 1st Thursday in May, but there are five Thursdays in April, so this will allow for final subcommittee meetings on Thursday, April 30, 2009.

AGENDA ITEM VI: PRESIDENT'S COUNCIL

Maryann Anderson reported on President's Council which met for the first time this year on August 18, 2008. This meeting was a meet and greet meeting to introduce new President Alex Johnson. Dr. Johnson outlined the strategic goals for CCAC for the 2008-2009 school year. Maryann Anderson asked College Council members to please relay anything to her that they feel needs to be brought up at the President's Council meetings. The President's Council will meet on the third Monday of each month.

AGENDA ITEM VII: NEW BUSINESS

Mary Frances Archey reminded council members that per the new contract, that each campus is required to have an open meeting of its constituent groups to provide another source of input to College Council. She requested that campuses have these meetings sooner rather than later in the semester, so that the College Council would have time to address any issues that arise. The next meeting of College Council is scheduled for Sept, 11th 2008.

There being no further business, Maryann Anderson thanked members for their service and the meeting ended at 3:10 PM.

Respectfully submitted,

Gail Boyea, Acting College Council Secretary

Revised by Barbara Thompson, College Council Secretary

College Council Meeting Minutes September 11, 2008

COLLEGE COUNCIL MEETING MINUTES

Sept. 11, 2008

College Office Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Joyce Breckenridge	Alex Johnson
Maryann Anderson	Yvonne Burns	Judy Savolskis
Mary Frances Archey	John Dziak	
Gail Boyea	Barbara Thompson	
Toni Carney		
Rita Gallegos		
Carl Francolino		
Donna Imhoff		
Joanne Jeffcoat		
Charles Martoni		
Maura Stevenson		
Ping Wang		
Stephen Wells		

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE AUG 28TH, 2008 MEETING

Toni Carney made a motion to approve the minutes of the August 28, 2008 meeting of College Council. Joanne Jeffcoat seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS A. CURRICULUM

Proposal: Heavy Equipment Operating Engineers Certificate Program

Judy Savolskis was in attendance to present the proposal. Mrs. Savolskis informed Council that CCAC has partnered with many Unions to help provide additional documentation and credentials for their members. This proposal will allow CCAC to partner with the International Union of Operating Engineers, Local No. 66. Local No. 66 represents over 7,000 members in Western Pennsylvania and Ohio. These members work in the field for contractors, private businesses and municipalities. This proposal was made in order to provide the apprentices of Local No. 66 with additional documentation and credentials via a credit certificate program. This occupation is on the State's High Priority Occupation List, which is an indication that there are jobs in the region for people with these skill sets. Judy Savolskis and Gretchen Mullin worked with the Union Officials to develop learning outcomes and objectives for the apprenticeship program. Rick Allison suggested deleting 45 as the number of academic credits required, to allow for future changes in the program and one sentence was modified for clarification. A motion to accept the

proposal as amended was made by Rita Gallegos and Steve Wells seconded the motion. The amended motion was passed unanimously.

Maura Stevenson reported that the Curriculum Sub-Committee has retained the same faculty members as last year, but the administrative assignments were changed. If there is still interest, they could have additional members, but the Sub-Committee has adequate representation at this time.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported the first meeting of the Academic Standards and Student Affairs Sub-Committee would be on Thursday, September 18 at 2:30 PM at College Office. There is still one position available on this sub-committee. The Academic Standards and Student Affairs Committee has yet to receive any proposals this year.

C. ACADEMIC PLANNING

Joanne Jeffcoat reported that the Academic Planning Sub-Committee did not meet last week. She received one inquiry about the committee from a full-time faculty member and two inquiries from adjunct faculty. The Academic Planning Sub-Committee's next meeting will include a program review and the academic calendar. Fran Dice will be meeting with the sub-committee.

D. ASSESSMENT AND RESEARCH

Ping Wang received six inquiries concerning the Assessment and Research Sub-Committee. Three inquiries were from adjunct faculty and three were from full-time faculty. One full-time faculty member had scheduling problems, so the committee now has two new faculty members. The first meeting of the Assessment and Research Sub-Committee will be next Thursday, September 18 at College Office.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business to address.

AGENDA ITEM IV: NEW BUSINESS

Interactive Curriculum Forms

At the end of the last academic year, Rick Allison graciously volunteered to revise the Proposal Submission Forms so they are interactive online and cannot be altered. In order to fill out the forms, one just tabs around the form and the information appears in bold letters underlined. The forms can go on for 100 pages and can grow further if necessary.

Four forms were approved by Council. Chuck Martoni made a motion to accept four of the proposed forms. Donna Imhoff seconded the motion. As there was no consensus on the acceptance of the remaining forms, it was decided to table those forms to the next meeting. Mr. Allison will revise the tabled forms according to Council's recommendations and send the forms to Council members for their review.

On the Proposal Submission form, a line is to be added for the Campus President. On the Credit Course Syllabus form, the heading for campus is eliminated. On the New Program Proposal form B-2 the campus heading is added. The revised date of 2008 is to be added to each form.

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

Respectfully submitted,

Gail Boyea

Edited by Barbara Thompson

College Council Secretary

College Council Meeting Minutes October 9, 2008

COLLEGE COUNCIL MEETING MINUTES

Oct. 9, 2008

College Office Board Room

ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Richard Allison	Deborah Conway
Mary Frances Archey	Donna Imhoff	Debra McCluskey
Gail Boyea	Charles Martoni	Tanya Sander-Marks
Joyce Breckenridge		
Yvonne Burns		
Toni Carney		
John Dziak		
Rita Gallegos		
Carl Francolino		
Joanne Jeffcoat		
Maura Stevenson		
Barbara Thompson		
Ping Wang		
Stephen Wells		

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE SEPT. 11TH, 2008 MEETING

Steve Wells made a motion to approve the minutes of the Sept. 11th, 2008 meeting of College Council. Ping Wang seconded the motion. The minutes were approved as written. Barbara Thompson thanked Gail Boyea for her work taking minutes during her absence.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported that the Subcommittee met Sept. 18th. No proposals were submitted and none are on the horizon. There is a full compliment of members with 6 faculty members and 4 administrators. At their first meeting, Mrs. Carney introduced those members who are new to the Subcommittee and reviewed procedures.

Mrs. Carney expressed concern over 2 policies that are causing confusion and are being applied differently from campus to campus. The first involves the handling of "D" and "F" grades and the ability to retake the courses. Only "D" and "F" courses can be repeated so that students are not taking "C" and "B" grade courses repeatedly until the student receives the grade desired. The exception to this is courses taken more than 10 years ago that are needed for specific programs. This exception was meant mainly for the Nursing Program but is incorrectly being applied elsewhere. It was suggested that we need a list of the accepted exceptions from Fran Dice.

The other policy causing confusion involves students from another universities registering for classes with prerequisites. If a student has a letter from an advisor from their home university then they can skip the prerequisite and take the course. This proposal failed at Council because it was felt to be harsher to our own students than to those from the outside. However, this is allowed at some campuses.

It was suggested that Dr. Archey inform Registration staff of the clarifications as well as the Deans to bring this up at the Department Head meetings.

B. ACADEMIC PLANNING

Program Review: Social Work Program

Joanne Jeffcoat introduced the Program Review of the Social Work Program and said that everything was in order. The Program Review was then presented by Deborah Conway.

Mrs. Conway reported that the Social Work Program is one of the smallest of CCAC's programs. Within the Program, the College offers an Associates Degree as well as a Certificate. There is 1 faculty member at Allegheny and Mrs. Conway who is a faculty member at South Campus devotes ½ of her time to the Program. Social Work is now also offered at Boyce Campus.

Mrs. Conway said that the Program attracts a unique population. Many of them have been in the system on the receiving end of social services and now want to help others. Some graduates go on to transfer to the University of Pittsburgh and Carlow, among other institutions. The number of transfer students is not tracked but it is in the neighborhood of 1/3 of the students. Several students are in a Master's Program. The Social Work Technician Program is the best for transferring students.

Associate degree students often get jobs from where they have done their practicum, such as nursing homes, mental health and mental retardation agencies, etc. Assessment results show the students have done well.

Three courses need to be eliminated because of low enrollment. These include SOW 105, Basic Concepts of Mental Retardation; SOW 107, Mental Health/Mental Retardation Perspectives/Programs; and SOW 111, Home/Health Management.

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

C. ASSESSMENT AND RESEARCH

Ping Wang reported that the Subcommittee met for their second meeting of the semester on Oct. 2nd. At the meeting, Mary Kay Quinlan introduced assessment in general.

Distance Learning is being reviewed for last year. The Subcommittee has changed the format and is focusing on achievements and recommendations. Mr. Wang should have the final version at the next meeting of Council.

D. CURRICULUM

Proposal: Adding of CHM objectives to CHM program description (035) to comply with College Policy and editing lab hours for CHM 151 and CHM 152 course syllabi

Maura Stevenson reported that the proposal was heard at Curriculum. The lab hours for CHM 151 and 152 were incorrect. In this proposal, the hours have been changed to clock hours for the purpose of clarity.

Mary Frances Archey who presented the proposal pointed out that objectives were added for CHM 035.

Toni Carney said that there are courses within the math/science disciplines that are listed as requirements for the program that rarely run. This makes it difficult, if not impossible to graduate a student from all of the campuses listed for that major in the catalog. She gave the following examples:

MAT 250 (Calculus 3) has been running at Allegheny and Boyce (not so frequently). The course has been on the books periodically at South Campus but has not actually had enough students to run since before 2000.

PHY 223 (Physics for Science and Engineering 3) has not run at Boyce since FS02 with 4 students enrolled, has not run at South since before 2000, and runs at Allegheny only during the first summer sessions with FS08 being cancelled and FS07 being run with 6 students.

Dr. Archey said that next year we will start reviewing courses and removing those that never run.

Toni Carney suggested that those programs listed as “Transfer Programs” attach a reminder for students to consult with their intended transfer institution to avoid taking non-transferable courses. Dr Archey asked that Academic Standards and Student Affairs draft a statement for the catalog regarding transfer programs.

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

AGENDA ITEM III: UNFINISHED BUSINESS

Interactive Curriculum Forms

Maryann Anderson distributed packets of the 4 forms that were previously approved as well as the 6 forms still under discussion. Maura Stevenson reiterated that the forms are meant to be completed online. Initiators will type the information into the dark boxes on the forms. The abstract section will expand automatically as space is needed.

On Form B-2-A, Maryann Anderson suggested that “(Career/Act 46 Program)” be added under “New Program Form,” and that a comma be added to #1.

Debra McCluskey will add the forms to the website. Rick Allison will send all 10 forms to Debra McCluskey who will add them to the College Council website. It will take Mrs. McCluskey approximately a week to add them after she has received them. Once the forms are online, Mrs. McCluskey will inform Barbara Thompson who will inform Council members.

Maura Stevenson made a motion to accept the 6 forms with the revision to Form B-2-A. Toni Carney seconded the motion and the motion passed unanimously.

It was agreed that Barbara Thompson will make any changes to the forms as directed by Council and that Barbara Thompson and Maryann Anderson will both have access to the forms.

Council offered a huge thanks to Rick Allison for all of his work on these forms.

AGENDA ITEM IV: NEW BUSINESS

Electronic Submissions of CC Approved Proposals

Proposals that are recommended by Council and approved by the President go to Fran Dice's office where they have been retyped in order to be put on the website and into the catalog. To ensure that proposals are entered as approved, Maryann Anderson must receive an electronic final version as well as the printed final version of all proposals. She will not submit the printed version to the President for approval before she has received the final proposal in both formats. An Initiator can scan an entire proposal as a pdf file which is ideal for Council members because the proposal contains page numbers. Katherine Kersten has done this and is cross training other secretaries. In order to make changes to a pdf file, the Initiator needs Adobe Acrobat Writer which costs about \$400. However, the electronic version that is sent to Maryann Anderson must be a Word document.

Appendix A

Mary Frances Archey distributed Appendix A which lists the Program Review schedule for 2008-2009 thru 2012-2013. This document is updated each October.

Maryann Anderson will send this to Debra McCluskey to post on the website in the Academic Planning section.

