

College Council Meeting Minutes August 27, 2009
COLLEGE COUNCIL MEETING MINUTES
Aug. 27th, 2009
Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances Archey	Ryan Alexander
Maryann Anderson	Joyce Breckenridge	Kristen Cinkovic
Gail Boyea	Charles Martoni	
Yvonne Burns		
Toni Carney		
John Dziak		
Rita Gallegos		
Carl Francolino		
Donna Imhoff		
Joanne Jeffcoat		
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: WELCOME AND INTRODUCTIONS

Maryann Anderson welcomed everyone to a new year at College Council and asked everyone to introduce themselves.

AGENDA ITEM II: ELECTION of FACULTY MEMBERS on COLLEGE COUNCIL to the FOLLOWING POSITIONS

The election of faculty members to the following College Council positions took place. All nominations were unchallenged and affirmatively voted on unanimously.

Secretary of College Council

Barbara Thompson

Curriculum

Chair Maura Stevenson

Secretary Rita Gallegos

Academic Standards and Student Affairs

Chair Toni Carney

Secretary Dan Maddox

Academic Planning

Chair Joanne Jeffcoat

Secretary Steve Wells

Assessment and Research

Chair Carl Francolino

Secretary Mary Ellen Driver

AGENDA ITEM III: RESPONSIBILITIES OF THE SUBCOMMITTEES

Maryann Anderson distributed a copy of the Collective Bargaining Agreement Article XXVIII, Governance, F, 4 a, b, c, and d and reviewed the language for each subcommittee. She asked each Chair and Secretary if they had any questions regarding those responsibilities.

AGENDA ITEM IV: COLLEGE COUNCIL PROTOCOL

Maryann Anderson reviewed the guidelines for members and guests of College Council (College Council Protocol). Carl Francolino suggested that the URL for the Protocol appear on the agenda for College Council and the Subcommittee meetings. This protocol which includes guidelines for members and guests appears at <http://www.ccac.edu/default.aspx?id=150857> (Note: this is the old website and is no longer available directly)

AGENDA ITEM V: COLLEGE COUNCIL CALENDAR

Maryann Anderson reviewed the upcoming dates for College Council. All meetings are at 2:30 PM in the Board Room of the Office of College Services except for the December and May meetings which traditionally meet at an earlier time to be announced. College Council meets the 2nd and 4th Thursdays of the month. College Council meetings for the academic year are:

Aug. 27 th , 2009	Jan. 14 th , 2010	April 8 th , 2010
Sept. 10 th , 2009	Jan. 28 th , 2010	April 22 nd , 2010
Oct. 8 th , 2009	Feb. 11 th , 2010	April 29 th , 2010 (tentative)
Oct. 22 nd , 2009	Feb. 25 th , 2010	May 6 th , 2010
Nov. 12 th , 2009	March 11 th , 2010	
Dec. 10 th , 2009	March 25 th , 2010	

The Subcommittees meet the 1st and 3rd Thursdays at the Office of College Services. The Curriculum Subcommittee meets in the Board Room and Subcommittees meet in conference rooms at the Office of College Services. The Curriculum Subcommittee meets at 2:00 PM, Academic Standards and Student Affairs meets at 2:30 PM, Academic Planning meets at 3:00 PM and Assessment and Research meets at 3:00 PM. Subcommittees may meet on September 3rd if the Chair is able to assemble the Subcommittee members. Subcommittee meetings for the 2009-2010 academic year are:

Sept. 3 rd , 2009 (tentative)	Nov. 19 th , 2009	March 4 th , 2010
Sept. 17 th , 2009	Dec. 3 rd , 2009	March 18 th , 2010
Oct. 1 st , 2009	Jan. 21 st , 2010	April 1 st , 2010
Oct. 15 th , 2009	Feb. 4 th , 2010	April 15 th , 2010
Nov. 5 th , 2009	Feb. 18 th , 2010	

AGENDA ITEM VI: UNFINISHED BUSINESS

Background Check for Computer Forensics Courses

At the May 7th, 2009 meeting of College Council, a proposal was presented by Rod Farkas and Rick Allison which among other things proposed dropping the pre-requisite language “and state criminal history check” from CIT 280, Computer Forensics 2 and CIT 281, Project in Computer Forensics. Council accepted the proposal under the condition that dropping the criminal history check language was agreeable with the College President or the College attorney.

Mr. Allison reported that after checking with Randy Gaab and the College Attorney, it was decided that the practice the CIT faculty had been using requiring students to sign an ethics statement would be dropped. This statement, “Each student is required to sign an ethics agreement with the instructor” appeared at the end of the course descriptions for CIT 280 and 281. It would not have held up legally. The state criminal history check prerequisite should be reinserted, but the process needs more work. There are still questions regarding who will initiate the background check, who will collect it, and whether an FBI finger print check is needed.

Joanne Jeffcoat mentioned that for some courses a state criminal history check is done, but if the student hasn’t been a resident of Pennsylvania for two years, then an agency her department uses will perform a state check in the former state of residency.

We are seeing more and more of these checks being required. Mary Ellen Driver mentioned that agencies should be doing these checks and this should not be the responsibility of faculty.

Correction to the College Council Minutes, April 23rd, 2009 Minutes

Bob Koch requested that the minutes of the April 23rd, 2009 meeting of College Council under Program/Discipline Review: Automotive Program be corrected. A line in the paragraph reads, ”Despite their best efforts, there are no females or people of color enrolled.” Mr. Koch would like this changed to, “Despite their best efforts there are few females or people of color enrolled.”

Robert’s Rules of Order does not allow the April 23rd minutes to be corrected, so corrected language appears here. To avoid any future problems, Barbara Thompson will send the draft minutes to all presenters at the same time as draft minutes are sent to members of Council. Presenters will have to respond within 24 hours with corrections.

AGENDA ITEM VI: NEW BUSINESS

FA Link Implementation Delay

At the March 26, 2009 meeting of College Council, a Financial Aid Refund Process was approved by Council. If accepted by the President, the College would purchase a software package that interfaces with Datatel which would permit students on Financial Aid to purchase books using a draw account against their Financial Aid. The software was to be installed and in use for the beginning of the Fall semester. Mary Frances Archey informed Council that the installation of the software is delayed because there has not been enough time to install it and have it working properly. This notification was necessary because the proposal identified the installation date as Fall 2009. The software should be functional by the Spring semester.

Assessment & Research Sub-Committee Recognition

College Council congratulated the Assessment and Research Subcommittee for receiving the

President's Innovation Award for developing an online version of the Survey of Student Opinion (SOSO). This has increased the response from students taking online courses from 2% with the email version to 30% with the online version.

Group Photo

Ryan Alexander from the Marketing Department took a photo of Council for the College Council website.

Experimental Course Form

Rick Allison mentioned that the Experimental Course Form is in the process of final review and should be presented to College Council soon. After it is approved, it will be posted on the College Council website.

Subcommittee Minutes

Subcommittee Secretaries were reminded to put minutes on the website. Steve Wells is working with Amanda Lawson on the Academic Planning Minutes. Barbara Thompson volunteered to add the new faculty members of Subcommittees if the Subcommittee Chairs or Secretaries will send them to her.

Maryann Anderson asked each Subcommittee Chair to send out an email to faculty asking for members.

There being no further business, the meeting ended at 3:44 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

College Council Meeting Minutes October 8, 2009

COLLEGE COUNCIL MEETING MINUTES

October 8, 2009

Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Charles Martoni	Rich Betters
Maryann Anderson		Mary Lou Kennedy
Mary Frances Archey		Gretchen Mullin-Sawicki
Joyce Breckenridge		
Yvonne Burns		
Toni Carney		
Mary Ellen Driver		
John Dziak		
Carl Francolino		
Rita Gallegos		
Donna Imhoff		
Joanne Jeffcoat		
Dan Maddox		
Maura Stevenson		
Barbara Thompson		
Stephen Wells		

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE AUG. 27TH, 2009 MEETING

Rick Allison made a motion to approve the minutes of the Aug. 27th, 2009 meeting of College Council. Mary Ellen Driver seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Joanne Jeffcoat reported that the Subcommittee met twice to discuss the academic calendar and Fran Dice attended both meetings. During the first meeting the Subcommittee had an opportunity to debate the calendar and the second meeting was the hearing. Fran Dice will attend the next meeting of College Council during which Council will discuss and vote on the calendar. Steve Wells mentioned that there are significant changes to the summer schedules in the proposal.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Audit Form and Procedure

Gretchen Mullin-Sawicki presented the proposal which details new procedures for auditing a course as well a form which details specific conditions to be determined by the faculty member. Dr. Mullin-Sawicki noted that Allegheny Campus uses a form, but the other 3 campuses do not. This form and procedures will provide consistency.

Barbara Thompson pointed out that the new requirement that a student who audits a course and wants to register at a later date must wait 4 years before they can take the course was excessive. Dr. Mullin-Sawicki said that the Dean's committee felt it gave the student an unfair advantage if they could first audit the class. This would allow students who could afford the cost of auditing, as well as the time, more of an advantage over students who couldn't. It was pointed out that Butler, Beaver, Westmoreland, Harrisburg and Philadelphia Community Colleges do not have such a restriction which was unnecessarily punitive. Dr. Mullin-Sawicki agreed to eliminate this restriction.

Other features of the form and process include a section for the instructor to detail attendance and testing requirements, a limit of 4 times that a class can be audited, and a clear statement that pre-requisites must be met.

Yvonne Burns asked that the bottom of the form include in bold letters information regarding financial aid. Students who receive financial aid should contact the Financial Aid Office before changing a class from credit to audit. This could jeopardize a student's financial aid status. Joanne Jeffcoat made a motion to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

Proposal: Update Drug and Alcohol Policy for Students

The proposal was initiated by Financial Aid Directors and presented by Mary Lou Kennedy. Dr. Kennedy explained that last Spring during a PHEAA audit, the College was cited because our drug and alcohol policy wasn't specific enough. The proposed language is what PHEAA suggested except for some references to CCAC.

Toni Carney distributed Policies and Regulations from the Student Handbook, and Council discussed where the new policy might appear. The full policy will appear in the Policies and Regulations section while a sentence referencing the full policy will be added to the Improper Behavioral Conduct section.

Toni Carney relayed a concern brought up at the Academic Standards/Student Affairs Subcommittee by a guest in attendance at the hearing. The concern is that a student may be placed in jeopardy according to the drug and alcohol policy if he/she attends a College-sponsored function where alcohol is available. Examples of events included the Dean's List Reception, the Legends Dinner, non-credit wine tasting classes, and the Culinary Arts Program.

College Council discussion produced the following:

1. There is no alcohol served or accessible at the Dean's List Reception.
2. The Legends Dinner is a Foundation event.
3. Wine-tasting classes use minimal alcohol under strict supervision.
4. The Culinary Arts Program alcohol is under lock and key and is only used for cooking purposes under strict supervision.

Toni will relay this information to the Academic Standards/Student Affairs subcommittee.

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

ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee has met twice. At the first meeting, Mary Kate Quinlan reported on assessment. There was also a discussion on the periodic review for Middle States which is due 2011. The writing will start 2010.

The Oct 1st meeting focused on distance learning. The Scheduling Task Force which is charged to investigate the way distance learning courses are to be listed either alphabetically by Campus as is the current practice or another way has formed. The Committee consists of Donna Imhoff (Chair), Dwight Bishop, Rod Farkas from North, Tony Lucas from Allegheny, Tom Turich from South, and Sulakshana Plumley from Boyce. The report is due to the President at the end of February.

At that same meeting, Dwight Bishop reported that distance learning enrolment is exploding. Since Fall 2008, the headcount has increased 20.8% and registration has increased 22.6%. The biggest concern is the condition of the current server. If we can keep it running until the Holidays, we should be OK.

Mr. Francolino discussed topics that the Subcommittee would like to consider. They include:

- How effective early intervention is.
- The use of media production to show students what a typical distance learning course is like.
- More information literacy so that students will leave the College as life-long learners. He noted the tutorial that the Librarians have put together regarding using the library's online catalog and databases. Mr. Francolino said that a good professional development goal would be to include more information literacy assignments in our courses. Mary Ellen Driver expressed a desire to have a Librarian as a member of the Subcommittee.