The next meeting of Council will be Oct. 23rd.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes October 23, 2008

COLLEGE COUNCIL MEETING MINUTES

October 23, 2008

College Office Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances Archey	Ross Donahue
Maryann Anderson	Joyce Breckenridge	Debra McCluskey
Gail Boyea	John Dziak	Gretchen Mullin
Yvonne Burns		Bonita Richardson
Toni Carney		
Rita Gallegos		
Carl Francolino		
Donna Imhoff		
Joanne Jeffcoat		
Charles Martoni		
Maura Stevenson		
Barbara Thompson		
Ping Wang		
Stephen Wells		

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE OCT. 9TH, 2008 MEETING

Gail Boyea made a motion to approve the minutes of the Oct. 9th, 2008 meeting of College Council. Ping Wang seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Steve Wells reported on the October 16th meeting of Academic Planning. The Subcommittee briefly discussed the academic calendar for Spring and Fall 2011 which will be sent out to the college community for review. All comments are due to Academic Planning for their hearing November 6th. The calendar will be presented to Council on November 13th.

The process for recommendations for new hires will be starting soon. Hiring information will be given to the Deans on Nov 3rd and to Department Heads on Nov. 10th.

Joanne Jeffcoat reported that there is one program review which will be coming to the Subcommittee soon.

Mr. Wells discussed the problem of Appendix H in the Program Review document and the enormous task of compiling all of the information for the General Education goals for each of the courses. With 26 learning behaviors attached to each of the learning outcomes, there are many Program Reviews which will include hundreds of pages. As an example, Psychology is preparing

their Program Review now and they will have more than 200 pages just in Appendix H. There is a question whether the information being gathered is sufficiently valuable to invest that much time. Mary Kate Quinlan will talk to the Subcommittee about this problem.

Mary Frances Archey will be convening a group to study the problem. It was suggested that a sampling of courses could be included in Appendix H rather than every course. All information gathered must be keyed into Trac Dat as well which will compound the work.

Joanne Jeffcoat expressed concern that the committee review process that Dr. Archey will be convening might take so long that faculty were going through this lengthy process unnecessarily. She hoped that at the very least, the number of courses could be limited rather quickly.

Gretchen Mullin, as a member of the Subcommittee, is working on a template for Program Review

B. ASSESSMENT AND RESEARCH

Distance Learning Annual Review Report for 2007-2008

Ping Wang reported that the Subcommittee approved the Distance Learning Annual Review Report for 2007-2008 and that Ross Donahue was in attendance to present it to Council.

Mr. Donahue explained that the report is a review of accomplishments and recommendations. The accomplishments include: enrollment increased by 13%; professional events for faculty were facilitated by staff; 80% of courses were taught by full-time faculty; staff supported over 10,000 student and faculty requests; staff processed more than 8,000 tests at distance learning testing centers; student success rate equals non-distance learning success; and staff accomplished a successful upgrade of Blackboard.

The recommendations included more support hours for students and faculty; more technical support for faculty; online student surveys, dedicated secure test proctoring; student evaluations online, and an increase in Blackboard reliability.

The lack of a backup server for Blackboard is a priority. If the server would go down, the distance learning classes could not run. Further, the success rate for distance learning and traditional students is about the same. This may be explained by the fact that faculty are more skilled at offering distance learning courses and advisors and registration staff are better able to explain distance learning courses to students.

Mr. Donahue was asked what percentage of students who are distance learning students are also traditional campus students. Mr. Donahue said that percentage exists but is not in the report. He will report it to the Subcommittee and Mr. Wang will report back to Council.

Mr. Wang reported that the Subcommittee will hold a hearing on expanding Distance Learning support at their next meeting. Maryann Anderson said that the recommendation should be forwarded to Mary Frances Archey to whom the department reports with no need to go through College Council.

Carl Francolino said that one of the problems is a lack of a distance learning strategic plan. If there were, there would be a mechanism for forwarding recommendations such as this one.

Rita Gallegos made a motion to accept the Distance Learning Annual Review Report. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

C. CURRICULUM

Proposal: Changes to Ironworker Apprenticeship (289) Program

Maura Stevenson explained that Gretchen Mullin and Judy Savolskis as well as Jim Gallik who is a representative from the Apprenticeship Program presented the proposal to the Subcommittee. The Subcommittee approved the proposal after the requested changes were made. These changes in the description and outcomes included using numerals rather than spelling out numbers, dropping the capitalization of certain words, and removing a hyphen.

Gretchen Mullin presented the proposal for the Ironworker Apprenticeship Program.

The Program was a 4 year Program and by providing a more intensive format, the apprentices would be better served by having a 3 year Program. Most courses are 1 credit courses and the proposal represents true sequential learning. The proposal would give a true count of how classes are offered and how they are taught.

Steve Wells pointed out the following omissions:

- p. 18 blueprint reading is in the description but not in the topics.
- p. 28 blueprint reading is not in the description but is in the topics.
- p. 24 the description mentions OSHA safety standard training but the word “safety” should be added to the Learning Outcomes.
- p. 84 carbon arch-gouging should not have a hyphen
- p. 20 italicize the title of the book *Survival of the Fittest*

Rick Allison noted that many of the course titles are too general. An example on p. 5 is the course STI 120 Ornamental. “Ornamental” could refer to a landscaping or an art course. Council agreed that the following changes should be made to course titles:

STI 120 Ornamental Ironworking 1.1
STI 121 Ornamental Ironworking 1.2
STI 124 Ironworker Safety Union 1.1
STI 125 Ironworker Safety 1.2
STI 115 Ironworker Rigging 1
STI 116 Ironworker Reinforcing 1.1
STI 117 Ironworker Reinforcing 1.2
STI 220 Ironworker Rigging 2
STI 223 Ironworker Safety Union Agreement 2.1
STI 224 Ironworker Reinforcing 2 Unbonded Post-Tensioning
STI 301 Ironworking Ornamental 3.1
STI 302 Ironworking Ornamental 3.2
STI 303 Ironworker Safety 3.1
STI 308 Ironworker Rigging 3
STI 309 Ironworker Reinforcing 3.1
STI 310 Ironworker Reinforcing 3.2
STI 311 Ironworker Foreman Training Supervision

When asked, Dr. Mullin explained that students must apply for this Program through the union. It is a closed system.

Gail Boyea made a motion to accept the proposal if the changes requested by Council are made. Steve Wells seconded the motion and the motion passed unanimously. Maryann Anderson reminded the Initiators that she needs the corrected paper copy with original signatures as well as an electronic copy.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported that the Subcommittee did not meet due to a lack of proposals.

AGENDA ITEM III: UNFINISHED BUSINESS

Maryann Anderson reported that the new interactive proposal forms are ready for Debra McCluskey to post on the College Council website.

AGENDA ITEM IV: NEW BUSINESS

President's Council

Maryann Anderson reported that President's Council met on October 20th. Members of President's Council discussed the process of Program Review and utilizing Appendix H. Council members gave short reports on their activities.

Maryann Anderson reminded College Council members that she is happy to take our issues to President's Council.

Toni Carney moved to adjourn the meeting. Carl Francolino seconded the motion.

There being no further business, the meeting ended at 3:59 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes November 13, 2008

COLLEGE COUNCIL MEETING MINUTES

November 13, 2008

College Office Board Room

ATTENDANCE

Present

Richard Allison
Maryann Anderson
Mary Frances Archey
Gail Boyea
Yvonne Burns
Toni Carney
John Dziak
Rita Gallegos
Carl Francolino
Donna Imhoff
Joanne Jeffcoat
Maura Stevenson
Barbara Thompson
Ping Wang
Stephen Wells

Absent

Joyce Breckenridge
Charles Martoni

Guests

Fran Dice
Gretchen Mullin
Michele Wehrle

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM. Mrs. Anderson noted that she was adding the topic of experimental courses to today's agenda.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE OCT. 23RD, 2008 MEETING

Gail Boyea made a motion to approve the minutes of the Oct. 23rd, 2008 meeting of College Council. Toni Carney seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Ping Wang reported that the Subcommittee approved the recommendation to expand distance learning support hours and forwarded the recommendation to Mary Frances Archey. Mr. Wang also reported that 96% of student and faculty respondents to a survey regarding Distance Learning support indicated that additional hours are necessary and that 80% of their responses supported the proposed schedule of additional support hours, which is from 4pm to 11pm Monday through Friday and from 11am to 11pm on Saturdays and Sundays.

The recommendation will be forwarded to the new Director of Distance Learning. Apart from being a budgetary issue, John Dziak commented that it is also an issue of working conditions for faculty needing more support.

B. CURRICULUM

Maura Stevenson reported that the Subcommittee did not meet. There were no proposals but the Subcommittee will have at least one for the next meeting. Rick Allison said that the Ultrasound Program is going through significant changes and he will be bringing those revisions to the Curriculum Subcommittee soon.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Academic Standards did not meet, however Toni Carney and Gail Boyea met with Debra McCluskey for CMS training in order to add minutes to the Subcommittee website. Mrs. Carney said that Achieving the Dream will submit a proposal soon.

D. ACADEMIC PLANNING

Program/Discipline Review: Hotel-Restaurant Management Program (405.1), Hotel Management Certificate (406.1), Restaurant Management Certificate (407.1)

Joanne Jeffcoat reported that the Subcommittee met last week and heard 1 program review: Program/Discipline Review: Hotel-Restaurant Management Program (405.1), Hotel Management Certificate (406.1), and Restaurant Management Certificate (407.1). She said the document was very well prepared. There were a few questions raised that were not addressed in the document but Michele Wehrle who presented the proposal had supplemental material with her.

Dr. Wehrle was asked what the graduation rate is for the Program. That information is not available. She said the estimate for the retention rate is 85%. The number of graduates is as follows:

	Program 405	Program 406
Grad Year	Count	Count
2001	12	1
2002	11	0
2003	7	3
2004	11	3
2005	3	2
2006	5	0
2007	9	6
2008	12	2

Mary Frances Archey explained that graduation rates are not tracked by the College. The number of graduates in any one year is available, as is the number of students in the Program. The College would have to determine how many years it takes to graduate to determine the graduation rate. Because our students can be full-time or part-time, it is impossible to determine. Since the College doesn't track in the manner, no program has that data.

In the Program Review, no additional resources were listed as being needed. Dr. Wehrle said that staff is sufficient. She is full-time; there is 1 evening adjunct faculty member and a chef, which is

adequate. Most of the equipment is purchased with Perkins grant money. A favorable report from an external evaluator was included in the Review.

Dr. Wehrle was questioned about HRM 155, Hospitality Seminar 1 and HRM 255 Hospitality Seminar 2. These courses are 3 credits with practicum hours of 100, and 1 hour of lecture. There should be 3 hours of lecture and 150 hours of practicum. Dr. Wehrle said that the number of credits needs to remain 3 so that the course will transfer. This will have to be corrected through the Curriculum Subcommittee process.

There were further problems with a lack of objectives for the learning outcomes on p. 27 and a lack of objectives on p. 25. This will need to be corrected prior to the changes going to Curriculum.

Steve Wells made a motion to accept the Program Review. Rick Allison seconded the motion and the motion passed unanimously.

Proposed Academic Calendar 2010 and 2011

Joanne Jeffcoat distributed the 2010 and 2011 calendars as proposed by the Subcommittee. She explained that there was a hearing the previous week. There were several email comments and the Subcommittee did not come to any major conclusions.

Fran Dice then spoke and reviewed the parameters under which the calendar must be built. They include the 15 weeks of instruction followed by exams that the PA Department of Education requires as well as holidays mandated by AFT and SEIU contracts. There are several major debates every year regarding the calendar. One is that starting on any day but a Monday can throw off the lecture/lab sequence in science classes. Science classes are also disrupted by less than a 1 week break at Thanksgiving. For 2010, Thanksgiving would fall in the 13th week of class. There is a concern that with a week off that late in the semester, students will not return. There is also the debate regarding Easter. Good Friday is a contractual holiday, but should the break be the week prior to Easter or earlier in the semester? There is always the same debate every year.

The highlights of the 2010 calendar include:

Spring 2010 (15 – 16 week term)

Jan. 11th Classes begin
Jan. 18th Martin Luther King Day
Mar. 29th – Ap. 4 Spring break
May 3rd Classes end

May 4 – 10 Finals

Fall 2010 (15 – 16 week term)

Aug. 23rd Classes begin
Sept. 5th Labor Day
Oct. 4th – 5th Fall break
Nov. 24th – 28th Thanksgiving break
Dec, 13th Classes end
Dec. 14th – 20th Finals

Toni Carney made a motion to accept the 2010 and 2011 calendars. Rita Gallegos seconded the motion. The motion failed with 11 votes against and 1 abstention.

Mary Frances Archey said that the only options we now have are how to handle summer sessions. After much discussion, it was decided to accept the 2010 calendar as presented and have Academic Planning look at summer possibilities for 2011, such as an 8-week summer session.

Maura Stevenson made a motion to accept the 2010 calendar. Steve Wells seconded the motion. The vote was 10 votes in favor, 1 opposed, 1 abstention.

The calendar for 2011 will be discussed at Academic Planning after hiring hearings have concluded. The Subcommittee will put together a survey in order to collect data.

AGENDA ITEM III: UNFINISHED BUSINESS

Maura Stevenson asked for an update on Appendix H. Mary Frances Archey said that perhaps this year those faculty involved could select certain courses for analysis, such as a course that is most often taken in a Program and a second year course, or a certain percentage of courses. Degree Programs would have 4 courses analyzed in Appendix H. Dr. Archey said the Deans are meeting the following Monday. This could be discussed and disseminated quickly.

Maura Stevenson made a motion that for this academic year from now until the Spring semester, that we modify the Appendix H requirement decreasing the number of courses to map. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

AGENDA ITEM IV: NEW BUSINESS

Experimental Courses

Maryann Anderson said there has been quite a bit of discussion concerning an email that Barbara Thompson received from Rod Farkas concerning parameters for experimental courses. Mrs. Anderson with Fran Dice investigated this and found there is no written policy about whether an experimental course must go through the governance process and the length of time that a course can be offered as experimental. The consensus is that experimental courses do not have to go through the governance process. Should they be offered for a maximum of 2 semesters or 2 years? Does the course require the approval of the Department? Is 2 years necessary to determine if a course will be popular enough to run? It was noted that experimental courses are listed in the magazine but not in the catalog. Dr. Archey will get input from the Deans at Monday's Deans meeting on this topic as well as Appendix H. The Curriculum Subcommittee will put together a proposal that clarifies experimental courses.

There being no further business, the meeting ended at 4:21 PM.

Steve Wells made a motion to adjourn the meeting. Carl Francolino seconded the motion and the motion passed unanimously.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes December 11, 2008

COLLEGE COUNCIL MEETING MINUTES

DEC 11, 2008

College Office Board Room

ATTENDANCE

Present

Richard Allison
Maryann Anderson
Mary Frances Archey
Gail Boyea
Toni Carney
John Dziak
Rita Gallegos
Carl Francolino
Charles Martoni
Maura Stevenson
Barbara Thompson
Ping Wang
Stephen Wells

Absent

Joyce Breckenridge
Yvonne Burns
Donna Imhoff
Joanne Jeffcoat

Guests

Don Breitbarth
Alice McKenna
Charles Noel
Mary Kate Quinlan
Jim Robertson
Tom Shaheen
Allysen Todd
Brenda Trettel

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE NOV. 13TH, 2008 MEETING

Toni Carney made a motion to approve the minutes of the Nov. 13th, 2008 meeting of College Council. Richard Allison seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Ping Wang reported on the items discussed at the last meeting. Jim Robertson reported on a distance learning progress report from Dwight Bishop. The report indicated a 12% increase in distance learning enrollment from last year, recognized a need for increased support, and the need for more robust servers to handle increased demand and provide redundancy. More marketing is needed for Distance Learning courses to also include areas beyond this county. Mary Frances Archey commented that the request for servers goes into the IT budget not the academic budget.

Fran Dice is handling the possible implementation of SOSO, but was not able to attend the Subcommittee meeting. Mr. Wang said that although many courses are taught by tenured faculty, it would still be helpful for faculty to hear directly from students and use the student responses not for portfolios, but to improve teaching. A system to protect student anonymity is being devised.

Mary Kate Quinlan provided the Subcommittee with an update on assessment. She reported that classroom assessment has declined from Spring to Fall. There are fewer faculty who are opting to do this. She also reported that Program and Gen Ed assessments are on schedule.

Jim Robertson reported on distance learning modality data. There is no evidence from the data that distance learning courses are cutting into non-distance learning courses.

He discussed a handout of statistics regarding distance learning for Fall 2008. In the Fall, there were 3,913 students taking distance learning courses; of those, 1,410 also attended classes on campus. Furthermore, 44% of distance learning students take only distance learning classes, 52% attend one campus in addition to distance learning, 4% attend 2 other campuses and .1% attend 3 campuses.

B. CURRICULUM

Proposal: Revision of SDS104 Common Course Syllabus

Allysen Todd presented the proposal and informed Council that this one-credit course has not been revised since 1995 and is one in a series of SDS courses that needs to be updated. The course was originally designed for students in programs in which leadership skills were important. It is hoped that this course will be offered to Pittsburgh Promise students. The course description and learning outcomes were revised and 3 topics were added.

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

Proposal: Revision of Criminal Justice Program 600.4, Tracks A,B, and C, and the removal of prerequisites on CJC152, CJC201, CJC204, CJC205, CJC209, and CJC211 common course syllabi

Brenda Trettel presented the proposal which removes the pre-requisite CJC 101, Introduction to Criminal Justice from many of the courses. It is felt that students other than criminal justice students are interested in taking these courses and are hindered by having to also take a pre-requisite which is not a necessary enhancement to the course. They are stand alone courses and taking a pre-requisite does not lead to a better grade. Steve Wells asked why someone would ever need to take CJC 101, Introduction to Criminal Justice. Tom Shaheen explained that it is important for those who are trying to decide if they will go into the field.

Additionally PHL 103, Logic is removed as a requirement and substituted with either PHL 101, Introduction to Philosophy or a foreign language. Recruiters for criminal justice jobs are looking for candidates who can speak a foreign language, especially Spanish, even if it is only a few words. This gives students a huge advantage.

Steve Wells made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

Maura Stevenson said that the Subcommittee discussed experimental courses and Rich Betters is getting together a proposal which he will present at an upcoming meeting.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

First Year Experience course, SDS 102 – Academic & Personal Development

Brenda Trettel presented the proposal. She explained that this is an Achieving the Dream (ATD) initiative. Any first year full-time student who tests in the lowest level of all three developmental areas will be required to take SDS 102.

Brenda Trettel detailed some of the history regarding this course. When Dr. Flores was President every student was required to take this course, which was problematic, especially for programs that were at the maximum number of credits allowed by the State. The course then became optional and the course fell by the way side. ATD is looking at ways to help our at-risk students, and it is felt that the First Year Experience course will help those students.

The course has been revised and is designed for first time students. If a student fails the course or does not earn a 2.0 GPA, the student will have to repeat the course. If an eligible student does not take the course in the first semester but earns higher than a 2.0 GPA, they are exempt from taking the course. Students will be tracked through Datatel.

Other Community Colleges are using the first year experience course with great success including Paul D. Camp Community College, Moraine Valley and Valencia. Students in the 18 to 21 year age group tend to be the most vulnerable. They often require some hand holding and additional help.

In the Fall semester there were 536 students who placed in the lowest levels of all developmental areas. The first-time full-time students totaled 384. Allegheny would need 6 sections, North would need 2 sections, Boyce 3, South 4, Homewood 1 and West Hills 2. The course is open to anyone regardless of their GPA.

Pittsburgh Promise students will take SDS 102 during the first half of the first semester and a career planning course the second half.

Toni Carney commented that it is important that Advisors are fully informed about this course and who is required to take it.

Gail Boyea made a motion to accept the proposal. Carl Francolino seconded the motion and the motion passed unanimously.

Adding Another Academic Suspension Appeal Deadline

Allysen Todd presented the proposal which gives students an additional deadline during the summer in which to appeal academic suspension. Currently the Campus Appeal Committees meet mid-October, mid-March and mid-June to hear appeals. This would add an additional hearing date in mid-August. This will accommodate students who are suspended at the end of the Spring semester and miss the mid-June appeal date because Fall registration is weeks away. If they miss the appeal date, they must sit out 2 academic semesters. This involves a lot of students.

Rita Gallegos made a motion to accept the proposal. Rick Allison seconded the motion and the motion passed unanimously.

D. ACADEMIC PLANNING

Steve Wells reported that the Subcommittee didn't meet and there are no program reviews on the horizon. The Subcommittee is beginning their work on the hiring process. They have the prioritized lists from all 4 Campuses and have received the justification forms from 2 Campuses. The Subcommittee will be meeting on January 29th as an executive meeting and will have the hearing on February 5th. The Subcommittee hiring recommendations will be brought to College Council on February 12th when Council will vote.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Shared Governance Program Discontinuance Process

Maura Stevenson and Maryann Anderson questioned why the Horticulture Program was discontinued without going through the Governance process as is required by Program Review, Appendix E the Annual Program/Discipline Assessment process and Form C-2, Program Deletion which is part of the curriculum process. They both agreed that they were surprised by the action which did not allow for a hearing and explanation to the College Community of the circumstances.

Mary Frances Archey said that it was a matter of timing. The Federation was notified early on because the Educational Technician in the Program was affected. Dr. Archey said the Program was discontinued because graduates were not able to get jobs that paid a livable wage. Maura Stevenson said that the spirit of the governance process and assessment was bypassed and that the College Community should not hear about the cancellation of a program by receiving an email and reading an article in the Pittsburgh Post Gazette. Brenda Trettel is in the process of filling out the Program cancellation forms to cancel the program after the fact. Mrs. Anderson urged Dr. Archey that the shared governance process be followed in the future.

Final due date for Spring proposals

Maryann Anderson asked all Subcommittees to get out information to the College Community regarding the final hearing dates for proposals.

April 3rd - the final date to send out the notice of proposals to the College Community April

16th - the final Subcommittee meeting for hearings on proposals

May 7th – the final meeting of College Council

Steve Wells reported that someone at a South Campus meeting suggested that College Council rotate among the campuses or do conference calls for meetings.

There being no further business, the meeting ended at 4:40 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

College Council Meeting Minutes February 12, 2009

COLLEGE COUNCIL MEETING MINUTES

February 12, 2009

College Office Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison		Dora Lee Brooks
Maryann Anderson	John Dziak	Beverly Carmo
Mary Frances Archey		Art Miller
Gail Boyea		Gretchen Mullin
Joyce Breckenridge		Lore Wright
Yvonne Burns		
Toni Carney		
Rita Gallegos		
Carl Francolino		
Donna Imhoff		
Joanne Jeffcoat		
Charles Martoni		
Maura Stevenson		
Barbara Thompson		
Ping Wang		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM. She congratulated Stephen Wells and Maura Stevenson on winning the NISOD award as well as guest Art Miller.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE DEC. 11TH, 2008 MEETING

Gail Boyea made a motion to approve the minutes of the Dec. 11th, 2008 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Proposal: Addition of Program Objectives to Heating and Air Conditioning

Gretchen Mullin and Art Miller were in attendance to present the proposal. Dr. Mullin noted that the changes which involved program objectives were primarily editorial and grammatical. Mary Frances Archey asked if there was any way to incorporate any of the “green” language into the proposal. Mr. Miller replied that “green” language appears in the course outline. Dr. Archey commented that the program objectives and description are what appear in the catalog and on the website, therefore it would be advantageous for the “green” language to appear there. The phrase “Special attention will be given to the integration of green technology” will be inserted into the second paragraph of the program

description for both the Certificate and Associate degrees. This new language will be sent to Maryann Anderson.

Mr. Miller reported on some of the activities within his Program. A tankless water heater was given to the College by the Rinnai Corporation in Bridgeville. For consumers, the original cost of the water heater is double; however, that is recouped from the lower energy cost. Our students are learning to install and service these water heaters and Mr. Miller will become certified. He also mentioned that the EPA is becoming more intent on enforcing a better leakage rate for Freon. There is a 30% leakage rate per year from air conditioning and refrigeration units which was acceptable in 1990 and is no longer acceptable. As a result, the brazing and finishing courses are increasing in importance.

Toni Carney made a motion to accept the proposal with the addition of the green technology language. Joanne Jeffcoat seconded the motion and the motion passed unanimously. Maura Stevenson reported that the Subcommittee is still working on the experimental course proposal. There have been substantial changes and the proposal will go back to the College Community before being heard at Council.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported that the Subcommittee did not meet. There are no proposals that have been presented to the Subcommittee and there is nothing on the horizon. Since the deadline for submitting proposals is approaching, Mrs. Carney will send out a reminder notice.

C. ACADEMIC PLANNING

Proposal: Recommendations for the Full-Time Hiring Rankings, 2009-2010 AY and Recommendations for the Minority Intern Hiring Rankings, 2009-2010 AY

Joanne Jeffcoat reported that the Subcommittee met last week and conducted the hearing for full-time and minority hirings for 2009-2010. Mrs. Jeffcoat noted that the hearing went very smoothly. Dr. Johnson had indicated that 8 positions would be funded as well as 2 Minority Intern positions. Dr. Johnson recommended to the Subcommittee that the Subcommittee give special consideration to high priority programs.