D. CURRICULUM

Proposal: Food Service, Lodging and Recreation Management Programs

Maura Stevenson reported that this proposal was heard last week, and is very straight forward. Gretchen Mullin-Sawicki presented the proposal which corrects the name of the Foodservice Program and all references to it as one word, "Foodservice" as opposed to "Food Service." The one word reference is an industry standard. Also, a sequencing error has existed for many years and this proposal corrects that so the sequencing is aligned with practice. The sequencing errors appear on pages 6, 13 and 19 of the proposal.

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

AGENDA ITEM III: UNFINISHED BUSINESS

Experimental Course Request Form

Feb. 26th, 2009, College Council approved the procedure for experimental courses. To accompany this process is a form which has been worked on by Rick Allison and Rich Betters. Rick Allison presented the form to Council. There is no content change on the form and everything has been integrated to fit on a single sheet form.

Dan Maddox made a motion to accept the form. Rita Gallegos seconded the motion and the motion passed unanimously.

Rick Allison and Rich Betters will talk to Amanda Lawson about where to place the form on the website, either with the Curriculum Committee forms or on the AFT website.

FA Link Deferred Until Fall 2010

Joyce Breckenridge updated Council on the Financial Aid Link. At the March 26, 2009 meeting of College Council, a Financial Aid Refund Process was approved by Council which included a software package to interface with Datatel. It would permit students on Financial Aid to purchase books using a draw account against their Financial Aid. There has been a delay in getting the process going. There are questions that remain regarding the software and how it incorporates with the process. There also needs to be time to familiarize students with the new process. It should be ready to be implemented Fall 2010.

AGENDA ITEM IV: NEW BUSINESS

Email Links on CCAC Website

Barbara Thompson pointed out that there are no email links for administrators that sit on College Council or on the Subcommittees, whereas all faculty members have email links. She wondered if there was a reason for this. Since no one knew, Mrs. Thompson will link all administrators on College Council and the Subcommittees.

Mrs. Thompson also congratulated Steve Wells for putting all of the Academic Planning Subcommittee meeting minutes onto the College Council website. It was a huge job.

Program Review Report

Mary Frances Archey distributed the Appendix A Program Review edits for 2009-2010.

She also distributed a report which details all of the Program/Discipline Reviews advanced by the Academic Planning Committee between Oct., 2004 and Oct., 2008. There were 252 recommendations advanced for 95 disciplines/programs reviewed. The recommendations are listed and the comments or actions are detailed.

Next Meeting

The next meeting of College Council is scheduled for Oct. 22nd. However, because of the many people attending the risk management training that day, there would not be a quorum for the meeting. Therefore Council will meet on October 29th instead.

There being no further business, the meeting ended at 4:20 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes October 29, 2009
COLLEGE COUNCIL MEETING MINUTES
October 29, 2009
Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Joyce	Joe DeBlassio
Maryann Anderson	Breckenridge	Frances Dice
Mary Frances Archey	Donna Imhoff	Rod Farkas
Yvonne Burns	Charles Martoni	Walt Pauli
Toni Carney		Don Smith
Mary Ellen Driver		Tom Turich
John Dziak		Luis Ulloa
Carl Francolino		Eileen Wrigley
Rita Gallegos		
Joanne Jeffcoat		
Dan Maddox		
Maura Stevenson		
Barbara Thompson		
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 OCTOBER 8, 2009 MEETING

Steve Wells made a motion to approve the minutes of the Oct. 8, 2009 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORT

A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported that the last meeting of the Subcommittee was cancelled. There will be two proposals discussed at the Nov. 5 meeting: a proposal on a post-medical withdrawal deadline and a proposal dealing with a replacement of the nursing NET test.

B. ASSESSMENT AND RESEARCH

Mary Ellen Driver reported that the Subcommittee discussed the tremendous concern regarding the condition of the server. Ibrahim Garbioglu will attend the next meeting of the Subcommittee to deliver a status report. The server continues to go down and must be rebooted. There is special concern because the bids for a new server have not gone out yet. Mary Frances Archey said that there is a back up plan for the server.

The Subcommittee is also working on a link between distance learning and information literacy. Tomi Waters will be attending the Subcommittee meeting on Nov. 19 to discuss the availability of grant money.

The Subcommittee is also pursuing a means to do a virtual meeting so there is true representation from all campuses.

C. CURRICULUM

Proposal: Fundamentals of Programming using 3-D Animation

Don Smith presented the proposal and explained that the course being proposed is a course that deals with fundamental programming principles that use 3D animation. The course utilizes Alice software which helps instructors teach abstract programming concepts. This Fall, two sessions of the course are being taught experimentally. This is the second semester that the course has been offered. Mr. Smith mentioned that there is a grant for implementing the course. Mary Frances Archey expressed surprise that there was no lab fee attached to the course.

Barbara Thompson made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

Proposal: CIT Course Changes

Walt Pauli presented proposed changes for the Information Technology Support Degree and Certificate Programs. The title for CIT 115 would be changed from Information Technology: Hardware and Software to Introduction to Information Technology. Learning objectives were restated for CIT115, 150, 220, 255, 602, 604, 606, and 608. CIT 111 was removed as a pre-requisite to CIT 205, 220, and 255. Editorial changes were also made to CIT 220, 601, 602, 604, 606, 608, and 615.

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

Proposal: CIT Program Changes

Walt Pauli presented this proposal in which CIT 181, Principles of Information Security would be added to the set of existing electives.

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

Proposal: CIT Course Deletions

Walt Pauli presented the proposal which would delete the Cisco courses and a number of 600 level courses that have not been offered in years.

Rick Allison made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

Rick Allison thanked Eileen Wrigley, Don Smith, and Walt Pauli for being so thorough in preparing the proposals.

Mary Frances Archey asked whether the Tech Prep Option should continue to be listed, as it is no longer valid and is confusing to students.

Steve Wells made a motion to remove the wording “tech prep option” and any reference to it wherever it may appear in the catalog or on the web. Mary Ellen Driver seconded the motion and the motion passed unanimously.

D. ACADEMIC PLANNING

Proposal: Academic Calendars for 2012 and 2013

Joanne Jeffcoat explained that Fran Dice initially came to the Subcommittee meeting in September for a discussion of the many different calendar scenarios, and a hearing was held on Oct. 1. Mrs. Jeffcoat explained that the minutes of the meeting and the proposed calendars were distributed last week which caused a lot of discussion.

Fran Dice explained that in building the calendars she considered the following: State requirements, contractual holidays, the new late registration policy for which there must be adequate time for registration immediately before the start of classes, students knowing whether they have passed a course before registering for additional courses, faculty preferences that classes start on Mondays, and that there be an adequate break during the semester.

There was a lot of controversy over the summer sessions for the proposed calendars. Instead of a second 6-week session, the first 6-week session would be followed by a 4-week session. This second session was shortened so that grades could be run, students would have adequate time to deal with suspensions, and students would have an adequate time to register. Mrs. Dice also said that a study was done of grades earned during a 4-week session and they were very good.

Joe DeBlasio spoke and explained that replacing the second 6-week summer session with a 4-week session would eliminate the sequential math courses that run during the summer. A math course cannot be run in 4 weeks. A second 6-week session also allows students from other Colleges to take a course during the second 6-week session if they have missed the first session. He also wondered why student appeals could not run throughout the summer.

Maura Stevenson said that she was not surprised about the grade distribution in the 4-week session. Students taking those classes are self-selecting. Dr. Stevenson said she checked the impact on her own department, biology, and found they would lose 96 students and possibly another 68. Also, most faculty do not want to teach a 4-credit course in 4 weeks. It is very difficult to staff those classes.

Yvonne Burns said the Pittsburgh public schools don't let out until the end of June. We are trying to capture the Pittsburgh Promise students and get them into school as soon as possible. These students need a 6-week session at the end of the summer.

In considering the 2012 calendar, the 15-week Spring start date would be Jan. 16, with a Spring break April 2-8. Classes would end May 7 and final exams would end May 14. Considering the Fall semester, the 15-week Fall semester would start Aug. 20, with a full week for Thanksgiving, Nov. 19-25. Classes would end Dec. 10 and final exams would end Dec. 17.

A motion was made by Rita Gallegos to accept the 2012 calendar as proposed with the last summer session being a 4-week session. The motion was seconded by Yvonne Burns. The motion failed, 12 opposed and 1 abstention.

The calendar was amended to change the last 4-week summer session to a 6-week session that starts on July 2 and ends on Aug. 10, with finals grades due Aug. 14. Carl Francolino made a motion to accept the amended calendar. Steve Wells seconded it. The motion passed unanimously.

In consideration of the 2013 calendar, the start date for the 15-week Spring semester would be Jan. 14, with a full week for Spring break, Mar. 25-31. Classes would end May 6 and finals would end May 13. The same objections for the final 4-week Summer session applied.

The 15-week Fall semester for 2013 would start on Aug. 19 with a split break, Oct. 7 and 8 and Nov. 27 – Dec. 1. Classes would end on Dec. 9 and final exams would end Dec. 16.

Toni Carney made a motion to accept the proposed calendar. Steve Wells seconded the motion and the motion failed with all opposed.

Carl Francolino made a motion to accept the amended calendar removing the final 4-week session and replacing it with a 6-week session that would start July 1 and end on Aug. 9, with grades due Aug. 13. Steve Wells seconded the motion and the motion passed unanimously.

Mary Frances Archey reminded Council that these are the College standard calendars. There are special calendars such as the Work Force Fast Track programs which have unique calendars.

Proposal: Change in Timeline for Summer Schedule Building and Registration

Fran Dice said that in the past, summer registration would start in December. This was changed about a year ago to January because of tax reporting concerns. Recently, department heads have said they could develop a better summer schedule if they could see the statistics from the Spring enrollment. This would move the start of summer registration to the beginning of February. Rick Allison mentioned that the Boyce department heads were very much in favor of this.

Steve Wells made a motion to accept the proposal to amend the summer schedule building to allow for later summer registration. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

Hiring Justification Form

Joanne Jeffcoat presented to Council a packet of the hiring justification forms for full-time teaching faculty, Ed Techs, Counselors, Librarians, and Minority Interns. The forms for Counselors and Librarians were approved by Council previously but the other forms have not.

The Subcommittee needs to be able to adjust the dates on the forms as is appropriate. Mrs. Jeffcoat commented that the forms are not perfect, but they meet the needs of the Subcommittee. Also included in the packet was the timeline.

John Dziak asked why Academic Planning was making recommendations regarding Minority Interns when those positions are temporary full-time positions that are not covered under the Subcommittee duties. Maryann Anderson will ask Dr. Johnson if he would like Academic Planning to continue to make recommendations regarding Minority Interns, or if they should be handled by another committee separate from the governance process.

The timeline was reviewed and is satisfactory except for a minor editorial change. Dr. Archey will distribute information to the Academic Deans on Monday.

The dates on the full-time Faculty forms and Ed. Tech forms need to be able to be adjusted. The Minority Intern form, which is new, should have “full-time temporary” added to the top of the form, the demographics need to be reviewed by Institutional Research, SCH and FTEF should be spelled out to Student Credit Hours and Full-time Equivalent Faculty, and editorial changes will be made to the bullet points at the bottom of the form.

Maura Stevenson made a motion to accept the hiring forms and timeline as revised. Rita Gallegos seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

There was no new business.

There being no further business, the meeting ended at 5:00 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes November 12, 2009
COLLEGE COUNCIL MEETING MINUTES
November 12, 2009
Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Rick Allison	Gretchen Mullin-Sawicki
Mary Frances Archey	Donna Imhoff	Jim Robertson
Joyce Breckenridge		Brad Sandrock
Yvonne Burns		
Toni Carney		
Mary Ellen Driver		
John Dziak		
Carl Francolino		
Rita Gallegos		
Joanne Jeffcoat		
Dan Maddox		
Charles Martoni		
Maura Stevenson		
Barbara Thompson		
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 OCT. 8, 2009 MEETING**

Mary Ellen Driver moved to approve the minutes of the Oct. 8, 2009 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met Nov. 5. The focus of the meeting was a discussion with Ibrahim Garbioglu, the Executive Director of ITS concerning the following issues:

1. The Subcommittee questioned the status of the new distance learning server. Bids were due last Friday. Hopefully, the College will receive the new server in early December and be able to test it and have it available for the Spring semester. Mr. Garbioglu was optimistic.
2. Mr. Francolino discussed a Distance Learning Continuity Plan. The Subcommittee did not see a plan, but did discover that there is a partial “warm” site at South campus that could function if the distance learning server went down. A “warm” site means that the

site is environmentally and electrically equipped to serve as a back-up. Barbara Thompson questioned whether South Campus is still plagued with electrical problems, and if it could function as a warm site. However, a completely redundant system is not economically feasible. Government sponsors or corporations with grants do not want to fund redundancy. Joyce Breckenridge said that some hardware that has been taken out of service could be used, and the College is working on this problem, software package by software package.