Lore Wright addressed Council on behalf of Maureen Pavlik who was in Harrisburg and unable to attend the Council meeting. The Nursing Department was asking to have the Minority Intern for South Campus changed to a Minority Intern for Allegheny Campus because the need is much greater at Allegheny. Council declined to make that switch because the recommendation of the order of position had come from Academic Planning and Mrs. Pavlik attended the Academic Planning hearing but did not make a request at that time. Also, Dr. Johnson had indicated that 2 Minority Intern positions would be funded and the Nursing requests are numbers 3 and 4 on the list, so it is probably a moot point. Finally Mrs. Pavlik can make her appeal to Dr. Johnson if needed.

Rick Allison made a motion to accept the Recommendation of Faculty and Minority Intern Hires Proposal. Maura Stevenson seconded the motion and the motion passed unanimously.

D. ASSESSMENT AND RESEARCH

Ping Wang reported that Don Broderick and Fran Dice made presentations to the Subcommittee concerning how SOSOs can be completed for online courses and preserve the anonymity of students. Students will be sent the form and will be given 2 weeks to respond. There is a safeguard that insures that students may respond to the evaluation only once. Instructors can see the results but not the students' names and can print out the results for their portfolio. Results will be seen only by instructors. Tenured faculty will be asked if they want to participate or not. Mr. Wang pointed out that completing the forms on the internet is utilizing green technology.

Mr. Wang discussed the problems with the scheduling of distance learning courses. He has received more than 10 complaints from faculty who are dissatisfied with the fact that in the Tab, Allegheny distance learning courses are always listed first followed by Boyce, North and South. Many faculty members feel that this gives Allegheny faculty an unfair advantage in scheduling. He proposes that we return to the old way of rotation which is fairer.

Mr. Wang reported that he met with John Dziak, Donna Imhoff and Mary Frances Archey regarding rotation and did not reach a consensus. Mr. Wang presented his data that supports the notion of unfairness and Donna Imhoff presented her data which disputes Mr. Wang's data. One of Dr. Imhoff's points was that Allegheny offers more distance learning courses than the other campuses, therefore more Allegheny courses will run.

Barbara Thompson said there is so much discontent that the subject should be discussed. It was suggested that Mr. Wang go back to his Subcommittee and determine if someone would like to initiate a proposal. If the proposal does not violate the AFT contract and includes data that supports it, then a proposal could be entertained.

Mr. Wang reported that there might be a proposal for a handbook for distance learning students. Currently there is a student guide on the website, but this has not gone through governance. It could be a proposal for Assessment and Research or Academic Standards. The student guide could even be an extension of the Student Handbook. The proposal would allow for input from the college community. Mr. Wang can pull the information together and present it as a proposal to Academic Standards.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Sub-Committee Minutes

Maryann Anderson reminded the Subcommittee secretaries that in September 2007, Council voted to post Subcommittee minutes online and that this should be done in a timely manner.

Mrs. Anderson also commented on the lack of agenda items. It was suggested that if someone mentions a topic, the Subcommittee can write the proposal or at least work with an initiator.

Steve Wells asked if Subcommittee minutes can be approved electronically. Because the minutes from the final meeting of the academic year of Council are approved electronically, there is precedent. It is up to the Subcommittee.

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

Respectfully submitted,

Barbara Thompson

College Council Secretary

(see next page for hiring requests 2009-2010)

**HIRING REQUESTS 2009-2010
(2-12-09)**

Campus	Initiator	Department	Position	Priority Ranking by Campus	Academic Planning Recommended Ranking
Allegheny	Todd/DeBlassio	Math	FT Faculty	1	1
Allegheny	Todd/Lowe	English	FT Faculty	1	2
Boyce	Allison/Gallegos	English	FT Faculty	1	3
Boyce	Allison/Slagle	Nursing	FT Faculty	2	4
North	Mullin/Hunter	Accounting/Business	FT Faculty	3	5
Allegheny	Todd/Wright	Nursing	FT Faculty	6	6
North	Mullin/Nettrour	Biology	FT Faculty	1	7
South	Trettel/Jaber	Art	FT Faculty	2	8
North	Mullin/Nettrour	Chemistry/Physics	FT Ed Tech	2	9
Allegheny	Todd/Brooks	Developmental Studies	FT Faculty	3	10
Allegheny	Todd/Jukes	Art	FT Faculty	4	11
North	Mullin/DelVitto	Math	FT Faculty	4	12
Boyce	Allison/Slagle	Nursing	FT Faculty	3	13
South	Trettel/Carmo	English	FT Faculty	1	14
Allegheny	Todd/DeBlassio	Math	FT Faculty	8	15
Allegheny	Todd/Wright	Nursing	FT Faculty	9	16
South	Trettel/Sandrock	Aviation	FT Faculty	5	17
South	Trettel/Rostis	Nursing (CAL U)	FT Faculty	3	18
South	Trettel/Thornton	Nursing (South)	FT Faculty	4	19
Allegheny	Todd/Lowe	English	FT Faculty	10	20
Allegheny	Todd/DeBlassio	Math	FT Faculty	11	21
Allegheny	Todd/Hrebenak	Culinary Arts	FT Faculty	5	22
South	Trettel	Librarian	FT Faculty	6	23
North	Mullin/Schlatterer	Criminal Justice/Criminology	FT Faculty	6	24
North	Mullin/Kennedy	Counselor	FT (12 mo.)	5	25
Boyce	Allison/Briola	Allied Health	FT Ed Tech	4	26
Allegheny	Todd/Wallace	Counselor	FT (12 mo.)	7	27
South	Trettel/Carmo	English	Minority Intern	Not ranked	1
South	Trettel/Ordonez	Psychology	Minority Intern	Not ranked	2
South	Trettel/Thorton	Nursing (South)	Minority Intern	Not ranked	3
South	Trettel/Rostis	Nursing (CAL U)	Minority Intern	Not ranked	4

College Council Meeting Minutes February 26, 2009

COLLEGE COUNCIL MEETING MINUTES

Feb. 26th, 2009

College Office Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Joyce Breckenridge	Alan Bickerton
Maryann Anderson	Joanne Jeffcoat	Dwight Bishop
Mary Frances Archey	Charles Martoni	Kristin Cinkovic
Gail Boyea		Je X For
Yvonne Burns		Cheryl Graham
Toni Carney		JoAnn Hunter
John Dziak		Leela Murthy
Rita Gallegos		Susan Myrick
Carl Francolino		Eileen Wrigley
Donna Imhoff		
Maura Stevenson		
Barbara Thompson		
Ping Wang		
Stephen Wells		

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE

FEB 12TH, 2009 MEETING

Toni Carney made a motion to approve the minutes of the Feb. 12th, 2009 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported that the Subcommittee did not meet due to lack of proposals; however, there are 4 that are forthcoming.

B. ACADEMIC PLANNING

Steve Wells reported that the Subcommittee did not meet. On March 5th, the Subcommittee will revisit the 2011 calendar with the assistance of Fran Dice. Dr. Wells also reported that there are a number of program reviews that will be presented soon.

C. ASSESSMENT AND RESEARCH

Proposal: Internet Course Listing Rotation by Campus

Ping Wang reported that the Subcommittee passed the proposal regarding the rotation in the Tab of distance learning courses among the campuses. The proposal was presented by the Initiator, Leela Murthy. Dr. Murthy teaches biology in the traditional classroom mode as well as an internet course. She summarized the proposal by saying that the proposal will ensure equity and fairness for all campuses by rotating the internet listing in the Tab by campus. The current practice has Allegheny Campus always listed first, followed by Boyce, then North and South. Dr. Murthy provided a PowerPoint presentation of documentation which included the following points:

Distance learning has experienced a 9.8% increase from Spring 2008 to Spring 2009; however, the increase is not consistent across all campuses. Allegheny is up 21.4%, Boyce 11.7%, North 8.1%, and South is down .1%

Although there is an overall cancellation rate of 1.9% for internet courses, the average cancellation rate for an internet course listed behind one other campus is 7.8%. Boyce and North both have a cancellation rate of 5%, South's cancellation rate is 13.3%, and Allegheny's cancellation rate is 0%.

Dr. Murthy made the point that 44% of distance learning students take only internet courses therefore the names of the campuses for that population are irrelevant. Students will enroll from the top to the bottom of how courses are listed.

The proposal calls for campuses to rotate the order in which they are listed in the Tab:

Fall 2009 Boyce, North, South, and Allegheny
Spring 2010 North, South, Allegheny, and Boyce
Summer 2010 South, Allegheny, Boyce and North
Fall 2010 Allegheny, Boyce, North and South
Spring 2011 Boyce, North, South and Allegheny
Summer 2011 North, South, Allegheny and Boyce

The schedule order for each campus would be kept intact and there would be no violation of the language of the AFT contract.

Mr. Wang, Assessment and Research Subcommittee Chair, presented a PowerPoint presentation of research that he and 6 other distance learning faculty members conducted of students taking internet courses:

With the goal to identify student preferences, faculty members distributed 529 surveys and received 326 responses from students taking internet courses of various majors. This research showed that 62.2% of those students prefer to register online at CCAC Central and 58.9% will select the open section at the top of the list. Additionally, 35.5% of students will select the open section offered by a particular campus.

Mr. Wang discussed "relevant" and "irrelevant" cancellations and said there is concern from Boyce, North and South campuses that they will face even greater cancellation rates.

John Dziak argued that the College has the right to set schedules. Carl Francolino said that this was not scheduling but a listing that did not violate contract language. Mr. Wang added that if the College has the right to set schedules, wouldn't it be in the interest of the College to set schedules in a fair and equitable manner?

Gail Boyea offered her own research on how name order affects voting. The State of Vermont went to an alphabetical listing of candidates' names, but changed to a random order after conducting a study that found that the first name listed on a ballot does have an advantage. Stanford University did a similar study and concluded that in the interest of fairness, names on ballots should be random and not alphabetical.

Mary Frances Archey and John Dziak said there is transcript from negotiations in which a question was asked of John Dziak how distance learning listing would be handled. John Dziak replied during negotiations that Allegheny would be first, followed by the other campuses in alphabetical order. Barbara Thompson reminded John Dziak that the AFT should represent all campuses equally and that always listing Allegheny Campus courses first showed favoritism and was unfair.

Sue Myrick asked about past grievances involving distance learning scheduling. Donna Imhoff outlined a grievance from Spring 2006 thru Fall 2008. There were new rules that were implemented by Distance Learning staff having to do with how courses were assigned. Sometimes courses were assigned not by seniority but by when the faculty member got their request in that had nothing to do with the contract or previous practice. Sue Myrick said that the current way that internet courses are listed has localized something that should not be localized and that internet courses are buried under campuses. As a Business faculty member, she remarked that the Tab is a marketing piece. Students don't care what campus an internet faculty member is from. Distance learning should be beyond all geographic barriers.

Mr. Wang argued that scheduling is one thing and listing is another. Mr. Dziak said he was afraid there would be a grievance if the listing would be changed and that we don't know if there would be different outcomes if the listing would be different. After a meeting on February 9th attended by Ping Wang, John Dziak, Mary Frances Archey and Donna Imhoff, Mr. Dziak said he left the meeting believing that the topic would be researched and taken up in the next contract.

Alan Bickerton, Systems Manager for Datatel remarked that changing the rotation is doable, but not for the Fall semester. Eileen Wrigley from South Campus who has been teaching distance learning courses since the beginning remarked that the majority of students select the campus at the top of the list because they want to be sure they register for a section that will run. She offered that if 2 CIT faculty members entered their teaching loads as 4 courses each at Allegheny, then Allegheny is guaranteed to run the first 8 courses. Perhaps there should be a lottery. Ms Wrigley remarked that the system would be fairer than it is now.

Dr. Archey said that we are ready to do the course download and there is not enough time to do this differently. Mr. Wang said he sees a strategy of delay. Joann Hunter said that if the College wants this to be done, it can be done and that the current practice is counterproductive between colleagues and ultimately hurts the student.

Dr. Murthy said if the rotation can't commence for the Fall semester, then she agreed to have it start in the Spring.

Maryann Anderson reminded Council that there is a possibility that this is not a College Council issue.

Steve Wells said he is concerned that the proposal might cause more problems, but is not able to come up with a better solution. He fears that the proposal would be bogged down in arbitration.

Donna Imhoff said she wanted to abstain from voting because she has worked on the issue as an AFT officer, has served on the negotiations team as both an AFT member and an Administrator and would now be asked to implement this as an Administrator. She said she can understand both sides.

Toni Carney made a motion to accept the proposal. Rita Gallegos seconded the motion. The motion was amended so that the rotation would start with North Campus first for the Spring semester 2010. The motion passed with 7 votes yes and 3 votes no.

D. CURRICULUM

Proposal: Deletion of Horticulture Program

Maura Stevenson reminded Council that the Program had already been deleted and the paper work provided the justification for that action. The Program was suffering from dwindling enrollment. Graduates were securing only minimum wage jobs with the engineers and landscape architects being hired into the better positions. Maryann Anderson remarked that with all of the green technology, she was surprised at the dwindling enrollment. Mary Frances Archey said the program might be moved to non-credit. Graduates were doing little more than moving around soil and laying sod. Judy Savolskis attempted to get this Program on the high priority list but the State declined.

Gail Boyea made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed with 9 votes in favor and 1 abstention.

Proposal: Change of an Existing Course

Maura Stevenson explained that the Initiator of this proposal was the Subcommittee and that Rich Betters was kind enough to act as the editor. The original proposal was distributed at the end of January. There were so many comments and changes incorporated that it was redistributed to the College Community. The proposal calls for experimental courses to be initiated by a faculty member and approved by the Department Head and campus-based Associate Dean. Experimental courses may run a maximum of 4 times within a 4 year time period. The restriction of one section per semester was deleted.

At any time the experimental course can be considered for permanent status by the initiator putting the course through the normal governance process.

One part of the proposal did not include "Experimental Course" in the proposal title. This will be changed from "Changes in Existing Course" to "Experimental Course Process."

Toni Carney made a motion to accept the proposal with the change in the proposal title and the deletion of the phrase which limits the sections to one per semester or session. Steve Wells seconded the motion and the proposal passed unanimously with the modifications.

Maura Stevenson said that the Subcommittee may not meet next week. There are many proposals out there that may not be ready in time. The deadline to receive a new proposal would have been 2:00 pm Thursday.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

President's Council

Maryann Anderson reported that she attended President's Council at which Dr. Johnson approved the hiring and minority lists in the order recommended by Council. He directed the Deans to start the hiring process. Mrs. Anderson thanked Academic Planning for their hard work.

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

Respectfully submitted,

Barbara Thompson

College Council Secretary

College Council Meeting Minutes March 26, 2009

COLLEGE COUNCIL MEETING MINUTES

March 26, 2009

College Office Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison		Fran Dice
Maryann Anderson	Donna Imhoff	Dan Ference
Mary Frances Archey		Stephanie Goloway
Gail Boyea		Shirley Harr
Joyce Breckenridge		Norm Johnson
Yvonne Burns		Mary Lou Kennedy
Toni Carney		Gretchen Mullin
John Dziak		Allysen Todd
Rita Gallegos		Brenda Trettel
Carl Francolino		Elizabeth Vargo
Joanne Jeffcoat		Melanie Yeschenko
Charles Martoni		
Maura Stevenson		
Barbara Thompson		
Ping Wang		
Stephen Wells		

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEB. 26TH, 2009 MEETING

Toni Carney made a motion to approve the minutes of the Feb. 26th, 2009 meeting of College Council. Steve Wells seconded the motion. The minutes were approved as amended. Rick Allison pointed out that reference was made to the "Tab" in the previous minutes and that the correct word is "Magazine."

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Proposal: Academic Calendars (AY2011)

Fran Dice discussed the 2011 calendar which has been approved by the Academic Planning Subcommittee. Rick Allison said there was discussion at the Boyce Campus Department Head meeting during which the Department Heads felt that because there would be only a week left in the semester, April 25th is too late to begin registration for Fall 2011. They requested that Council consider moving registration 2 weeks earlier to April 11th. Council agreed that this was a good suggestion. Fran Dice noted that because Easter is so late, the Spring break is after mid-term exams.

The Summer session has not changed. There are still the 2 6-week summer sessions as well as the 10, 8 and 4 week sessions. Barbara Thompson mentioned that there was discussion earlier in the year about making a significant change to the summer sessions. Fran Dice said this would have to be studied. John Dziak said there was a study done about 25 years ago to determine if the 4-week session was effective. At that time, it was found that students did very well.

Fran Dice said that because of 1098 tax credit accounting reasons, registration for Summer needs to start in January and not in December; therefore, the Fall 2010 calendar which was approved this past Fall will have to be corrected. Council added to the 2011 calendar that Summer registration would begin on January 3rd.

Fran Dice also pointed out that because faculty is split on the issue of a break at Thanksgiving, a full week break occurs in odd years, and a split break occurs in even years; therefore, there is a full week break for Thanksgiving 2011.

Maura Stevenson made a motion to accept the 2011 calendar with the discussed changes. Rita Gallegos seconded the motion, and the motion passed unanimously.

Rick Allison made a motion that the Fall 2009 calendar be changed to remove Summer registration starting in December and that the registration date for the respective summer registrations be the first business day in Jan 2010 and 2011 respectively. Carl Francolino seconded the motion, and the motion passed unanimously.

Rick Allison thanked Council for considering and approving the suggestion made by the Department Heads at Boyce Campus. This demonstrates to them that they have a voice.

Proposal: Physical Therapist Assistant Program Review (Code: 628.1)

Joanne Jeffcoat reported that the program review was found to be in order. There were some recommendations regarding purchasing 2 electrical stimulation units, 2 ultrasound units and DVD's in all areas of physical therapy practice.

Norman Johnson presented the program review and said that the program started in 1988 and most of the equipment dates from then. The equipment will cost approximately \$3500. Rick Allison said there is a high likelihood that we will get equipment with Perkins funds. The program has been accredited several times since its inception; the last being in 2004 when the program was accredited for 10 years. The accreditation team looks closely at passing rates which must be 80%. The passing rate for this Program is 88%.

Gail Boyea made a motion to accept the program review. Toni Carney seconded the motion, and the motion passed unanimously.

Proposal: Dietetic Technician Program Review (Code: 590)

Joanne Jeffcoat reported that everything in the Program Review was in order. Elizabeth Vargo who prepared the Review was the presenter. The program which began in the early 1970's is accredited by the American Dietetic Association through 2013. A requirement of the program is that students, who are mostly part-time, must be able to complete the 2-year Program in a maximum of 4 years. The program has received approval to provide programming for graduates of 4 year programs to be able to

receive credentialing through the American Dietetic Association. This is done online and has resulted in a 30% increase in enrollment.

Graduates find employment in long term care facilities and hospitals; however, the field is expanding to include personal training, wellness facilities, the public health arena, and food banks. The placement rate is 90%.

Recommendations include a full-time faculty position which would enhance the program as well as dedicated space.

Steve Wells made a motion to accept the Program Review. Rick Allison seconded the motion and the motion passed unanimously.

B. ASSESSMENT AND RESEARCH

Ping Wang reported on the last Subcommittee meeting during which was a presentation by representatives from the company Respondus. They provide test security protection for Blackboard.

Dwight Bishop reported that the online SOSO is going well. There were 300 students out of 900 who have responded.

Mary Kate Quinlan reported that the College is offering incentives in the form of \$100 gift cards for faculty to complete the Classroom Assessment Techniques (CAT).

Mr. Wang discussed the student guide which prepares students for online classes. These are mailed to students after they have registered. He said perhaps they should be mailed before students register so they know what to expect.

Carl Francolino mentioned early plans to have a distance learning summit. The Subcommittee will consider topics to be discussed.

C. CURRICULUM

Proposal: Change to ECD Program Description: Adding Clearance Information

The following sentence is being added to each program description, “Additionally, if required by a field/practicum site, students will need to obtain the FBI Criminal History Record Check (Act 114).

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

Proposal: Updating the Course Description section of the Common Course Syllabus for EDU204

The following sentence is being added to each of the 6 ECD program descriptions, “Additionally, if required by a field/practicum site, students will need to obtain the FBI Criminal History Record Check (Act 114).

Stephanie Goloway presented this proposal along with Brenda Trettel. The addition changes the program description so that students are aware of the requirement. Students are not permitted to observe or enter any PA State educational facility without this clearance.

Rick Allison asked if the warning should be more generic. Ms Goloway replied that the wording needs to be specific so our students can plan to obtain the record check in terms of time and money.

Students may start the course, but may not observe without the clearance. The number of students who don't have their clearances in time is very small. There are some school districts that require a TB test, hepatitis B shots, etc in addition to the clearances.

Ms Goloway said the students have 1 hour of lecture and 45 hours of observation. Maura Stevenson noted that this is incorrectly stated and will need to be brought to the Curriculum Subcommittee in the Fall to have the hours looked at.

Rita Gallegos made a motion to accept the proposal with the understanding that the Department will come back in the Fall to revisit the distribution of lecture/lab hours. Toni Carney seconded the motion and the motion passed unanimously.

Proposal: Changes to Basic Computer Aided Drafting (717) Program

The proposal was presented by Dan Ference and Gretchen Mullin.

The course EDD 150 3D Modeling has run 4 times as an experimental course. The field is moving from 2 D modeling in architecture to 3 D. Mr. Ference would like to continue running the course and tie it to the Certificate Program. The changes would eliminate EDD 130 which is old technology. EDD 130 would run for the last time in Fall 2009. After that it would be removed from both the Certificate and Associate Degree Programs and the catalog. Additionally five program goals were added to the Certificate Program. Steve Wells asked if a listed topic should be "Orientation and overview of the course." Mr. Ference felt it was understood.

Mr. Ference mentioned that he will be running an experimental course in which students will utilize Revit 2, a software package which will allow students more design capabilities and allow students to design green spaces.

Chuck Martoni made a motion to accept the proposal. Joyce Breckenridge seconded the motion and the motion passed unanimously.

Proposal: Changes to Social Work Program

Brenda Trettel presented the proposal and explained that there are 2 courses in the program that no longer run, SOW 105 Basic Concepts of Mental Retardation and SOW 111 Home/Health Management. The proposal allows ECD 202 Children with Special Needs to be substituted for PSY 212 Psychology of Developmental Disabilities which does not always run. Additionally some typographical errors were corrected.

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

Proposal: Changing the pre-requisite of AVT110 to co-requisite

Brenda Trettel explained that AVT 101, Private Pilot Theory is a pre-requisite for AVT 110, Aviation Meteorology when they should be co-requisites. Steve Wells suggested that if they were just listed in the same semester, a student could take one course at a time. Being co-requisites, a student would be forced to take the 2 courses at the same time. Mrs. Trettel said that there is no full-time aviation faculty to consult and to really look at the curriculum, but the part-time Instructors felt strongly that the courses should be co-requisites. She did request a faculty member in the fall through Academic Planning, but the position did not make the cut.

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

Proposal: Delete GGY110 – Weather and Man and PHS110 – Principles of Science. Add PHS108 – Introduction to Weather

Brenda Trettel presented the proposal which recommends that 2 courses, GGY110 and PHS110 be deleted from the catalog because they are not part of any program and have not run in many years. PHS 108 Introduction to Weather covers this topic.

Steve Wells noted that the first sentence of the catalog description is not a complete sentence. Brenda Trettel will correct this.

Yvonne Burns made a motion to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

Maura Stevenson commented that there was an incorrect link to an old Curriculum form on the College Council website which resulted in some proposals being submitted on the wrong form. Barbara Thompson corrected it.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Student Academic Complaint Form

Toni Carney reported that the Subcommittee met on March 19th and approved this proposal. The form refers to the Student Academic Complaint policy in the handbook. The form is a way of guiding students along the process. This form is only for the formal stage when the informal stage has yielded unsatisfactory results. Dr. Todd said the form would be put on the CCAC website. Steve Wells noted that the forms should also be available at Advising and in the Associate Dean's office. The online version of the form will link to the Student Handbook. A signature line for the student will be added under the line for their printed name.

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

Proposal: Financial Aid Refund Process

Mary Lou Kennedy and Shirley Harr presented the proposal which addresses the timing and dispersal of funds at the start of the semester. What they have found is that some students have not used the funds for College and have just walked away. This is registered as a debt on the student's record, but the College is then obligated to return the funds. For Fall 2008, the College had to return \$700,000 to the State and Federal governments.

To try to curb this, they surveyed similar institutions, how they handle financial aid, and what they do. They found that 60% of them are waiting until 2 weeks into the semester before dispersing funds. Some wait until we are 60% into the semester. Some delay disbursements until 75% into the semester. The proposal recommends that financial aid be dispersed immediately following the 75% refund period of the semester.

If the proposal is approved, the College will buy a software package that interfaces with Datatel. Students will then be able to charge books bought in the bookstore utilizing Financial Aid money if appropriate and that window of time for returns will be extended to 2 weeks. This would also apply to Pittsburgh Promise students. The software costs between \$15,000 and \$30,000 and will come out of bookstore revenues.

Carl Francolino said that it is important for faculty to report attendance for the financial well being of the institution. Students will be notified in award letters, specific post cards, and on the financial aid website that the dispersal time is changing.