3. Video conferencing was discussed. The College currently has the ability to do video conferencing at each campus, which works fairly well. Video conferencing involves an inexpensive camera plus Microsoft Next Time software. The system is loaded onto a cart, which can be wheeled into any office. The Subcommittee is going to try it.
4. Blackboard limitations and company attitudes were also discussed. There has been criticism of Blackboard because the company is not open to feedback, and is difficult to work with. There are some open source systems such as Moodle, which are free, that could be used instead. However, because Moodle is open source, there are programming expenses to consider. The Subcommittee would like to test out some alternatives to Blackboard by the end of the academic year, and is looking for faculty who might be willing to participate in the test. There are many schools that really like Moodle. Being open source, one can go in and easily change things with the stipulation that you share your source code with the Moodle community. Angel is another open source free platform worth considering.
5. Information Literacy with the Libraries was also on the agenda. Justin Bush will be working with Chris Galluzzo to design an information literacy course on Blackboard. Tomi Waters will meet with the Subcommittee to consider grant funding for this project.
6. At the next meeting, Dwight Bishop will present the annual Distance Learning Review. Mr. Francolino will bring the review to the next Council meeting.

B. CURRICULUM

Proposal: Changes to the Civil Engineering Technology (400) Program and the Drafting and/or Surveying Certificate (277) Program

Brad Sandrock and Gretchen Mullin-Sawicki presented the proposal. Maura Stevenson commented that the manner in which this proposal came about was ideal. There was a program review, and changes are being proposed as a result of that review

Brad Sandrock remarked that this program has run at Boyce Campus for many years as part of the Engineering Technology Program. When the program at Boyce ended, the civil engineering portion of it was sent to South Campus.

The program review identified several courses that have not run in many years. The courses identified to be removed include: CET 204 Highway Construction and Design; CET 205 Building Construction and Steel Design; CET 206 Reinforced Concrete and Construction Materials; CET 210 Construction Estimating; CET 212 Soil and Rock Mechanics; CET 216 Structural Analysis; CET 220 Computer-Aided Structural Design; and CET 221 Computer-Aided Structural Analysis. Course descriptions, learning outcomes, credit revisions, and listed

topics were revised for EGR 110, EGR 111, CET 140, CET 201, CET 215, EGR 100, SET 105, MET 150, and MET 211.

Mr. Sandrock also explained that the program had too many technical electives. Because students had so many to choose from, few ran. The technical electives were reduced by 8 courses, and all courses are required.

Barbara Thompson commented on the substitution of ENG 103 for ENG 102 and if ENG 103 was transferrable. Mr. Sandrock replied that it would transfer. Transfer colleges and industry representatives were involved in the program review, and their suggestions were incorporated. The transfer colleges that Mr. Sandrock referred to were Point Park and California University of Pennsylvania. The proposal also included a new course, MET 220 Green and Sustainable Buildings.

The following additional questions arose. Mr. Sandrock was asked why CET 201 had 23 learning objectives, and shouldn't they be kept within 5 to 10? Maura Stevenson said this was questioned at the Subcommittee level also, and that the 5 to 10 limit is only a guideline. Departments impacted by the changes would also include North Campus.

The following corrections were recommended:

CET 140: Learning Outcomes #3, "access" is misspelled.

CET 201: Listed Topics #4, "Definitions" will be deleted.

CET 202: Learning Outcomes #7, "translational" was misspelled.

CET 215: There was a question regarding the credit hours. The course description lists 3 credits; however 4 credits are indicated on the Proposed Sequence of Courses. Three credits are correct. The beginning of the catalog description should read, "This course focuses on..." and Listed Topic "Grading" appears twice.

EGR 111: There was a question regarding the number of credits. Four credits are listed however in the Proposed Sequence of Courses, the credits indicated are 3. Four credits are correct.

MET 150: Prerequisites PHY 100 and PHY113 are listed, but are not part of the program. This was questioned.

MET 220, the word "economical" was used twice. This should be corrected to "economic."

Carl Francolino made a motion to approve the proposal as amended. Steve Wells seconded the motion, and the motion passed unanimously.

Dr. Mullin-Sawicki commented that it would be very helpful to have spell check on the forms. Rick Allison is working on that.

Dr. Stevenson reported that there are ECD and EDU proposals being presented at the next Subcommittee meeting, as well as the possibility of a Business proposal.

Maryann Anderson remarked that a global search must be done whenever a course is changed or deleted to determine what other programs it may impact. The new college website does not allow this. The website staff under the direction of Tanya Sander-Marks is working to correct this problem.

C. ACADEMIC PLANNING

Joanne Jeffcoat reported that the Subcommittee did not meet. Mrs. Jeffcoat distributed the hiring forms and changes were discussed. Barbara Thompson will have the new forms posted on the website.

On the Full-time Faculty Justification Form, faculty can indicate if the position is for a high priority program. Joyce Breckenridge commented that “high priority” and “stipend” are essentially the same, but the preferable word is “stipend.” The programs designated as “stipend” change every year in September and the list is on the Planning and Research website.

Maura Stevenson questioned the use of “Initiator” and “Position” following “Initiator.” The “Position” is the position of the Initiator, not the position being requested.

The hiring requests and forms must be delivered to the Academic Deans by Monday November 16.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported that the Subcommittee met and considered 2 proposals. Both proposals failed to pass. The proposal regarding the Post-Medical Withdrawal Appeal Form failed because the Subcommittee felt there was no need to have a form for an exception to a policy. The exception in question only dealt with the medical withdrawal after the last day of class. The new form allowed a student to appeal up to 6 months after the end of the semester. Many people emailed and expressed that 6 months following the end of the semester was too long an appeal period.

The Nursing proposal also failed. The 2 issues involved the adoption of the PAX test which replaces the NET test. The NET test will be discontinued at the end of this year. The other issue involved how composite scores are used. During the Subcommittee meeting, representatives of the National League of Nursing Testing Service were on a conference call to address questions. The representatives recommended the use of the fiftieth percentile for admissions in each of the areas as well as the composite. The Nursing faculty will work on revising the proposal.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Hiring Data Explanations

Jim Robertson was present to discuss the data that is used as justification on the hiring forms. SCH is the acronym for Student Credit Hour. This is computed by counting every student in a course and multiplying this number by the number of credits for the course. Therefore, 20 students in a 3 credit course = 60 Student Credit Hours.

FTEF is the acronym for Full-Time Equivalent Faculty. This data is based upon Fall and Spring semester numbers only. The number of credits taught is divided by 30, 15 credits for the Fall and

15 credits for the Spring. If someone is working on a non-teaching assignment, it is not counted. Also overages are not counted.

The number of credits taught by full-time faculty and the number of credits taught by part-time faculty are recorded on the form. These numbers are then compared and the percentages of both are recorded.

SCH/FTEF = the Efficiency Rate. This allows the College to assign weight to the average class size. Therefore, $600 \text{ (SCH)} / 30 \text{ (FTEF)} =$ a class size of 20, or an Efficiency Rate of 20.

Mr. Robertson acknowledged that especially in the sciences, the class size is limited by the number of chairs or lab stations. Steve Wells commented that Academic Planning does not just look at the numbers. They pay special attention to the campus priority list, the number of full-time faculty, and have discussions about the narrative. Some disciplines have accreditation guidelines that require a certain number of full-time faculty. The evaluation criteria are far more complex than the form suggests. A Department Head is welcome to call Joanne Jeffcoat or Steve Wells for help filling out the forms, and to answer question regarding what the Subcommittee is looking for. Jim Robertson also offered to help faculty on the phone or in his office.

Displaying Student ID's While Using Computers

Barbara Thompson reported that North Campus has instituted a policy that student ID's must be displayed on a block of wood that sits on top of the monitors all the while they are using the computers in the Library and in the open lab. She expressed that this should not be a rule for just one campus. The Student Handbook lists 22 rules for students using computers, and none of them say that student ID's must be publicly displayed. This is a dangerous invasion of student privacy, and a policy that Librarians should not be asked to enforce. She believes that if this policy is desired, it should be presented to Academic Standards and Student Affairs. Council agreed.

Mary Frances Archey commented that one Campus President is opposed to having the public use the Library because of the possibility of downloading viruses. This policy sprang from that concern. She said the College was also not aware that the campus libraries have been selling community memberships. Barbara Thompson replied that the libraries have done this for 20 years, charging community members \$10 per year to borrow library material, and there has never been a problem with those members. The only campus that does not charge for community memberships is South Campus. This is because South Campus has always functioned as the public library for West Mifflin and has received direct funding from the community in years past. When South Campus tried to impose the charge for borrowing library material, the mayor of McKeesport led a huge protest and the College backed down. Therefore, South Campus Library has community memberships, but does not charge for them.

It has always been the rule that if a library receives public funding, then that Library must be open to the public. Barbara Thompson said that she had recently talked with the Commonwealth Libraries Department in Harrisburg regarding this. Dr. Archey said that Randy Gaab is checking into whether there is an actual law.

Steve Wells commented that 12 years ago the University of Pittsburgh tried to bar the public from its libraries. There was such a public protest that the University backed down. Barbara Thompson added that with all the protests regarding the closing of public libraries, if the College tried to ban the public, this would be a very unpopular move.

The next meeting of College Council will be Thursday Dec. 10th at 2:00 PM. This is an earlier start time because the meeting is during finals week.

There being no further business, the meeting ended at 4:32 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes December 10, 2009
COLLEGE COUNCIL MEETING MINUTES
December 10, 2009
Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Joyce	Dwight Bishop
Maryann Anderson	Breckenridge	Sharon Brown
Mary Frances Archey	Yvonne Burns	Rich Carney
Toni Carney	Mary Ellen Driver	Monica Kennison
John Dziak	Donna Imhoff	Bonnie Ordonez
Carl Francolino	Charles Martoni	Rodger O'Toole
Rita Gallegos		Cyndi Syskowski
Joanne Jeffcoat		Brenda Trettel
Dan Maddox		Melanie Yeschenko
Maura Stevenson		
Barbara Thompson		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:00 PM.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE NOV. 12, 2009 MEETING

Steve Wells made a motion to approve the minutes of the Nov. 12, 2009 meeting of College Council. Joanne Jeffcoat seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Proposal: Changes to Early Education and Child Development Program

Cyndi Syskowski presented the proposal and explained that the proposal is the result of the Western Pennsylvania Early Childhood Education Program to Program Articulation Agreement. The goal of the agreement is to raise the quality of education and teacher training. The agreement will allow students to earn 60 credits at the community college level and 60 credits at the college and university level. In negotiating the agreement among the colleges and universities, compromise was necessary and some courses had to be dropped.

Apart from CCAC, the other community colleges that are part of the program include Butler, Beaver, Penn Highlands and Westmoreland Community Colleges. The other community colleges have presented this program through their governance process and it has passed.

This proposal was necessary because of changes in the Pennsylvania Department of Education requirements for teacher education, in an attempt to raise the quality of education and teacher

training. The revision of this program has taken about a year. When this articulation agreement is signed, students from this program will be able to transfer up to 60 credits to any of 5 colleges and universities. Those schools include Slippery Rock University, Indiana University of Pennsylvania, Clarion, California University of Pennsylvania, and Carlow University. Point Park will join the list eventually and the University of Pittsburgh will be accepting credits on a course by course basis. The Program must still be accredited by the National Association for the Education of Young Children.

Speaking contrary to the proposal was Rodger O'Toole, Department Chair of Humanities at Boyce Campus, who has taught oral communication for more than 30 years at Boyce Campus. He asked to speak regarding the elimination of oral communications within the proposal. He pointed out that Carlow University, Point Park University, California University of Pennsylvania, and Slippery Rock all require oral communications for their education students therefore should not be eliminated as a requirement here. The Initiators indicated that the online listing for these programs from these institutions do not reflect revisions to these articulation agreements.

Cyndi Syskowski responded that the articulation agreement does not include oral communications among the 60 credits required of students at the community college level. Oral communications may be required when the students articulate to those schools. Because the agreement was negotiated with other community colleges, we do not have the ability to customize our program.

Rita Gallegos made a motion to accept the proposal. Toni Carney seconded the motion and the motion passed 7 in favor and 2 opposed.