We are typical of what is happening at other community colleges. Our bad debt is increasing because of the poor economy. The reduction of the debt will be our assessment of how well this new policy is working. If approved, the proposal would start the 2nd summer session 2009.

Carl Francolino made a motion to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

Dr. Johnson will be at our next meeting, April 23rd to discuss the distance learning proposal.

AGENDA ITEM IV: NEW BUSINESS

There being no further business, the meeting ended at 5:22 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

College Council Meeting Minutes April 23, 2009

COLLEGE COUNCIL MEETING MINUTES

April 23, 2009

College Office Board Room

ATTENDANCE

Present

Richard Allison
Maryann Anderson
Mary Frances Archey
Joyce Breckenridge
Yvonne Burns
Toni Carney
John Dziak
Rita Gallegos
Carl Francolino
Donna Imhoff
Joanne Jeffcoat
Maura Stevenson
Barbara Thompson
Ping Wang
Stephen Wells

Absent

Gail Boyea
Charles Martoni

Guests

Lynn Gigandet
Art Miller
Gretchen Mullin
Brenda Trettel
Gino Anitori
Eileen Wrigley
Alex Johnson
Ron Logreco
Leelavati Murthy
Michele Wehrle
Steve Bannister
Bob Koch
Anthony Lucas
Bobby Jo Duffy
Allysen Todd
Jennifer Miller
Beth Harkay
Sandra Bobick
Greg Joyce
Brad Sandrock
Dan Ference
Max Blobner

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE March 26th, 2009 MEETING

Ping Wang made a motion to approve the minutes of the March 26th, 2009 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

AGENDA ITEM II:REPORT ON INTERNET LISTING

ROTATION BY CAMPUS PROPOSAL

Dr. Johnson appeared before Council to discuss the proposal, which was approved by Council at the February 26th meeting, regarding the listing of distance learning courses alphabetically by Campus. Council recommended that the order be rotated every semester.

Dr. Johnson thanked Council for the invitation to appear and praised Council members for all of their hard work. He said that he wanted to share some points with Council first. When he arrived at CCAC he wanted to continue the introduction of full-time faculty members. There will be eight new hires starting in the Fall semester and Dr. Johnson has gone to various foundations and to R. K. Mellon seeking funding for a full-time nursing position for one year, after which the College will continue to fund. UPMC will fund a RAD Tech position, and for this the College is asking for a 5-year commitment.

He is continuing to invest in distance learning and IT through an improvement in, and an expansion of infrastructure through hardware. He is also working to improve training and is looking to be able to provide 24/7 tech support and more support for students.

Dr. Johnson thanked the Assessment and Research Subcommittee for their report and was pleased that they are interested in scheduling. He believes that to change scheduling now would be premature since it has been in effect only one year. He would like to continue to monitor the situation and will pull together a task force of two administrators and four faculty members, one from each campus. The ad hoc committee will be charged to study distance learning and provide John Dziak and Dr. Johnson with data. Dr. Johnson feels that the situation needs to be deliberated more fully. He has asked Donna Imhoff to co-chair the committee and expects a report by February.

Leevati Murthy observed that if the report is not due until February, this would mean that the same process would be in place for Summer, Fall, and Spring. She asked if there was anything that could be done to speed up the process for people who are not treated equitably. Dr. Johnson said there are some models out there, for instance, that will randomly generate by computer which faculty teach distance learning courses and in what order. He said he wants the task force to have time to deliberate. Eileen Wrigley asked if that means that South Campus will have at least five semesters residing at the bottom of the list.

Dr. Johnson said that he didn't believe that the cancellation rate was that bad for South Campus. Barbara Thompson said the average cancellation rate is 7.89% but South's cancellation rate is 16.6%. Ping Wang and Leevati Murthy reiterated points from the Research and Assessment report. Dr. Johnson mentioned the importance of the integrity of testing for distance learning and that a cheating incident had been reported directly to him. Barbara Thompson mentioned that North is the only campus without a testing center. Donna Imhoff said that the topic is on the agenda for the next President's Cabinet meeting.

Dr Johnson ended his discussion with Council by recognizing that the College rates very high in the fields of Nursing and Allied Health, and now in workforce development. He has been interviewed in the *Tribune Review*, the *Post Gazette* and the *Chronicle of Higher Education*. He mentioned that the Pittsburgh Promise is deemed a great success and that the students from that program have a higher retention rate.

AGENDA ITEM III:SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Ping Wang reported that the Subcommittee met on April 2nd and 16th. He said the online SOSO was very successful with over a 30% response rate compared to the email version, which had a response rate of 2%. Mr. Wang also discussed a distance learning student guide. There are currently multiple guides which the Subcommittee would like to see combined into one. They are continuing to work on the distance learning summit idea. There are no details, but there may be a pre-summit at the Summer Institute.

B. CURRICULUM

Proposal: Diagnostic Medical Sonography (DMS) Program – Additions and Changes to Courses and the Program

Gino Anitori and Rick Allison presented the proposal. Rick Allison explained that in the field of ultrasound there are nine specialties. This proposal adds a vascular track which is in very high demand in the Pittsburgh area. Currently, there are no vascular programs in the city. This vascular track will be a permanent addition to the Diagnostic Medical Sonography Program.

The track requires that several new courses be added and that some of the course titles be changed. Also, all course objectives have been changed to align with Bloom's Taxonomy. Four new clinical courses were added: DMS 135, 137, 235, and 237. Course titles and numbers have been changed for two courses: DMS 290, Vascular Sonography 1 to DMS 125, Vascular Ultrasound and DMS 291, Vascular Sonography 2 to DMS 237, Advanced Vascular Ultrasound.

Steve Wells questioned all of the co-requisites for DMS 102 on page 53. Rick Allison explained that the co-requisites act as a guide through the program for students. Maryann Anderson questioned the break down of hours for DMS 102, on page 52. Mr. Allison explained that 2 credits, with 1 clinical hour and 1 lab hour, is not the current practice; however page 53 with 2 credits – 1 lecture and -1 lab is correct.

For DMS 115, the course is listed as 4 credits with 8 lecture hours. Under the proposed change the course is 4 credits with 40 clinical hours per week. Mr. Allison said that page 78 is incorrect. It is a clinical course and there is no lecture component. It is actually 40 clinical hours for 6 weeks. Page 103, DMS 223 has the same problem. The course is 24 clinical hours for 15 weeks. Mr. Allison will correct page 107, for DMS 224, as well. On page 49, looking at pre-requisites, DMS 292 is probably incorrect. On page 22, the DMS certificate should have a totally new description. On page 23, DMS 135 has 5 pre-requisites therefore it is a much longer program to complete than it seems to be. Mr. Allison said that someone has to be certified to be in the program. On page 20, the description of the program will specify that.

Joanne Jeffcoat made a motion to accept the proposal, and Carl Francolino seconded the motion. Because there were so many changes, Toni Carney suggested that the corrections be made and brought back to Council. Joanne Jeffcoat and Carl Francolino amended their motion to table the proposal. The vote to table the proposal was unanimous in favor of, but with one abstention.

Proposal: Changes to Building Construction Program

Ron Logreco presented the proposal. Mr. Logreco explained that about a year ago the advisory committee looked very closely at the program which had not been reviewed for many years.

Consequently, the program was updated and streamlined. The Proposal recommends the deletion of three certificate programs because certificates are of little use in this field. An Associate's Degree is an industry standard. Mr. Logreco wanted to improve the course descriptions and objectives. As they read now, they lead students to believe that they could go into management jobs when, in reality, some work experience is necessary for that to happen. On page 48, the courses and credits listed equal 28-45 credits. This refers to classroom and apprenticeship hours. Page 18, BLC 192 lists a DVS placement test as a pre-requisite, but it does not indicate what level needs to be achieved. Toni Carney suggested DVS 101 or 103. Mr. Logreco will check with the faculty and correct this. On pages 43, 47, 49, and 53, "Associate's Degree" needs to be changed to "Associate of Science Degree." There were typographical errors on page 6. On page 22, for BLC 203, MAT 114, or knowledge of basic trigonometry are listed as a pre-requisite. How is that knowledge measured? Mr. Logreco responded that it would be evident if they have been using it. If not, they have to take the course. Barbara Thompson made a motion to accept the proposal with the understanding that corrections will be made by May 10th. Steve Wells seconded the motion, and the motion passed unanimously.

Proposal: Inclusion of Testing Fee Information in Course Descriptions

This proposal which relates to second-year welding courses was presented by Ron Logreco. The proposal recommends adding the testing and materials fees when students register. The AWS certification test is an industry standard which all students are required to complete. Currently students are sometimes unprepared to pay the \$80 or \$125 at the end of the program. If a student withdraws, the money would be returned to him.

Joanne Jeffcoat made a motion to accept the proposal. Donna Imhoff seconded the motion, and the motion passed unanimously.

Proposal: American Sign Language Certificate (912.2) Program Changes

Bobbi Jo Duffy presented the proposal with Jennifer Miller acting as interpreter. The proposal recommends that ASL 101 and 102 be increased to 4-credit courses which would allow more signing time and would increase transferability. The proposal also recommends that the American Sign Language courses be listed as humanities electives and not just as discipline electives. Many universities including University of Pittsburgh, California University of Pennsylvania, Robert Morris and Slippery Rock list ASL as a language or humanities elective. There are five program objectives which were added and the program description was updated.

Rick Allison asked why in course titles ASL was not spelled out? ASL at CCAC often refers to Assessment of Student Learning, and perhaps ASL should be spelled out to read American Sign Language. That should apply throughout the document. Mr. Allison also pointed out that on page 9, and on page 5, the course titles should be Elementary ASL 2, and ASL 1.

Donna Imhoff made a motion to accept the proposal. Rita Gallegos seconded the motion, and the motion passed unanimously.

Proposal: Revision of Physical Therapist Assistant Program (PTA) course syllabi to align course learning outcomes to CCAC recommended syllabus format and the Commission on Accreditation in Physical Therapy Education (CAPTE) Comprehensive Curriculum Objectives

Steve Bannister presented the proposal on behalf of Norm Johnson. The learning objectives have been revised to align with Bloom. In the learning outcomes, words appear in parentheses. These changes are to satisfy the accreditors. On page 19, PTA 102 contains a typographical error in the course description.

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

Proposal: Hotel-Restaurant Management (405.1), Hotel Management (406.1) and Restaurant Management (407.1) Program Changes

Michele Wehrle presented the proposal. During the Program Review there were certain recommendations that were suggested. This proposal is the result of those recommendations. The alpha code for all courses has been changed from HRM (Hotel-Restaurant management) to FLR (Foodservice, Lodging and Recreation Management). Additionally, program goals have been added to each program.

Maryann Anderson asked about the credits/lecture/lab descriptions. As an example: on page 9, FLR 102 is listed as 2 credits - 3 lecture hours and 1 lab. This is an error. It should be 3 credits - 2 lecture hours and 1 lab hour. On page 42, FLR 155, and on page 58, FLR 255 list 3 credits and 3 lecture hours, and in the course description, 150 hours of work experience is mentioned. Dr. Wehrle said the courses are not transferrable any other way. Mary Frances Archey noted on page 53, HRN 225 had 4 credits with 2 lecture hours, and 4 lab hours. FLR 225, also lists 4 credits, but in this case, students have 1 lecture hour, plus 3 lab hours. Dr. Wehrle said this reflects what is happening in the classroom.

Toni Carney made a motion to accept the proposal. Steve Wells seconded the motion, and the motion passed unanimously.

Proposal: Add Three Dance Practicum Courses

Brenda Trettel presented the proposal. Dance 131, Dance Practicum 2, has been running as an experimental course and is very popular. The proposal adds Dance 131 as a permanent course and adds DAN 230, Dance Practicum 3, and DAN 231, Dance Practicum 4. Students have been asking for more advanced courses which they will be able to take as free electives. All learning outcomes have been examined to ensure they conform with Bloom. On page 7, Dance Practicum 3 should say it is a continuation of Dance Practicum 2.

Toni Carney made a motion to accept the proposal with the correction on page 7. Carl Francolino seconded the motion, and the motion passed unanimously.

Proposal: Revising the ACC/BUS master course syllabi using Bloom's Taxonomy as adopted by the College

Tony Lucas presented the proposal which removes ACC 150, Small Business Accounting Procedures, which has not run in many years. The learning outcomes for ACC 110, 140, 143, 151, 204, 210, and 211 have been revised utilizing Bloom's Taxonomy. It was recommended that the course description on Page 6, ACC 110, be revised from "This course is on..." to "This course emphasizes..." On page 10, in the description for BUS 140, remove a comma after "methodologies." On page 2, there are

capitalization problems with Listed Topics number 6, 8, and 9. Also “This courses is” should be corrected to “This course is.” Toni Carney asked if the other accounting courses will be revised according to Bloom. Brenda Trettel said they would be submitted in the Fall semester.