Proposal: Changes in Teacher Education Program (099.2)

Bonnie Ordonez and Melanie Yeschenko presented this proposal which outlines changes which will enable our students who wish to become certified to teach children to transfer and become certified in Middle Level (Gr. 4-8) or Secondary (Gr.7-12) Education.

Toni Carney questioned the math requirement. It was pointed out that MAT 107 Math for Elementary Education, prepares students for their Praxis exam.

Ms. Ordonez explained that these changes are the result of changes in the certification requirements. If these changes are not approved, the program would not be transferrable.

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

Proposal: Changes in Teacher's Assistant Programs (680.3; 679.2)

Bonnie Ordonez and Melanie Yeschenko presented this proposal. They explained that the name Teacher Assistant is no longer used. The position is now called Teacher Paraprofessional, necessitating a change in the name of the program. The certification at the State level changed. The State now requires 48 credits, whereas our Program currently requires 30 credits. Rick Allison questioned why oral communication was eliminated from the program since it's not a negotiated articulation agreement. Dr. Ordonez replied that it was important that the program be transfer-ready.

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

B. ACADEMIC PLANNING

Joanne Jeffcoat reported that the Subcommittee has not met for awhile. Starting January 21, the meeting start time will change to 2:30 PM. This meeting will be an executive meeting to discuss the hiring process. The hearing regarding academic hires will be February 4.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Changes to Nursing Program Admission Criteria

Monica Kennison, the Dean of Nursing introduced Sharon Brown, who is the Nursing Data Base Administrator, and will be with us for a year.

They reported that for the past several years the college has used the NET test as a criteria for admission into the nursing program. As of January 1, the NET test will no longer be available. The faculty and the nursing department have decided to use the National League for Nursing Testing Service PAX Admission Test. To be considered being admitted to the nursing program students must attain a composite score of 50th percentile or above, as well as 50th percentile or above on each of the three subtests; reading, math, and science. Students must also have a minimum 2.5 GPA at the community college level, or a 3.0 GPA minimum from high school.

The NET test score is valid for two years, therefore students who took the NET test will be grandfathered.

Members of Council question whether the PAX test is discriminatory or unfair. Rita Gallegos questioned the fairness of a timed test for students for whom English is not their first language. Monica Kennison replied that the mastery of the English language is critical when working as a nurse. She added that students with disabilities are allotted extra time for testing. Barbara Thompson asked about tutoring sessions for students to prepare them for the PAX test. She has been attempting to organize these at North Campus, and the nursing faculty have been resistant.

Toni Carney said the Academic Standards and Student Affairs Subcommittee was not given data relative to the test being discriminatory or unfair. The Subcommittee was given anecdotal information, but no data in terms of a study. Steve Wells asked if we are going to now be gathering information to ensure that the test is non-discriminatory. Dr. Kennison replied that this data will be gathered.

Dr. Kennison said that all Nursing faculty members have agreed to use the PAX test, with the exception of one faculty member. Other schools that have used the PAX test are finding that they have lower attrition rates. If approved, the College will begin utilizing the test for the Fall 2010 admission.

Under notes, the last sentence of the proposal was changed to read, "In this case a composite score of 60 or more as well as 60 or more on the math essential skills, science and reading must be obtained."

Dan Maddox moved to accept the proposal. Maura Stevenson seconded the motion and the motion passed seven votes in favor, and two votes against.

Proposal: Non-Discrimination Policy Update for Student and Faculty Handbook and College Catalog

Toni Carney presented the proposal. Rick Allison mentioned that the Non-Discrimination Policy is written in many college publications, and there are many different versions. This proposal updates the Student Handbook, the Faculty Handbook, and the College Catalog so the language is consistent with the current college policy on non-discrimination, which appears on the Human Resources website.

It was recommended that the end of the nondiscrimination policy be shortened from “or use of a guide or support animal because of blindness, deafness or physical disability of any individual,” to “or use of a guide or support animal.”

Barbara Thompson inquired about the inclusion of discrimination against the obese being included in the nondiscrimination policy. This would require an additional proposal. Also, the proposal is based upon the nondiscrimination policy of the County, which does not include nondiscrimination against the obese.

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

D. ASSESSMENT AND RESEARCH

Distance Learning Annual Report for 2008-09 with a Presentation by Dr. Dwight Bishop

Carl Francolino reported that the purpose of the last meeting was to receive and approve the Distance Learning Annual Report for 2008-09. Dwight Bishop delivered the report. Some notable statistics include:

In 2005, 6.8% of CCAC courses registrations were internet courses. In 2009, 14.2% were internet courses.

In terms of headcount, in 2005, 16% were internet courses, and in 2009, 29.6% were Internet courses. Dr. Bishop said that he is looking for growth of 10% per year.

Internet courses and web enhanced courses are increasing, while the number of telecourses (i.e. VHS/DVD courses) is shrinking. There are currently only five such courses.

The average class size of traditional courses is 18.6 students, while the average internet class size is 22.2. Distance Learning classes, which include internet, web enhanced, and telecourses are capped at 25 students.

Almost 83% of internet students are Allegheny County residents. There were 17.1% from out of county in 2008-09, and 16.4% in 2007-08.

About 4,000 proctored tests were delivered in 2008-09. During the Spring semester, there will be added security against cheating on distance learning exams.

Dr. Bishop outlined several improvements for 2008-09, which include:

- Expanded service desk hours, plus a partnership with IT. They found that most questions were access or password issues which can easily and efficiently be remedied by the HelpDesk. Many issues can be corrected completely online.
- Online version of the survey of student opinion launched.
- Internet course student registrations increased by 15% and headcount increased 11%.
- Aided in the launch of the 24/7 online tutoring service, called SmarThinking.
- Hired an Instructional Technologist, Justin Busch.

Carl Francolino moved to accept the report. Maura Stevenson seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

There being no further business, the meeting ended at 4:46 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes January 28, 2010
COLLEGE COUNCIL MEETING MINUTES
JANUARY 28, 2010
Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances	Elizabeth Harkay
Maryann Anderson	Archey	Kevin Smay
Joyce Breckenridge	John Dziak	
Yvonne Burns	Charles Martoni	
Toni Carney		
Mary Ellen Driver		
Carl Francolino		
Rita Gallegos		
Donna Imhoff		
Joanne Jeffcoat		
Rachel Matheis		
Maura Stevenson		
Barbara Thompson		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM. Mrs. Anderson welcomed Rachel Matheis to Council. Dr. Matheis was on sabbatical during the Fall semester and Dan Maddox had been filling in for her on Council, and as Secretary of Academic Standards and Student Affairs. Dr. Matheis will now assume these duties.

Mrs. Anderson mentioned that Mary Frances Archey would not attend Council meetings today or February 11. Kevin Smay was in attendance in Dr. Archey's place. Someone else will be representing Dr. Archey at the following meeting. This is permitted because Dr. Archey is an ex-officio member of College Council, which is a non-voting position.

Mrs. Anderson and all of College Council congratulated Rita Gallegos on receiving the NISOD award.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE DEC. 10, 2010 MEETING

Joanne Jeffcoat moved to approve the minutes of the December 10, 2009 meeting of College Council. Toni Carney seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Proposal: Revision of the Radiation Therapy Technology (RTT) Program Description to include Learning Objectives and Accrediting Agency Contact Information

Maura Stevenson remarked that the Curriculum Subcommittee met last week, at which time this proposal was approved with minor revisions. Dr. Stevenson reminded Council members that this

is a program with special accreditation; therefore the program must follow the guidelines of the accrediting body first, and the college guidelines second.

Elizabeth Harkay presented the proposal. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). When the JRCERT looks over a self study and makes a site visit, they are very interested in what is published about the program; therefore the program objectives published in the catalog and on the website are very important. The proposal was the result of a year's worth of work on the part of the Radiation Therapy Advisory Committee and the faculty.

Steve Wells asked how "graduates will be able to function as competent, technically proficient entry-level practitioners," could be measured. Mrs. Harkay replied that this would be evident from their clinical experience.

Barbara Thompson asked how the program "promotes the importance of lifelong learning" as is mentioned in program learning objectives. Mrs. Harkay explained that students must take courses to maintain their certification, and they are encouraged to join their professional organization, The American Society of Radiologic Technologists. The faculty also instills in the students the importance of continuing on their career ladder.

Barbara Thompson pointed out a math error in computing credits for the second semester. It will be corrected.

Carl Francolino moved to approve the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

Dr. Stevenson mentioned that there are two proposals, one in biology and one in chemistry that will be presented to the Curriculum Subcommittee in the near future.

B. ACADEMIC PLANNING

Joanne Jeffcoat reported that the Subcommittee met last week in executive session to review the hiring lists submitted by the campuses. The Subcommittee will develop a list of recommendations based upon the individual campus's recommendations. There were 43 requests for faculty, educational technicians and counselors and 9 requests for minority hires. The hearing will be February 3 in the Board Room of the Office of College Services.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported that the Subcommittee did not meet in January. Two proposals, one from Renee Clark on Behavior Intervention Teams; and one from Mary Lou Kennedy on an addition to the Student Code of Behavioral Conduct regarding students in limited enrollment programs, or in programs with special behavioral criteria, will be presented at the February 18th meeting of the Subcommittee.

D. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee did not meet. He said that the transition to the new Blackboard server seems to have gone well. He is asking for feedback from faculty who are using Blackboard.

Mr. Francolino said that he met with Library Department Heads regarding innovations in information literacy and felt there was a general buy-in from the group. He will report on this at the next Subcommittee meeting on February 4, with the hope of formulating a proposal. Maryann Anderson asked what the Subcommittee involvement was with assessment. Mr. Francolino acknowledged that Mary Kate Quinlan has met with the Subcommittee several times. Maura Stevenson said that Ms. Quinlan has a general education assessment planned for quantitative and scientific reasoning.

AGENDA ITEM III: UNFINISHED BUSINESS

Barbara Thompson reported that the Experimental Course form is in the process of being placed on the College Council forms page of the website under Curriculum.

AGENDA ITEM IV: NEW BUSINESS

Kevin Smay distributed copies of a report, "Program/Discipline Review Responses for Program/Discipline Reviews Advanced by the Academic Planning Committee Between March 26, 2009 and May 7, 2009," prepared by Mary Frances Archey. Dr. Archey suggested that department heads for the 12 programs or disciplines included in the report take the requests into consideration when completing their 2010-2011 budgets. The report has been distributed to the deans with a request that they share the list with the appropriate department heads.

There being no further business, the meeting ended at 3:28 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

College Council Meeting Minutes January 28, 2010
COLLEGE COUNCIL MEETING MINUTES
JANUARY 28, 2010
Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances	Elizabeth Harkay
Maryann Anderson	Archey	Kevin Smay
Joyce Breckenridge	John Dziak	
Yvonne Burns	Charles Martoni	
Toni Carney		
Mary Ellen Driver		
Carl Francolino		
Rita Gallegos		
Donna Imhoff		
Joanne Jeffcoat		
Rachel Matheis		
Maura Stevenson		
Barbara Thompson		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM. Mrs. Anderson welcomed Rachel Matheis to Council. Dr. Matheis was on sabbatical during the Fall semester and Dan Maddox had been filling in for her on Council, and as Secretary of Academic Standards and Student Affairs. Dr. Matheis will now assume these duties.

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Mrs. Anderson and all of College Council congratulated Rita Gallegos on receiving the NISOD award.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE DEC. 10, 2010 MEETING

Joanne Jeffcoat moved to approve the minutes of the December 10, 2009 meeting of College Council. Toni Carney seconded the motion. The minutes were approved as amended.

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There being no further business, the meeting ended at 3:28 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

College Council Meeting Minutes February 25, 2010
COLLEGE COUNCIL MEETING MINUTES
February 25, 2010
Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Richard Allison	Richard Adams
Mary Frances	Toni Carney	Doralee Brooks
Archey	Joanne Jeffcoat	Anna DelVitto
Joyce Breckenridge	Charles Martoni	Alex Johnson
Yvonne Burns		August Kellerman
Mary Ellen Driver		Mary Lou Kennedy
John Dziak		Sumana Misra-Zets
Carl Francolino		Gretchen Mullin-Sawicki
Rita Gallegos		Lila Nettrour
Donna Imhoff		Charlene Newkirk
Rachel Matheis		Brenda Trettel
Maura Stevenson		Elizabeth Vargo
Barbara Thompson		Esther Waltz
Stephen Wells		

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

**AGENDA ITEM I: APPROVAL OF THE MINUTES
OF THE JANUARY 28, 2010 MEETING**

Mary Ellen Driver moved to approve the minutes of the January 28, 2010 meeting. Joyce Breckenridge seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: UPDATES AND REMARKS: DR. ALEX JOHNSON

Maryann Anderson introduced Dr. Alex Johnson who had asked to address Council. He first thanked Council members for all of their hard work, and Maryann Anderson in particular for explaining in detail all of the curriculum issues brought to him from Council. His intent was to provide an overview and update on the various strategic plans and to provide an explanation of the direction of various academic initiatives.

Dr. Johnson first addressed the hiring process. He commented that the College has 9 faculty positions that can be filled, as well as 3 minority intern positions. The goal is to have 60% of our faculty be full-time. Economic resources are limited and sponsors have been cutting back. The County however has been supportive. Despite economic conditions, we are moving forward.

Dr. Johnson said that in the hiring process, there are elements to consider. We want to continue a strong focus of providing students with the foundation to move forward. These include math and the sciences. He commented that there are requirements for some health career programs that require science courses be taught by full-time faculty.

Technology is gaining strength at our College. We are offering more classes on off-times such as our welding program which is offered from midnight to 3:00 am. Nursing will continue to be important, as well as developmental education. We are committed to a diverse workforce. This year, 2009-10, there were 2 faculty positions which were funded by foundations, and the College will fund these positions next year.

Dr. Johnson asked for questions. John Dziak questioned if 9 positions are approved by the College, and a faculty member transfers into one of the positions, does the College then go to the recommendation in the 10th position, and how will the vacated position be filled? Mary Frances Archey replied that the situation is handled in a variety of ways depending upon when in the process the transfer request happens. Dr. Johnson indicated that this needs to be resolved, but he indicated there would be no loss of positions.

Maryann Anderson inquired about temporary positions. Dr. Archey said the temporary positions are used to hold a position open, or for emergency situations. These are not planned positions. The College has enough money to fund only 3 temporary positions each year. Dr. Johnson said that in his experience, colleges have many temporary positions when the college is not able to invest in tenure track positions. We are committed to increasing our permanent positions.

Maura Stevenson asked the status of the Science Center. Dr. Johnson said that the hope is to break ground this Spring. The City Planning Office has thrown us some roadblocks which we have been able to overcome. The Fire Department categorized the building as a high rise. The accompanying code would have cost the College in excess of \$500,000. The architects solved this by suggesting the foundation of the building be dug a bit deeper, making it a low rise. The excess dirt would be used for additional parking, especially important because a new ordinance prohibits on-street parking. The College is also leasing the former BP station on the corner of Ridge and Allegheny for parking and storage of equipment.

Dr. Johnson thanked Council for allowing him time for this address.

AGENDA ITEM III: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Proposal: Recommendations for the Full Time Hiring Rankings, 2010-2011 AY and Recommendations for the Minority Intern Hiring Rankings, 2010-2011 AY

In the absence of Joanne Jeffcoat, Steve Wells presented the proposal. He said that the Subcommittee met on February 4 to consider the hiring recommendations. Dr. Wells reminded Council that these are only recommendations.

There were 43 requests, for 9 positions and 8 requests for 3 minority intern positions. Dr. Wells commented that the mood of the meeting on February 4 was very different from previous years. It was very subdued. Only about 20 people attended, including the Subcommittee members. Dr. Wells said that when you look at the list of requests, the high priority program requests were far down the list, and we don't have sufficient math faculty to teach them anyway.

Esther Waltz, South Campus Department Head, Sciences, distributed a handout requesting the anatomy and physiology biology position, which was ranked number 1 on the South Campus list be moved higher in the list. The position was moved to position 43 on the list from Academic Planning. The department has 4 full-time faculty, which includes 1 faculty teaching anatomy and

physiology. She said that 80% of the anatomy and physiology classes are taught by adjuncts. She asked why the position was ranked 43.

Steve Wells said that because the department had asked for 2 permanent positions and a minority intern position, it was agreed that a position would be filled as a minority intern, and then there would be a very good opportunity to fill the position with a permanent hire the following year. The chance of having a permanent position filled this year, and then another one next year is doubtful. The strategy is to hire minorities and then move them into full-time permanent positions the next year.

Dr. Waltz said that she felt the department was being penalized for submitting a request for a minority intern. Barbara Thompson commented that the Minority Intern Program has been so positive; it would be a shame if department members were reluctant to submit a minority intern request fearing it would hurt their chances of getting a permanent position.

Carl Francolino asked if we could separate the process of recommending the faculty and educational technicians from the minority intern positions, so they wouldn't be done at the same time. Maryann Anderson replied that wasn't possible because of advertising the position. Joyce Breckenridge added that the College needs to know now because of formulating the budget.

Gus Kellerman, Allied Health faculty from Boyce Campus thanked Council for recognizing the need for a full-time radiologic technology position after 27 years. Anna DelVitto likewise thanked Council. There has not been a new Math faculty member at North Campus in 18 years. Doralee Brooks also thanked Council for the developmental faculty position. Sumana Misra-Zets said she was appreciative that so many science positions were included in minority intern requests.

Liz Vargo from the Dietetics Program at Allegheny said that everyone deserves to have their positions filled. Her program is growing, and is a high priority program. She mentioned that a student can get a certificate in her Program totally online. She was disappointed that her position request was ranked number 17.

Carl Francolino moved to accept the recommendations from Academic Planning. Donna Imhoff seconded the motion and the motion passed 10 votes in favor and 2 votes against.

Mary Frances Archey reminded Council that although there are 9 positions available, there will be 10 postings because a Business position from North Campus is being carried over from last year.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

The report from Academic Standards and Student Affairs was given by Rachel Matheis, the Subcommittee secretary. Dr. Matheis reported that the proposal initiated by Renée Clark, was not approved by the Subcommittee. Members felt that the details of the proposal were in the hypothetical stage; therefore the proposal was prematurely presented. There will be a new proposal submitted by Donna Imhoff at the next meeting of the Subcommittee.

Proposal: Addition to the Student Code of Behavioral Conduct

Mary Lou Kennedy presented the proposal. The proposal was the result of an incident that happened with one of the students from the vocational program for special needs adults. It was felt that there needed to be language for programs that may have behavioral standards or have

more specific issues because of where students in the program might be working. Rather than trying to list all of the programs that might have specific behavioral conditions it was felt that a general statement added to the Student Code of Behavioral Conduct would be more beneficial. The sentence reads, "Students enrolled in limited enrollment programs and/or in programs with more specific behavioral criteria are subject to both the conduct identified here as well as the conduct as defined by their program." This statement will appear on page 25 in the 2009 -- 2010 Student Handbook.

This addition to the Student Handbook will not only reduce confusion, but will insure that students have due process.

Maura Stevenson moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

C. ASSESSMENT AND RESEARCH

Carl Francolino said that the Subcommittee met on February 4. Dwight Bishop reported that the transition to the new Blackboard server went smoothly.

Although the hardware migration went well there have been software problems. We skipped a version of Blackboard, and there have been problems during testing. Barbara Thompson mentioned that the Library went through something similar skipping over a version of software to the latest version resulting in many problems. Students who have Microsoft Explorer 8, especially, had many problems. Dr. Bishop has been able to install a patch so this is no longer a problem.

Dr. Bishop raised an issue about deactivating students who have dropped an online course. Currently this is done manually. Some members expressed concern that if a student is removed, all of their data may be lost.

Mr. Francolino said the next meeting will be exclusively on assessment and will start at 2:30 pm. After the first 30 minutes, there will be a teleseminar on assessment which will be broadcast from 3:00 pm to 4:30 pm. Everyone is welcome.

D. CURRICULUM

Proposal: Addition of Advisory Statements for BIO 110 and BIO 151; Editorial Correction to BIO 151 Prerequisite Description on Common Course Syllabus Document

Maura Stevenson provided background on the proposal. Students are often confused about whether to take BIO 110 or 151. BIO 110 was created because BIO 161 students were struggling with the content. It was decided to remove some of that content from BIO 161 and form BIO 110. BIO 110 is at a slightly lower level than BIO 151, and the course does not transfer.

The proposal would allow for the following language to be included in the catalog description for BIO 110, "Many institutions will accept this course as a science elective for non-biology majors. This course does not satisfy a biology requirement for biology majors. Students should consult a transfer counselor."

The following language would appear at the bottom of the catalog description for BIO 151, "The course transfers to most four-year institutions. Students should consult a transfer counselor."

Those on Council who have served as advisors mentioned that the question about the difference between BIO 110 and 151 comes up often, and that this language will help to clarify those questions.

Carl Francolino moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

Proposal: Revise CHM 120, Bio-organic Chemistry

Brenda Trettel presented the proposal. Because the learning outcomes for CHM 120 were much too extensive, covering 4 pages, the outcomes have been revised so that they are now concise.

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

Maura Stevenson mentioned there are only four more Curriculum Subcommittee meetings.

AGENDA ITEM IV: UNFINISHED BUSINESS

Maura Stevenson received a call from Toni Carney regarding the Experimental Course Form. Mrs. Carney mentioned, and Dr. Stevenson concurred, that the form is confusing. Dr. Stevenson recommended that language be added to the top of the form to make the process less confusing. Rick Allison and Rich Betters will be contacted regarding this.

AGENDA ITEM V: NEW BUSINESS

Donna Imhoff presented an update on the work of the Distance Learning committee. The committee has been charged by Dr. Johnson to look at distance learning data to determine whether the method of listing distance learning courses alphabetically by campus is the fair and equitable way to list them. The committee has examined a year's worth of data. The final meeting of the committee is February 26. They are putting the final touches onto their recommendation and will forward it to Dr. Johnson who will do with it what he feels is appropriate. Dr. Imhoff said she was not at liberty to discuss this further.

Mary Frances Archey discussed student fees associated with graduation. Students have been required to pay a \$20 fee for an official review of their transcript to ensure that they are eligible to graduate. If the student does not qualify, the fee is not refunded. Students will now be able have their transcript reviewed free of charge. If students want to receive their graduation certificates, the fee is \$20 and the cost for their caps and gowns, which is theirs to keep, is \$27.50.

Dr. Archey distributed the review of the first round of the Faculty Resource Program. Retention did increase by 3%. Carl Francolino commented, and several Council members agreed, that the system is very cumbersome. Dr. Archey said that the most frequent comment from faculty is that they were given bad contact information.

Maryann Anderson reported that President's Cabinet has not met this semester but will meet on March 16.

Carl Francolino asked if there wasn't a better way to send proposals out to Council members so that we are not getting them piecemeal. Maura Stevenson mentioned that we had looked at creating a Blackboard site, but there were problems associated with that.

The next meeting of College Council will be March 11.

There being no further business, the meeting ended at 4:44 PM

Respectfully submitted,

Barbara Thompson

College Council Secretary

College Council Meeting Minutes March 11, 2010
COLLEGE COUNCIL MEETING MINUTES
March 11, 2010
Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances	
Maryann Anderson	Archey	Charles Bostaph
Joyce Breckenridge	John Dziak	
Yvonne Burns	Charles Martoni	
Toni Carney		
Mary Ellen Driver		
Carl Francolino		
Rita Gallegos		
Donna Imhoff		
Joanne Jeffcoat		
Rachel Matheis		
Maura Stevenson		
Barbara Thompson		
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. 25, 2010 MEETING**

Donna Imhoff moved to approve the minutes of the Feb. 25, 2010 meeting. Steve Wells seconded the motion. The minutes were approved as amended with 12 votes in favor and one abstention.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Toni Carney reported that the two proposals being presented passed the Subcommittee unanimously. The Behavioral Intervention Team proposal failed to pass at the previous meeting, but only because there was a lack of information.

Proposal: Behavioral Intervention Team Language for the Student Handbook

Toni Carney explained that there was additional information presented by Dr. Donna Imhoff at the Subcommittee meeting that satisfied the members to pass this proposal unanimously. Donna Imhoff presented the proposal which would establish Behavioral Intervention Teams (BIT) on each campus to identify and monitor problematic or potentially dangerous behavior on the part of students. Its aim will be to ensure the safety and security of the college community.

Dr. Imhoff said that there have been many grievances filed over the years by the AFT regarding issues of security at the campus level. This proposal would allow for a central database in which staff and faculty on all campuses and centers can record atypical student behavior when it occurs on all campuses and centers.

The software that will be used is Maxient Conduct Software which is web-based. Anyone will be able to enter data; however, because of privacy issues few will be able to review the information. Teams on each campus will be established to monitor and deal with reported problems.