Ping Wang made a motion to accept the proposal. Yvonne Burns seconded the motion, and the motion passed unanimously.

Proposal: Program Title Change for Graphic Communications

Max Blobner presented the proposal. He said that in 2000, two tracks were created, one for traditional graphic communication, and one for digital graphic design. Since then, traditional graphic communication has fallen by the wayside. The proposal recommends that the tracks be deleted and that the curriculum be revised.

Rita Gallegos made a motion to accept the proposal. Donna Imhoff seconded the motion, and the motion passed unanimously.

Proposal: Deletion of ART213

Max Blobner presented the proposal. With the recommendation that the traditional track of Graphic Communication be deleted, there is no need for Art 213, Graphic Communications 2. No one has enrolled in this course for a long time.

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

Proposal: Edit Title to ART113

Max Blobner presented the proposal. Currently Art 113 is Graphic Communications 1. With the recommended deletion of Graphic Communications 2, there is no need for the 1 in the title.

Carl Francolino made a motion to accept the proposal. Rick Allison seconded the motion, and the motion passed unanimously.

Proposal: Program Change for Digital Graphic Design 376.1

Max Blobner presented the proposal. He stated that program objectives have been added and in the second semester there is an option for photography. Two typographical errors were noted on pages 4 and 5.

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

Proposal: Biotechnology Associate Degree Program – Creation of Two Tracks

Sandra Bobick presented the proposal which requests adding a career track rather than just having the academic or transfer track to the Associates Degree Program. This will allow students to qualify for a

job as a lab tech upon completion. The College has received a \$600,000 grant so a lot of students will be going through this program.

Joyce Breckenridge made a motion to accept the proposal. Maura Stevenson seconded the motion, and the motion passed unanimously.

Maura Stevenson mentioned that the reason this meeting is so long is because proposals were presented at the last minute. She urged everyone to submit proposals earlier next year.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Requiring Placement Testing

Mary Frances Archey who presented the proposal, said the proposal attempts to get students to take placement tests earlier in their college career. Students put off taking the math placement test thinking that their math will be a one semester commitment, and because of placement testing this becomes a three semester commitment. Formerly, everyone had to test upon enrollment, but Dr. Flores felt it was an impediment to enrollment. We then went from one extreme to the other. This proposal tries to corral students before they get too far along in their college career. The proposal requires all full-time students to take all three placement tests upon enrollment and all part-time students to take the tests after completing 12 credits.

There were questions regarding dual enrollment, especially those who are high school students. These students are not covered by this proposal.

Steve Wells made a motion to accept the proposal. Donna Imhoff seconded the motion, and the motion passed unanimously.

D. ACADEMIC PLANNING

Program/Discipline Review: Heating and Air Conditioning

Art Miller presented the Program Review. Joanne Jeffcoat reported that everything was in order. Mr. Miller said that as enrollment increases the addition of another faculty member will be necessary. Additional space will also be necessary. Green technology will provide industry incentives which will increase the program. Donna Imhoff commented that the operation at West Hills is very impressive.

Rick Allison made a motion to accept the Program Review. Toni Carney seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Civil Engineering

Joanne Jeffcoat reported that the Program Review was very thorough and complete. The Review was presented by Brad Sandrock and Dan Ference. The review cites problems with faculty, space and equipment. There is no full-time civil engineering faculty member and they must rely on the expertise of adjunct faculty. The program and equipment came from Boyce to South Campus. The lab needs to be located on the ground floor so the soils table, which is very loud, does not shake the floor and disturb other classes. The equipment needs to be updated. The student enrollment potential is

definitely there and the program has the potential to grow, but won't without a full-time faculty member to direct it.

Joyce Breckenridge noted the low participation of females in the program and asked if anything is being done to attract more females? Barbara Thompson asked if those in the program are already working in the field. She expressed the opinion that females entering programs such as this are at a disadvantage when they are expected to compete with those already working in the field. Donna Imhoff commented that we advertise the College, but not specific programs. We are losing students and, specifically female students to proprietary and four-year schools. Joyce Breckenridge asked if this is something that our Diversity Office should get involved with.

Ping Wang made a motion to accept the Program Review. Donna Imhoff seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Automotive Programs (507, 349, 350)

Steve Wells reported that all documents were in order and the report looked fine. Bob Koch presented the five-year program review which is based upon three binders of ever-changing information from the accrediting body to which the program must conform. Every five years they must do a major review of curriculum, faculty, facilities, etc. for the National Automotive Technicians Educational Foundation in order to continue the programs. This requires a continual updating process because the cars are constantly changing. Despite their best efforts, there are no females or people of color enrolled. They have tried and Mr. Koch said, "The industry is what it is." Enrollment was affected this year by the problems in the automotive industry, but Fall enrollment is ahead. Mr. Koch discussed the safety issues integral to the program; for instance, there are electrical safety issues, especially when dealing with hybrid cars.

Rita Gallegos made a motion to accept the proposal. Donna Imhoff seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Welding Technology Programs (316, 317)

Steve Wells reported that all documents are in order. The Program Review was presented by Gretchen Mullin and Ron Logreco. Among the recommendations within the review is one for more space. There are 16 training stations and more could be filled immediately because of the high demand for welders. The program is the highest paying, short term program at the College. It is also very diverse with 30% to 40% females and minorities. Welders make \$18-\$20 per hour after four months of training. The rate of students who receive certification is 100%. The number of faculty is adequate. Equipment needs to be regularly updated, and some of the equipment is obtained through Perkins.

Maura Stevenson made a motion to accept the Program Review. Steve Wells seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Radiation Therapy Technology Programs (565.1, 566.1)

Beth Harkay presented the Program Review. She explained that radiation therapy is diagnostic in terms of diseases and is sometimes confused with the x-ray program. This is the program which uses radiation for therapy such as cancer treatment. The Program is accredited by the Joint Review

Committee on Education in Radiologic Technology (JRCERT) and the program received the maximum accreditation of eight years. Within the review is a recommendation that there be a full-time clinical coordinator. Keeping adjunct faculty is difficult because the hospitals offer better opportunities. Adjuncts do it only because they like to teach. The program runs every other year. Acquiring updated equipment is difficult. For a lab to be fully functional it would cost about \$500,000. The job market is not as good as it was. UPMC is closing some of their cancer centers.

Ping Wang made a motion to accept the proposal. Rita Gallegos seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Criminal Justice and Criminology (600.4)

Greg Joyce presented the Program Review. Recommendations include dedicated classroom space and full-time faculty members. Mr. Joyce reported that enrollment is increasing. North Campus does not have a full-time faculty member, and history has shown us that when there is a full-time faculty member, the program grows.

Graduates are not necessarily working as police officers. The jobs are more plentiful in corrections. County, state and most local governments all require 60 college credits. There is a good male/female ratio (60/40) and there are no problems in recruiting. Many students declare general studies as their major, which hurts with funding.

Mr. Joyce said there is an extraordinary advisory board comprised of chiefs of police, judges, etc.

Donna Imhoff made a motion to accept the Program Review. Ping Wang seconded the motion, and the motion passed unanimously.

AGENDA ITEM IV: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM V: NEW BUSINESS

Location of Experimental Course form on the web

Fran Dice asked where the form would reside on the website. Logically it should be listed under Curriculum with a reference or link to the new form on the AFT website.

Recruitment for College Council Representatives for 2009-2011

Ping Wang and Gail Boyea are not returning to College Council. North Campus does not have anyone interested in serving as the representative for Arts and Sciences.

Start time for the May 7th meeting

Lunch will be served, compliments of Mary Frances Archey, at 11:30 am, and the meeting will start at noon.

There being no further business, the meeting ended at 7:00 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes May 7, 2009

COLLEGE COUNCIL MEETING MINUTES

May 7th, 2009

College Office Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Joyce Breckenridge	Gino Anitori
Maryann Anderson	John Dziak	Rod Farkas
Mary Frances Archey	Charles Martoni	Lynn Gigandet
Gail Boyea	Ping Wang	Cheryl Graham
Yvonne Burns		George Jaber
Toni Carney		Gus Kellerman
Rita Gallegos		Carl Mazzetti
Carl Francolino		Linda Radzvin
Donna Imhoff		Jim Robertson
Joanne Jeffcoat		Allysen Todd
Maura Stevenson		Brenda Trettel
Barbara Thompson		Barbara Williams
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 12:05 PM. She thanked Mary Frances Archey for providing lunch for what was going to be a long meeting.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE APRIL 23RD, 2009 MEETING

Gail Boyea moved to approve the minutes of the April 23rd, 2009 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Proposal: Diagnostic Medical Sonography (DMS) Program – Additions and Changes to Courses and the Program (Tabled 4/23/09)

Toni Carney moved to untable this proposal which was originally presented at the April 23rd meeting. Rita Gallegos seconded the motion, and the motion passed unanimously.

Rick Allison reported that the requested changes from the April 23rd meeting had been made. Council noted other corrections which needed to be made:

Page 49, DMS 211, the prerequisites should read, "...current student in an accredited DMS program...."

Page 79, DMS 115, clinical hours should read: “40 clinical hours a week for 6 weeks.” Page 99, DMS 210, add “This is” to the beginning of the Catalog Course Description.

Page 66, DMS 105, “Identify” should be capitalized in the third Learning Outcome.

Page 103, DMS 223 and Page 111, DMS 225, correct the Course Descriptions to start, “In this course, the student will...”

Page 118a, DMS 227, revise the Course Description to start, “This course will provide students specializing in the general tract with information concerning...”

Page 123, DMS 228, revise the Course Description to start, “This course combines theory and application...”

Joanne Jeffcoat moved to accept the proposal pending the necessary corrections. Gail Boyea seconded the motion, and the motion passed unanimously.

Proposal: Revisions to Computer Forensic Courses

Rod Farkas and Rick Allison presented the proposal which made minor revisions to the Learning Outcomes and Listed Topics for CIT 180, 181, 280 and 281. Additional corrections were discussed. Page 6, CIT 180 required 2 spelling corrections. For CIT 280, Computer Forensics II, the prerequisite “and state criminal history check” was eliminated. Mr. Farkas said that in lieu of the history check, faculty members ask students to sign an ethics statement. Several members of Council remembered when this course was originally passed. At that time it was important that the College’s attorney review this course. To address the College’s possible liability if we inadvertently taught a criminal how to hack into computers, the state criminal history check was added as a prerequisite. Mr. Farkas said that Ping Wang surveyed other colleges and found that they do not require a criminal history check. Currently we are requiring it but no one is checking to see if the student has satisfied the prerequisite.

Rita Gallegos made a motion to accept the proposal under the provision that dropping the criminal history check language is agreeable with the College President or the College attorney. Toni Carney seconded the motion and the motion passed all in favor with the exception of one abstention and one vote no. Maryann Anderson asked for a copy of the ethics statement for her upcoming meeting with Dr. Johnson regarding this proposal.

Proposal: Revisions to Computer Courses

Rod Farkas presented a proposal which revises the Learning Outcomes and Listed Topics in CIT 111 and CIT 125. The proposal reduces the number of outcomes and topics on the advice of the Curriculum Subcommittee.

Gail Boyea moved to accept the proposal. Rita Gallegos seconded the motion, and the motion passed unanimously.

Proposal: Course Revisions for the Social Sciences ANT101, 102, 103, 104, 110

Cheryl Graham, who presented the proposal, reported that she did a lot of cleanup and updating of the courses. All courses were reviewed for adherence to Bloom's Taxonomy. The course descriptions for ANT 101, 102 and 103 should be changed to start, "This is a course in..." Steve Wells questioned if eligibility for English 101 might be a good idea as a prerequisite to improve student success in these courses. Cheryl Graham invited Dr. Wells to appear at the Discipline meeting to present that idea.

Rita Gallegos moved to accept the proposal pending corrections. Joanne Jeffcoat seconded the motion, and the motion passed unanimously.

Proposal: Course Revisions for the Social Sciences SOC201, 202, 208, 210, & 211

Cheryl Graham presented this proposal as well. Courses were examined for adherence to Bloom's Taxonomy. Corrections remaining include:

Page 6, Soc 201, the Course Description should begin, "This course is a study of the family..."

Page 8, SOC 202, the Course Description should begin, "This course is an introduction to the study..."
Page 11, SOC 208, the Course Description should begin, "This course is a broad survey..." and the 3rd Learning Outcomes is missing the word "how."