The proposal involves the insertion of the following language into the Student Handbook: “The college has an obligation to provide a safe and secure environment for the college community. In meeting this commitment, the college has established Behavior Intervention Teams which respond to college situations involving dangerous, atypical, threatening or disruptive student behaviors. Behavior Intervention Teams assess situations in the college community, and intervene with regard to the health, safety, and security of the college community, and in accordance with college policies.”

Dr. Imhoff distributed a threat assessment tool developed by Brett Sokolow who was the speaker at the College Professional Development Day meeting this past January. The College has retained his services as a consultant. His recommendation is to list in the Student Handbook that we are using Behavioral Intervention Teams on each campus.

The process, which is the same on each campus, involves the Behavior Intervention Team, led by the Dean of Student Development, that assesses situations and intervenes when appropriate; the Education Team, led by the Dean of Academic Affairs, whose role is to ensure that everybody knows about the process and how to use the software; and the Crisis Team, led by the Campus Director of Security, that puts together a process in the event of a critical incident.

Yvonne Burns expressed concern that the process does not follow through with referrals to external agencies such as Mercy Hospital Behavioral Health Services. Dr. Imhoff commented that the College is still in the process of setting everything up, and that piece has not been discussed.

Rick Allison noted that there are teams being set up at the campuses, and different campuses are at different stages of development. Dr. Imhoff said that it is up to the Deans of Student Development to initiate the process at their campus, but we are at the beginning stages. She added that if anyone is not receiving information they should contact her.

Mary Ellen Driver commented that the Assessment Tool is excellent and should be distributed in its color-printed format. Dr. Imhoff provided the link for the Assessment Tool which is located within the NaBITA 2009 Whitepaper: Threat Assessment in the Campus Setting, at <http://www.nabita.org/resources.html#whitepapers>. Anyone can print the tool in color if they choose.

Toni Carney moved to accept the proposal, which includes only the language that will appear in the Student Handbook, and not on the concept of the Behavioral Intervention Teams. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

Proposal: Bulletin Board Policy

The policy was presented by Dr. Charles Bostaph, the initiator of the proposal. Toni Carney explained that there are differing campus policies regarding the open bulletin boards that belong to Student Life. This proposal provides consistency among all of the campuses and protects the First Amendment rights of the campus community and the public. The policy ensures that discrimination regarding postings will not occur. Postings will no longer have to be stamped and may be placed by any member of the college community or by members of the public. Only postings that violate the student code of conduct, or are illegal or discriminatory, will not be allowed on the Student Life bulletin boards.

This proposal was the result of an attempt by Christa Brashier of Students for Concealed Carry on Campus, to post information regarding forming a student club on Allegheny Campus. When denied the right, Ms. Brashier threatened to sue the College. It was determined by our attorney that denying Ms. Brashier the right to post the information, violated her First Amendment rights. As a result, the proposal was put forth.

The proposal reads: "Designated Open Bulletin Boards are designed to provide information on events and items of interest to CCAC students. All bulletin boards may be cleared on the first day of each month."

Carl Francolino moved to accept the proposal. Mary Ellen Driver seconded the motion, and the motion passed unanimously.

Toni Carney mentioned there is a proposal, which will be presented by Judy Savolskis, regarding the application of noncredit courses. This proposal was attempted last year and failed, however there is now a mandate from the State that will require acceptance of noncredit courses under some circumstances. The proposal is very controversial, and the interpretation of the mandate is being challenged.

B. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met March 4, at a meeting primarily devoted to assessment.

In her presentation, Mary Kate Quinlan reported that the assessment plans are going fairly well. Of the academic program assessments, 48% of the plans have been turned in.

Phase 2 of the Quantitative and Scientific Reasoning assessment will begin March 29. The goal is to have nine faculty members trained to evaluate classroom assessment and artifacts, and to conduct the evaluation over the Spring break.

A 90 minute webinar, on test question design and assessment followed the presentation; however, it proved to be disappointing.

Mr. Francolino said that he is trying to engage Dwight Bishop and Ibrahim Garbioglu in a discussion regarding library service and instant chatting. He would like to work with them and the Library Department Heads to see if this can be accomplished before the beginning of summer.

Mary Ellen Driver described the difficulty that occurs when a distance learning student is dropped from a course. Currently, when a faculty member deletes a student from a course after the student has been deregistered, all data concerning that student is lost. Deregistration sometimes happens by accident and causes problems when the student data disappears. Also, students can currently continue to access course material after they have been deregistered. Dwight Bishop reported that he can write a simple program so that the data can be archived. The program would automatically check for deregistered students, and then deny access to the course for that student.

Council members agreed that this program would be advantageous, but felt that this was not a matter for College Council. Rather, it is a procedure within Dr. Bishop's department and can be handled there.

C. CURRICULUM

Maura Stevenson reported that the Subcommittee did not meet. Currently there are 11 proposals which will be presented at the next meeting. Maryann Anderson said that she is working with Dr. Stevenson to see if any of the proposals can be presented to College Council at a later meeting so that council members will have time to fully consider and discuss them. When the agenda includes too many proposals, there is not sufficient time for council members to devote the attention necessary for responsible consideration. Maryann Anderson mentioned that there are 2 meetings remaining for the Subcommittees and 4 meetings of College Council.

D. ACADEMIC PLANNING

Joanne Jeffcoat reported that the Subcommittee did not meet. At the next meeting, there will be one program review, and Mary Kate Quinlan will be talking about the revised Appendix H.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Maryann Anderson said that Charles Blocksidge has requested to be put on the March 25 agenda to present the Hill Group Study completed by a consulting firm that considered our CCAC workforce development.

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

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes March 25, 2010

COLLEGE COUNCIL MEETING MINUTES

March 25, 2010

Office Of College Services Board Room

ATTENDANCE

Present

Richard Allison
Maryann Anderson
Mary Frances Archey
Yvonne Burns
Toni Carney
John Dziak
Carl Francolino
Rita Gallegos
Donna Imhoff
Joanne Jeffcoat
Rachel Matheis
Charles Martoni
Maura Stevenson
Stephen Wells

Absent

Joyce
Breckenridge
Mary Ellen Driver
Barbara Thompson

Guests

JoAnn Hunter
Donald Jukes
Gretchen Mullin-Sawicki
Charles Poetain
Mary Kate Quinlan
Betsy Rozen
Judith Savolskis
Brenda Trettel

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM. Mrs. Anderson thanked Toni Carney and Rita Gallegos for agreeing to record the minutes in the absence of Barbara Thompson.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE MARCH 11, 2010 MEETING

Joanne Jeffcoat made a motion to approve the minutes of the March 11, 2010 meeting of College Council. Carl Froncolino seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Carl Francolino reported that the subcommittee did not meet on March 18 but there are a series of meetings scheduled after the spring break. Upcoming meetings are anticipated among the Director of Distance Learning, the IT staff, and the Department Heads of Library and Learning Services to develop a bundle of information commons, such as live chat and blogs, for the libraries. Also, a meeting with the Director of Distance Learning and library staff will provide an opportunity to plan and identify milestones for a media-rich course suitable for distance learning. If one or both of these meetings occur before the next College Council meeting Carl will report the progress.

B. CURRICULUM

Proposal: Deletion of the Banking Management program (213) and its associated courses

Maura Stevenson and Brenda Trettel explained that this program hasn't had any graduates from 2005-2009 and there hasn't been any student interest. Brenda Trettel stated that this program is no longer in our catalog but Fran Dice still had it as an active program. The business discipline faculty felt this program and its courses should be removed.

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

Proposal: Delete CHM 214, Nuclear and Radiochemistry

Maura Stevenson and Brenda Trettel explained that this proposal deletes the CHM 214, Nuclear and Radiochemistry course from the catalog since the course was deleted from the Nuclear Medicine program in April 2009. Toni Carney inquired if there are any students who might need this course to graduate and it was stated that there are none.

Donna Imhoff made a motion to approve the proposal. Yvonne Burns seconded the motion and the motion passed unanimously.

Proposal: MAT course changes

Charles Poetain explained that MAT 252 was a course for engineering, science, and mathematics majors that has become problematic when transferring. Other institutions have split the course into two. This proposal will delete MAT 252 (Differential Equations With Linear Algebra), edit and reactivate MAT 253 (Linear Algebra), and create a new course in Differential Equations, MAT 251. By having two separate courses, transferability will be easier for our students. Charles Poetain also stated that he was unable to find a course outline for MAT 253 since it hadn't been offered for so many years. Eugene Zizka who teaches physics expressed his appreciation of this proposal. Rick Allison questioned listing a specific textbook in the course materials section of the common course syllabi since full time faculty can select their own textbooks. It was agreed to change the wording to "an instructor adopted textbook and materials."

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

Proposal: Revisions to Tourism Management (423.2)

Joanne Hunter explained that the Tourism Management program was updated according to the recommendations from their Advisory Board. Gretchen Mullin-Sawicki stated that seven classes were eliminated due to low enrollment—they hadn't run in years. She stated that course

substitutions have been made in lieu of those classes. These deleted courses will be replaced with more transferable classes.

Carl Francolino made a motion to approve the proposal. Toni Carney seconded the motion and the motion passed unanimously.

Proposal: Electrical Construction (JATC/IBEW) Technology Proposal

Gretchen Mullin-Sawicki explained that the learning outcomes of the syllabi in this program were 'bloomed' and no substantive content changes were made. Betsy Rozen stated that they received 400 applicants for this year's program and that last year they accepted 70 students into the program but didn't know how many would be accepted for the upcoming year.

Richard Allison made a motion to approve the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

Maura Stevenson stated that there will be three proposals from Jane Coughanour at the next College Council meeting on April 8, 2010. So far, five new proposals have been submitted for the next Curriculum meeting on April 15th.

C. ACADEMIC PLANNING

Proposal: Psychology

Joanne Jeffcoat reported that the Psychology program review was in order, complete and well done. The size of the report (154 pages) was largely due to Appendix H which is cumbersome and requires an extensive amount of effort. Ann Louise Dailey was praised for her editing of the document and her guidance throughout the process.

Steve Wells reported that although Appendix H was time-consuming, it was a valuable part of the process as relayed by Dr. Dailey. Dr. Wells also extended a thank you to Christine Dagg who typed the Psychology program review and formatted Appendix H within the report.

Brenda Trettel reported that the Advisory Board felt the program review was done very well on all levels. Donna Imhoff added that the Psychology Advisory Board is a very strong and interested Advisory Board. Membership includes representatives from several four year institutions which allows our courses to be as competitive as the four year institution's offerings. The Advisory Board was impressed with the availability and volume of data used to support statements made in the review.

Ms. Jeffcoat highlighted the recommendations made by the review. Although space is adequate, additional full time faculty would be a positive addition to the discipline/program. Additional copiers, printers and supplies for faculty use would be helpful.

Rachel Matheis moved to accept the review. Stephen Wells seconded the motion, and the motion passed unanimously.

Program/Discipline Review: Recommendations to Improve the Program Review Process

Joanne Jeffcoat noted the irony of this proposal being heard on the same day as the Psychology

Program Review with its 61-page Appendix H. The proposal to modify Appendix H in the program review process was initiated by Mary Kate Quinlan after review of the Program Review Process by the Assessment Advisory Group and the Vice President for Learning and Student Development.

Although simplifying Appendix H was the most welcome change, other areas of the Program Review process were modified to include:

1. Changing the deadline for responding to Program Review recommendations to improve alignment with planning and budgeting processes
2. Revising titles to accurately reflect the current organizational structure
3. Correcting grammatical errors on Appendix I

The proposal specifically recommends a way to reduce the amount of work required for matching course learning outcomes to General Education Goals (Appendix H). By identifying **one** course within the department/discipline for each of the six General Education goals that provides the best opportunity for achieving that goal, the reporting will be limited to no more than 6 courses from that department/discipline instead of the requirement of assessing **every** course from the department/discipline.

Identifying the specific date of August 1 as the deadline for the Vice President for Learning and Student Development to respond to the coordinating deans with actions related to each institutional recommendation allows for better alignment with the planning and budgeting processes.

Revising titles to accurately reflect the current organization structure involves replacing:

1. Sr. VP for Academic Affairs to VP for Learning and Student Development
2. Campus Sr. VP to Campus President

Minor grammatical changes were also proposed in two places of Appendix I.

Ms. Quinlan explained that the information contained in Appendix H can be uploaded into TRAC DAT. The General Education Goals are already built into TRAC DAT; therefore, each Program Review can be analyzed and matched through this system. This process will provide valuable data quickly, especially for Middle States reporting purposes.

Ms. Quinlan thanked and recognized the member of the Assessment Advisory Group for their hard work:

Allegheny	Boyce	North	South
Bob Kmetz	Rick Allison	Anna DelVitto	Lenore Hiller
Maura Stevenson	Jason McClain	Mary Lou Kennedy	Brenda Trettel
Allysen Todd	Sulakshana Plumley	Sue McCleary	Monica Washington

Faculty on the advisory group volunteered to test the new process in Appendix H. Maura Stevenson confirmed that they sought to find a meaningful process without the volume of work and paper successfully.

Maryann Anderson expressed her appreciation for simplifying Appendix H. The revision was much needed because Appendix H was a dreaded, but valuable, exercise for Program Review.

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

Ms. Jeffcoat is anticipating three Program Reviews for her next meeting on April 15: MLT, MLA, and Chemistry.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: CCAC Prior Learning Assessment Process

Toni Carney introduced the proposal and invited Judy Savolskis to present the CCAC Prior Learning Assessment Process proposal.

Mrs. Savolskis explained that CCAC is one of the colleges in the Pennsylvania PLA Consortium. This is a group of higher education institutions that have agreed to abide by, fully implement, and oversee the Prior Learning Assessment (PLA) General Guidelines developed by the Department of Education with cooperation from over 30 higher education institutions, non-profit groups, and the Department of Labor and Industry.

The Department of Education believes that learning, regardless of where it takes place, should be recognized. Assessment of learning activity is an important component, and Middle State accepts PLA as outlined in the PLA General Guidelines.

Mrs. Savolskis sat on the Statewide Committee to write the regulations for the statewide guidelines for PLA. She introduced the anticipated arrival of the PLA Consortium at the CCAC All-College Day in August, 2008. Although the initiative was not readily acted upon, faculty was brought together at a later time to design training for portfolio review. From those efforts it was mandated that a faculty member from each campus (4) would be part of the PLA review team. Since each faculty would need to be compensated it was deemed cost prohibitive for the student. Thus, the initiative was dropped.

Ms. Savolskis stated that PLA does not necessarily mean a one-for-one course exchange and it is not meant for all courses. Only those courses in the Technologies and Trades would be developed. Workforce training is designed to provide flexibility and responsiveness to marketplace demands.

Examples of current PLA practices at CCAC include the awarding of credit/advance standing for LPN's, graduates of the Police Academy, and automotive certification. In addition, we have several articulation agreements with other schools as well as CTE agreements.

After lengthy discussion it was determined that three issues needed to be addressed:

1. An assurance that PLA would be contained to technical programs;
2. Review of contractual language regarding qualifications of faculty;
3. Clarification of the review/approval page to make it more specific for departmental faculty approval.

Richard Allison moved to table the proposal. Carl Francolino seconded the motion and the motion passed unanimously.

Ms. Savolskis agreed to collaborate with Steve Wells and John Dziak to resolve the sticking points. She will return to Council on April 8.

Toni Carney reported that there is only one proposal scheduled for the next meeting. The proposal from Richard Allison will be heard at the April 15 meeting and concerns the updating of the reporting structure for student complaints. There may be as many as three more proposals in the pipeline but the deadline date (April 8) for publication is fast approaching.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Hill Group Study Report

Charles Blocksidge explained that in November 2008 Dr. Alex Johnson and Dan Onorato met and wanted to better understand regional emerging industries, related workforce needs of those industries, and opportunities for CCAC and the Workforce alliance to aid in their fulfillment; thus, an advisory board was created after this meeting. The Hill Group interviewed 83 businesses and perused many statistics and the outcome was that healthcare, financial service and energy were the most prevalent industries in our region. They discovered that all of these industries needed certain skill sets, such as information technology. The common thread among these industries is that jobs that are available require many educational skill sets and it will be CCAC giving these students the academic background needed for these jobs. He stated that the jobs of the future are more challenging and are going to require higher standards. Maryann Anderson asked about the outlook for these programs and Dr. Charles Blocksidge is hopeful that we will be able to blend these needed skill sets and thus eliminate/adjust some of our programs currently being offered.

Dr. Blocksidge stated that our next step, which Kevin Smay is working on, is to develop an operations model to formalize the process and allow for the realization of further efficiencies in program development and course design processes. This model will allow for feedback from the students and the firms where they hope to acquire employment. This model needs to identify both current and future industry needs, evaluate the ability of CCAC's programs to fulfill these needs, and to implement any modifications to current programs to fill in any identified gaps. In order to fill in these gaps CCAC may add/delete courses to programs as needed. Dr. Blocksidge gave an example that we might add a course for accountants that teaches them hospital nomenclature so they can be employed in the healthcare industry.

Dr.Blocksidge reiterated that employers don't want to waste time/money training employees and want to hire people who have the skill sets needed.

There being no further business, Carl Francolino motioned to adjourn and Donna Imhoff seconded the motion. The meeting was adjourned at 5:15pm.

Respectfully submitted,
Toni Taylor Carney
Rita Gallegos
For College Council Secretary

College Council Meeting Minutes April 8, 2010
COLLEGE COUNCIL MEETING MINUTES
April 8, 2010
Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Charles Martoni	Dwight Bishop
Maryann Anderson		Jane Coughanour
Mary Frances Archey		Rod Farkas
Joyce Breckenridge		Mary Kate Quinlan
Yvonne Burns		Judy Savolskis
Toni Carney		Allysen Todd
Mary Ellen Driver		Tom Turich
John Dziak		
Carl Francolino		
Rita Gallegos		
Donna Imhoff		
Joanne Jeffcoat		
Rachel Matheis		
Maura Stevenson		
Barbara Thompson		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:34 PM.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE

MARCH 25, 2010 MEETING

Mary Ellen Driver moved to approve the minutes of the March 25, 2010 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended. Barbara Thompson thanked Toni Carney and Rita Gallegos for filling in for her as College Council secretary at the last meeting.

AGENDA ITEM II: DISTANCE LEARNING SCHEDULING

TASK FORCE REPORT

Last Spring a proposal regarding the scheduling of distance learning courses was brought to College Council. As a result, Dr. Johnson formed a task force, headed by Donna Imhoff, to examine the situation. In addition to Dr. Imhoff, members of the task force include: Dwight Bishop, Rod Farkas, Tony Lucas, Tom Turich, and Sulakshana Plumley.

In her presentation, Dr. Imhoff said that problems regarding scheduling distance learning courses have existed for at least five or six years. Courses were previously scheduled on a rotational

basis; however, the rotation was not being properly maintained. Distance learning seniority dates were established, but in some cases the seniority dates were not traditional. Instead, the dates faculty members started teaching distance learning courses were used.

The task group was charged with answering this question, “Does the current system of listing distance learning courses in the printed schedule of classes give any single campus an advantage over another campus with regard to distance learning enrollment and course cancellation rate?”

The task force tried to use a data-driven approach recognizing that there would not be a perfect solution. They looked at data from Fall 2005 through Fall 2009. There were three issues the task force considered:

1. Process
2. Planning and how it is presented online and in print
3. AFT Contract language.

As a result of their analysis, the task group came up with the following:

Primary Recommendation (first choice)

1. Scheduling should be listed and rotated by campus each semester in the printed schedule.
2. Distance learning courses would be listed according to course/campus offerings in the printed semester schedule by campus block with all Internet classes appearing at the bottom of each course listing, by a sorting rotation by course and campus.
3. If there is space in the printed schedule, it is recommended that the courses also appear in a separate section titled “Distance Learning.”

Example:

Fall	Spring
CIT 100 Alleg 1 st section	CIT 100 Boyce 1 st section
CIT 100 Boyce 1 st section	CIT 100 North 1 st section
CIT 100 North 1 st section	CIT 100 South 1 st section
CIT 100 South 1 st section	CIT 100 Alleg 1 st section
CIT 100 Alleg 2 nd section	CIT 100 Boyce 2 nd section
CIT 100 Boyce 2 nd section	CIT 100 North 2 nd section
Etc.	Etc.

The secondary recommendation (second choice):

1. Scheduling should be listed and rotated by campus each semester in the printed schedule.
2. Non-distance learning courses would be listed according to course/campus offerings in the printed semester schedule by campus block. All Internet courses/sections would appear at the bottom of each campus listing by numerical sorting rotation.
3. If there is space in the printed schedule, it is recommended that the courses also appear in a separate section titled “Distance Learning.”

Example:

Fall	Spring
CIT 100 Alleg 1 st section	CIT 100 Boyce 1 st section
CIT 100 Alleg 2 nd section	CIT 100 Boyce 2 nd section
CIT 100 Alleg 3 rd section	CIT 100 North 1 st section
CIT 100 Boyce 1 st section	CIT 100 North 2 nd section
CIT 100 Boyce 2 nd section	CIT 100 North 3 rd section
CIT 100 North 1 st section	CIT 100 South 1 st section
Etc.	Etc.

The task group looked for a system that was equitable and practical for all, and that did not require odd programming or maintenance.

Additional recommendations include:

Scheduling should remain in each academic department.

Scheduling should be listed and rotated by campus each semester.

Internet courses should be listed in a block below courses in the Magazine.

The task group did not include Summer terms in this consideration because Summer courses are all overages, and scheduling does not fall into the normal scheduling rotation.

Dr. Imhoff stressed that a key component is the need for inter-campus planning concerning how many sections there will be.

Barbara Thompson stressed the need for the complete report and recommendations to be sent out to the College community. Because of AFT contract negotiations and the need to schedule and publish the schedule ahead of time, if this proposal were accepted during negotiations it would be 2012 before anything would be implemented. Maryann Anderson remarked that Dr. Johnson favors the Primary Recommendation.

Dr. Imhoff thanked all of the members of the task force for all of their hard work.

AGENDA ITEM III:SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee did not meet. The next meeting will be April 15, and it will be a year end wrap-up meeting.

B. CURRICULUM

Proposal: Medical Laboratory Assistant Program (#571) Course Revisions

This proposal involved changing the course descriptions and learning outcomes for MLA 101- Laboratory Specimen Processing and MLA 102 - Medical Laboratory Assistant Externship. All revisions requested by the Curriculum Subcommittee were included.

Carl Francolino moved to accept the proposal. Toni Carney seconded the motion, and the motion passed unanimously.

Proposal: Medical Laboratory Technician Program (#525) and Course Revisions

Maura Stevenson remarked that this proposal was more extensive than the last proposal, but still very straight forward. Jane Coughanour, the initiator, explained that the course requirements and program descriptions were revised based upon recommendations by the program accrediting agency, NAACLS. CHM 120 was eliminated as a requirement. Some program applicable bio-organic chemistry content was added to MLT 161, and the credits for that course were increased from three to four credits. Several courses were moved in order to adjust students' credit load by semester.

Mary Ellen Driver moved to accept the proposal. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

Proposal: Pharmacy Technician Degree Program (#518.1) and Pharmacy Technician Certificate Program (#418.1) and Course Revisions

This proposal involved revising the course descriptions and learning outcomes for 10 PHT courses. Additionally, PHT 200 was deleted from the program because it has not been offered in several years.

Carl Francolino moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

Maura Stevenson mentioned that today is the deadline for submitting curriculum proposals for the 2009/2010 academic year. Seventeen new proposals have been submitted. The Curriculum Subcommittee will meet on April 15, and April 29.

C. ACADEMIC PLANNING

Joanne Jeffcoat reported that the Subcommittee did not meet. There are four or five program reviews to consider at their next meeting.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: CCAC Prior Learning Assessment Process (Tabled 3/25/10)

This proposal was tabled at the last meeting of College Council. Toni Carney moved to un-table the proposal. Maura Stevenson seconded the motion, and the motion passed unanimously.

Maryann Anderson thanked Judy Savolskis and Steve Wells for collaborating so well on this proposal and thanked Toni Carney, as well, for summarizing the issues in the minutes of the last College Council meeting.

In deliberations regarding this proposal since the last meeting of Council, Don Jukes suggested that the non-credit courses covered in the proposal could be treated in the same manner as experimental courses. As a result, the following paragraph was added to the proposal, "Articulation agreements that are developed between CCAC non credit and the CCAC academic division as a result of this evaluation procedure for non credit competency based skill course(s) have to be taken through the governance process for review. This review has to happen before or during the second offering of the non credit course(s) listed in the individual articulation

agreement. As part of the review, in addition to the articulation agreement, the non credit division must also supply appropriate supporting documentation of parallel learning outcomes.”