Page 13, SOC 210, the Course Description should begin, "This course is the study of..."

Joanne Jeffcoat moved to accept the proposal, pending corrections. Gail Boyea seconded the motion, and the motion passed unanimously.

Proposal: Course Revisions for the Social Sciences SOC117, 118, 213, 216

Cheryl Graham presented this proposal as well. The courses have been reviewed, revised where appropriate, and the objectives have been restated utilizing Bloom's Taxonomy. Additional corrections included:

Page 7, SOC 117, there was a missing period after Learning Objective #5 and "theoretical" should not be capitalized in Listed Topic #5

Page 9, SOC 118, the Course Description should begin, "This course is a Drug and Alcohol Clinical Practicum, which affords..." Also, Learning Outcomes #1 should read, "Develop ethical standards ..."
Learning Outcome #3 should read, "Report what has been ...". Listed Topic #4 should read, "HIV/AIDS, definition, scope, vectors of infection and prevention."

Page 11, SOC 212, Learning Outcomes #1 should read, "State the theories..." and the Catalog Description should start, "This course is a study of problems..."

Page 14, SOC 213, the prerequisite SOC 101 was dropped because it was unnecessary. It was noted that there was no mention in the Recommendation Abstract of dropping a prerequisite. Ms. Graham said there was no objection from the Sociology faculty. Maryann Anderson said that Form A-1 needs to accurately reflect everything that is being requested in the proposal and that the title of the proposal needs to be descriptive. She said her comments relate not just to this proposal, but, in general, to all proposals.

Toni Carney made a motion to accept the proposal pending corrections. Donna Imhoff seconded the motion, and the motion passed unanimously.

Proposal: Curriculum Course Change PSY230, HIS114 HIS113

Cheryl Graham presented this proposal. Ms. Graham reported that the courses were reviewed for content, prerequisites and Bloom's Taxonomy. PSY 230 added Psy 101 as a prerequisite. Maryann Anderson mentioned that the title of this proposal, Curriculum Course Change, should be more descriptive. The use of such a generic title makes searching through proposals for information much more difficult.

On Page 12, PSY 230, there was a question regarding the use of the word "concomitantly." Ms. Graham said that many of those taking this course already have Master's degrees; additionally she was reluctant to change a word that the Psychology faculty had agreed upon.

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

Proposal: Addition of Introduction to Archaeology

Cheryl Graham presented this proposal. She explained that this course has run for four semesters as an online course only. The proposal would add the course to the standard curriculum. There were two corrections on page 4, ANT 107. The Course Title was misspelled; also the Course Description should start, "This Course is designed..."

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

Proposal: Revision of Operating Room Nursing Program (ORN) course syllabi to align course learning outcomes to CCAC recommended syllabus format

Rick Allison and Linda Radzvin presented the proposal which aligns Learning Outcomes with Bloom's Taxonomy. All changes suggested by the Curriculum Subcommittee have been made. The following questions were posed:

Page 5, SUR 250, currently there are no co-requisites, however the proposal lists SUR 251 as a co-requisite, and the print catalog lists two co-requisites, Dr. Radzvin replied that the catalog is correct in listing co-requisites SUR 251 and 252.

Page 8, SUR 251, add SUR 252 as a co-requisite.

Page 12, SUR 252, add co-requisites SUR 250 and SUR 251, and the prerequisites should be "Senior level nursing student or graduate nurse."

Page 16, SUR 260. There was a question regarding the Course Title, "Advanced Operating Room Nursing." In the catalog, page 273, the title is listed as "Advanced Operating Room." Rick Allison will ask Fran Dice to correct the catalog.

Barbara Thompson moved to accept the proposal with the corrections. Joanne Jeffcoat seconded the motion, and the motion passed unanimously.

Proposal: Revision of Central Service Technician Program (CST) course syllabi to align course learning outcomes to CCAC recommended syllabus format

Rick Allison presented the proposal and pointed out an error on page 8, CST 112. The Catalog Description and Learning Outcomes should be what are listed on page 7. Mr. Allison confirmed that certain co-requisites were correct. The proposal revised the courses so they are in alignment with Bloom's Taxonomy.

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

Proposal: Changes in Nuclear Medicine Technology Program (NMT) Associate Degree Requirements (Program #555)

Carl Mazzetti presented the proposal. He explained that there is a recommendation to delete CHM 113, 114 and 214 and to add BIO 241 and CHM 151 because they are more transferrable. Also in the proposal, some of the objectives and lab hours have been revised. Rick Allison said that the corrections requested by the Curriculum Subcommittee have been made. The following additional corrections were requested to be made:

Page 24, Learning Outcomes for the Program, the second bullet should read, "Differentiate imaging isotopes and radiopharmaceuticals..." and the third bullet should start, "Recognize the importance..."

Mr. Mazzetti mentioned that the title of the program will be changing in the next year or so to Molecular Imaging Technology. PET courses should be added because this is a new modality in the field.

Steve Wells moved to accept the proposal pending corrections. Toni Carney seconded the motion, and the motion passed unanimously.

Proposal: Changes in Nuclear Medicine Technology Program (NMT) Certificate Requirements (Program #560)

Rick Allison reported that all of the changes requested by the Curriculum Subcommittee have been made. The program is being updated in accordance with the Joint Review Committee in Nuclear Medicine Technology.

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

Maura Stevenson reported that some Nursing proposals did not make it to Council. One proposal in particular which would have eliminated the CIT requirement was voted down. Perhaps the CIT faculty could work with the Nursing faculty to develop a competency exam.

B. ACADEMIC PLANNING

Program/Discipline Review: Operating Room Nursing (634)

Joanne Jeffcoat reported that everything was in order. The Program Review was originally missing the External Evaluator's Report which Joanne Jeffcoat distributed. Rick Allison gave the report. Faculty, space and equipment are sufficient. UPMC was going to send a cohort of nurses to Boyce Campus, but that hasn't been worked out as yet. The College is not offering these courses currently.

Maura Stevenson made a motion to accept the program review. Carl Francolino seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Radiologic Technology (558)

Joanne Jeffcoat said that she found everything in the Program Review to be in order. She distributed an additional sheet of graduation rates and employment data. Gus Kellerman made the presentation. He said that the Program is required to keep the statistics by their accrediting agency. When he first started with the Program, there were seven students and two clinical sites, now there are 200 to 210 students at 50 clinical sites. We have the largest program in the country. The Program is in full compliance, with no citations against it. UPMC is funding a full-time faculty member for at least one year. Graduates reportedly are doing well.

UPMC has a similar program which is closing, and all of their students will be coming to CCAC. We competed against five other schools for Pitt's students. We have been the leader in the area for many years; therefore, UPMC turned to us.

The National Society has issued new regulations which require every student to graduate from an Associates Degree Program before they can sit for the exam; further, every graduate must sit for an exam after every 10 years.

Mr. Kellerman said that space is sufficient because they are able to alternate days and run two groups. Equipment is also sufficient. Mr. Kellerman saw the need for digital imaging equipment five years ago. A graduate of the program works for J2Medical who makes a device that transfers images from analog to digital. Mr. Kellerman was able to purchase this device for \$49,000. To date there have been more than 10,000 digital images which have been downloaded, so that when students work in the lab they are able to view actual pathologies. UPMC will be giving CCAC their huge library and a phantom skeleton.

Normally the program admits 60 to 65 students and graduates 40 to 45 students. One big reason for the drop-out rate is that students see massive trauma and some students are not able to deal with that. Mr. Kellerman said they will be hiring a new faculty member between June 18th and 26th. Mary Frances Archey said the position will be a full-time temporary grant-funded position that will eventually have to go through governance. Mr. Kellerman said he was unaware of the temporary nature of the position and that it might affect their accreditation.

Carl Francolino made a motion to accept the Program Review. Toni Carney seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Medical Insurance Specialist (595.1)

Joanne Jeffcoat reported that everything was in order for the Program Review. She said that the Review was an interesting look at how coding is currently done and how drastically it will be changing in the future.

Barbara Williams said that graduates work in hospitals, attorneys' offices, practices, and out-patient facilities. On October 1st, 2013, a much more detailed and complicated coding systems, ICD 10 will go into effect. Currently ICD 9, which is just a numeric system, has 17,000 codes. ICD 10, which is an alpha numeric system, will have 100,055 codes and everyone in the field will require new training. The accrediting body suggests that training should start in 2011, to be ready for the 2013 implementation.

Also, Medicare is working on implementing a requirement for a certified coder for every facility. There will be a certification prep test and the College can be designated a test site. Mrs. Williams said that we will need software to support this.

Doctors need to be trained in accurate documentation. If doctors aren't specific then the coder might under-code so that the hospital won't get enough money, or might over-code and be liable for fraud. The starting salaries for coders range between \$25,000 and \$37,500.

Rick Allison made a motion to accept the Program Review. Yvonne Burns seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Theater (025.2)

Joanne Jeffcoat found everything to be in order. George Jaber presented the proposal. He discussed the need for faculty, space and equipment. Working as a film carpenter, he has been able to establish many relationships, which have provided students with many opportunities. He lamented the elimination of the Film Board and the film tax rebate which brought in \$186.4 million last year. That brought in a lot of filmmakers. There were 12 feature films shot in the Pittsburgh area last year.

Mr. Jaber offers two experimental courses, THE 216 and 226. These will be coming before Curriculum in the Fall.

Recommendations in the Program Review include a need for space. The department uses a storage trailer, which is filled with film scenery, and for which they pay \$86 per month. The stage is completely filled and there is no place to build sets. Dust is a serious factor, and the theater seats, which are the original seats dating from 1974, are in extremely poor condition. The lighting console board is ancient, and the sound system is not digital. Mr. Jaber said that he anticipates an increase in enrollment and will need faculty. His philosophy is to train people to get work by teaching them practical applications.

Maura Stevenson moved to accept the Program Review. Yvonne Burns seconded the motion, and the motion passed unanimously.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Math Placement Test Score Revisions

Dr. Todd and Jim Robertson presented the proposal. An analysis of Math Placement Tests was conducted by taking a closer look at the success of students in math. In order to do that, faculty and counselors representing each campus examined the placement tests and the testing process.

Jim Robertson explained that the Subcommittee members looked at the placement test scores and how well students did in the courses in which they were placed, i.e., MAT 080, MAT 090, and the first college level math course. The Subcommittee believed that a student should attain a 50% likelihood of being successful in MAT 080. They determined from data that a student would need a score of 24 on the pre-algebra placement test to test into MAT 080. The Subcommittee decided that the criteria for placing into MAT 090 and the first college level math would be a 60% likelihood of being successful. This would require a score of 55 on the pre-algebra test or a score of 27 on the algebra test to place into MAT 090.

As a result, this proposal recommends changing the cut-off scores slightly and providing another alternative for students who attain a score of 0-23. Over the summer the Math faculty will look at alternatives for low-scoring students such as working with PLATO, adult literacy courses, etc.

If approved, the proposal will not take effect until the 2010 Spring registration cycle.

Gail Boyea made a motion to accept the proposal. Donna Imhoff seconded the motion, and the motion passed unanimously.

D. ASSESSMENT AND RESEARCH

Carl Francolino gave the Subcommittee report in the absence of Ping Wang. He reported that the Subcommittee met on April 30th at which time Mary Kate Quinlan delivered an update on assessment. The Blackboard server has reached the end of its lifespan, and everyone is hoping that nothing happens to it before July 1st when it will be replaced. The transition from the old to the new server will take time. Dwight Bishop will hold several sessions on innovations and information at the Summer Institute on Distance Learning.

Barbara Thompson mentioned the relationship between Distance Learning faculty and the testing centers regarding the responsibilities of faculty for supplying tests. This would be a good topic for next year's Subcommittee.

The annual report will be completed at the beginning of the academic year.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Future up-dates to College Council forms

Rick Allison reported that some of the bugs in the interactive forms have been resolved, but there are still some that remain. These include the inability to run spell check, to use bullets, or to put the word "proposed" at the top of pages, and a problem with underlining. Mr. Allison will work on this over the summer.

Annual reports

Maryann Anderson is preparing an annual report for College Council. She won't distribute this until after she meets with Dr, Johnson so that the proposals recommended today will be included. Mrs. Anderson asked Joanne Jeffcoat for an update of the Program Reviews.

Barbara Thompson reminded Council that we will be voting by email on these minutes.

Mrs. Anderson thanked everyone, especially Gail Boyea and Ping Wang who will be leaving us, for all of their hard work.

There being no further business, the meeting was adjourned at 4:14 PM.

The next meeting will be August 27th, 2009.

Respectfully submitted,

Barbara Thompson

College Council Secretary