Furthermore, Judy Savolskis removed the word “preferable” from section B.1. as it refers to faculty. A list of programs in which this procedure also would be used was provided. Donna Imhoff moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

AGENDA ITEM IV: UNFINISHED BUSINESS

There was no unfinished business

AGENDA ITEM V: NEW BUSINESS

Subcommittee Minutes

Maryann Anderson reminded the Subcommittee secretaries of their obligation to distribute minutes to the College community and post the Subcommittee minutes on the College Council website in a timely manner. Rita Gallegos remarked that it has been very difficult to attend training at times offered because of teaching schedules. Members agreed that the training should be specifically on posting minutes onto the College Council website. Maryann Anderson will speak to Nancilee Burzachechi about making arrangements for more specific training.

Math Enrichment Course, YAG010

Barbara Thompson questioned a new non credit course, YAG010 listed in the Credit Magazine above Math 080. The course came about after College Council approved a proposal last Spring to allow those who take the math placement test and score below 24, to be provided with some form of math remediation. As a result Allysen Todd, the Discipline Dean, created a non credit, pass/fail math course. Barbara Thompson questioned why it did not come from the math faculty, why the faculty had little input, and why, even though it is a non credit course, it did not go through governance. Allysen Todd explained that she met with Math faculty in August and distributed a handout concerning the Downtown Center’s pilot project. In February, she sent emails to all math faculty asking for advice. Dr. Todd said that she referred back to the pilot project run by the Downtown Center, listed 13 bulleted topics, explained the intent, suggested a title, and asked for help. She received eight responses, which she incorporated. The first course will be offered in the fall. Dr. Todd was asked to return to Council to provide data regarding the effectiveness of the non-credit courses.

College Council Elections

Maryann Anderson reported that the following College Council positions are open for the next academic year:

Allegheny	Occupational Technologies
Boyce	Arts and Sciences
North	Occupational Technologies
South	Arts and Sciences
South	Occupational Technologies (one year term)
College-wide	Counselor

Interested parties should contact Maryann Anderson, John Dziak, or the AFT Office by April 30, 2010.

President's Council

Maryann Anderson reported that President's Council did not meet in March.

Remaining Meetings

College Council will meet April 22, and May 6. The May 6 meeting will commence at 1:00 pm, with lunch served at 12:30 pm.

There being no further business, the meeting ended at 4:50 pm.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes April 22, 2010
COLLEGE COUNCIL MEETING MINUTES
April 22, 2010
Office Of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Joyce Breckenridge	Max Blobner
Maryann Anderson	Charles Martoni	Stephanie Goloway
Mary Frances Archey		Don Jukes
Yvonne Burns		Gus Kellerman
Toni Carney		Richard Laurent
Mary Ellen Driver		Patrick McKenna
John Dziak		Gretchen Mullin-Sawicki
Carl Francolino		Mary Kate Quinlan
Rita Gallegos		Brad Sandrock
Donna Imhoff		Max Sawicki
Joanne Jeffcoat		Allysen Todd
Rachel Matheis		Jason Trautman
Maura Stevenson		Brenda Trettel
Barbara Thompson		Barbara Williams
Stephen Wells		

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

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE
APRIL 8, 2010 MEETING**

Mary Ellen Driver moved to approve the minutes of the April 8, 2010 meeting of College Council. Rita Gallegos seconded the motion. The minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Proposal: Medical Insurance Specialist Program (#595.1) and Course Revisions

Barbara Williams presented the proposal in which she had reviewed all syllabi and incorporated Bloom's taxonomy where appropriate. In the catalog description for the program, the requirement of a 40 wpm typing proficiency was removed, because CIT 100 is a required program course. Additionally, the requirement for eligibility into ENG 100 was added. One credit hour was added to MIS 103, Medical Insurance Seminar, because of an increased need for legal issues content. MDA 211, Medical Financial Reimbursement Techniques, was deleted from the program because it is geared more toward hospital claims instead of outpatient/physician claims. MIS 105, Medical Insurance Applications, was added to provide more training in post-adjudication claims issues, as requested by employers.

Mary Ellen Driver asked why MIS 102 required acceptance into the program and couldn't be taken as a stand-alone course. Barbara Williams explained that MIS 102 is a required course for her students and there are a limited number of seats.

Yvonne Burns moved to accept the proposal. Rachel Matheis seconded the motion and the motion passed unanimously.

Proposal: Electronic Engineering Technology (300) Proposal

Brad Sandrock presented the proposal which updates eight electronic engineering technology courses that have not been reviewed in many years. The prerequisite for EET 103 was revised to require a C or better for the one year of high school algebra requirement.

Steve Wells noted several typographical errors:

EET 130, Listed Topics #4, change "analysisism" to "analysis."

EET 202, Listed Topics # 5, change "bidirectional" to "bidirectional."

EET 213, Listed Topics # 5, change "potentiometers" to "potentiometers."

Donna Imhoff moved to accept the proposal. Barbara Thompson seconded the motion, and the motion passed - 14 votes in favor and 1 abstention.

Proposal: Course revisions for Education courses

Stephanie Goloway and Brenda Trettel presented the proposal which reviewed and revised the one-credit Act 48 education courses. Act 48 courses are those that meet the Pennsylvania Act 48 certification professional development requirements. The following courses were revised according to Bloom's taxonomy: EDU 201, EDU 115, EDU 130, EDU 132, EDU 139, EDU 141, EDU 142, and EDU 143. Additionally the title of EDU 141 was changed from "Multicultural: Is It True What They Say about the Village" to "Diverse Learners." The following courses will be deleted because of lack of enrollment: EDU 136, EDU 137, EDU 138, EDU 150, and EDU 211. Because Act 48 courses are courses that are taken by teachers who are already in the field, the transferability of these courses is not a concern.

When questioned about EDU 201, Foundations of Education, Ms Goloway replied that the course has less transferability than it did previously, but still transfers to the University of Pittsburgh. EDU 125, Foundations of Mid Level/Secondary Education, which is transferrable, is often used instead of EDU 201.

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

Proposal: Humor in the Classroom

Pat McKenna presented the proposal. This course has run successfully as an experimental course and would be added to the list of available Act 48 courses. The idea for this course came from questions regarding how we engage students. It was originally a 3-credit course, but won't fulfill graduation requirements under the articulation agreements we have in place for education

majors. It will transfer as a general elective. It is, however, very marketable as a one-credit course.

Mary Ellen Driver moved to accept the proposal. Toni Carney seconded the motion and the motion passed unanimously.

Proposal: Revisions to the Radiologic Technology (RAD) Program Description and Course Syllabi (as listed below) to include Learning Objectives and Additions to the Accrediting Agency Contact Information RAD107, RAD108, RAD157, RAD158, RAD207, RAD208, RAD217, RAD218, RAD258

Gus Kellermann presented the proposal which updates the learning objectives and program descriptions to be in compliance with Bloom's taxonomy. Additionally, the accrediting agency has changed, and this information had to be corrected. Some courses dated from the late 80's, but course descriptions and learning objectives could not be altered because the accrediting agency (JRCERT) and national board in Radiology (ARRT) wouldn't allow corrections due to Scope of Practice Standards. With the change in the guidelines and the accrediting body last year, the Department was free to make the needed corrections.

Two typographical errors were noted:

RAD 107, Learning Outcomes #6, change "patent" to "patient."

RAD 157, Catalog Description, change "complimentary" to "complementary."

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

Proposal: Health Unit Coordinator Program (#537) Deletion

Rick Allison who presented the proposal explained that this was a housekeeping issue. The program has not been offered in many years. Hospitals do use coordinators; however students do not need to go through a program to become one.

Carl Francolino moved to accept the proposal. Rachel Matheis seconded the motion and the motion passed unanimously.

Proposal: Revisions to the Respiratory Therapy (#540) Program Description to Include Program Learning Objectives and the Accrediting Agency Information

The accrediting agency changed and this was corrected, as well as the program learning objectives.

Rita Gallegos moved to accept the proposal. Mary Ellen Driver seconded the motion and the motion passed unanimously.

Co-Requisites

Maura Stevenson reported that faculty members have complained that there is an inconsistent application of the term "co-requisites." Mary Frances Archey responded that ideally this means that courses are taken at the same time, however in some cases one course can be taken before

the other. It was suggested that the definitions of “pre-requisite” and “co-requisite” be presented as a proposal. Dr. Archey will take her definition to the Academic Deans and out of that will come a proposal.

B. ACADEMIC PLANNING

Joanne Jeffcoat reported that there were five program reviews considered by the Subcommittee at the last meeting; two were presented at this meeting.

Program/Discipline Review: Art (026)

Joanne Jeffcoat stated that everything was in order for the Art Program Review. Max Blobner presented the review which focused on the need for resources and space at all campuses and additional faculty at Allegheny. Barbara Thompson said she noticed that the need for a full-time faculty member was not addressed for North Campus. This will be added to page 17 and 36 of the proposal.

Donna Imhoff moved to accept the Program Review. Joanne Jeffcoat seconded the motion and the motion passed unanimously.

Program/Discipline Review: Engineering Robotics and Automated Systems Technology (435) Integrated Systems Engineering Technology (720) Integrated Systems Technology (721) Manufacturing Technology (705.3) Nanofabrication Technology (709) Basic Machine (706)

Joanne Jeffcoat stated that everything in the Program Review was in order and noted especially that the External Evaluator’s review was excellent. Brad Sandrock remarked that although only the Robotics Program Review was mandated this year, the faculty decided to split the 22 programs into 5 sections and to have one section reviewed each year so that each program would be reviewed every 5 years.

Mr. Sandrock said that this year the Department will have a Minority Intern at South Campus that they hope will move into a full-time faculty position the following year.

Mr. Sandrock outlined some particular challenges. He said it is very hard to find adjuncts to teach during the day. They are severely challenged for space and equipment. Gretchen Mullin-Sawicki thanked Brad Sandrock and Dan Ference for their hard work on this review, especially in light of the fact that only the Robotics Program Review was required.

Carl Francolino moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Tiered Probation Policy

Mary Kate Quinlan presented the proposal on behalf of Achieving the Dream and their mandate to look for ways to help students be successful. The proposal was the result of a study done by Institutional Research which showed that only 15% of students who are on academic probation move from probation to good standing. The proposal sets parameters that will hopefully allow students to be more successful. Those students having a GPA between 1.5 and 1.99 will be allowed to take a maximum of 13 credits, must meet with an advisor, may not take distance learning courses, must repeat any “F” courses in their major, and are strongly recommended to repeat courses in which they received a “D.” Those having a GPA below 1.5 must adhere to all of the steps above, but not be allowed to take more than 10 credits, and, further, must take SDS 102 provided it was not already successfully completed. Barbara Thompson asked why it was not recommended that they meet with a tutor. This will be added.

Steve Wells moved to accept the proposal. Mary Ellen Driver seconded the proposal and the proposal passed unanimously.

Proposal: Revisions to the Student Academic Complaint Procedure “Relative to the Associate Dean of Nursing”

Accrediting agencies always ask that all students be treated equitably. This proposal allows Nursing students to go to the Associate Dean of Academic Affairs on their campus during the formal stage of the Academic Complaint Procedure, as other students do. The Dean of Academic Affairs will confer, as needed, with the appropriate Program Dean at the appeal level.

Joanne Jeffcoat moved to accept the proposal. Yvonne Burns seconded the motion and the motion passed unanimously.

D. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met for the last time on April 14. At this meeting, Mary Kate Quinlan gave an update of assessment. Under Classroom Assessment, 94 CAT’s have been submitted to date and are still being collected. Under Program Assessment – Academic, 31 of 61 plans have been collected and 13 program assessment reports have been collected. All eight units of Student Services are conducting assessments this year. In the General Education assessment, 437 student artifacts were reviewed.

Dwight Bishop provided a distance learning update. He reviewed the work done by the Distance Learning Task Force. For the Summer sessions, distance learning is up 15% and so far there is an increase for the Fall of 26% over this same period last year.

Dwight Bishop and other IT staff will receive special Blackboard training and certification. Carl Francolino thanked Mary Ellen Driver for her work on the Subcommittee. Mrs. Driver will not be serving next year.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Maryann Anderson reported that she had attended a President's Council meeting on April 20. Topics included outcomes of the campus meetings with Math faculty members, essential personnel during snow storms, and budget discussions. Mrs. Anderson mentioned that it is very important that faculty attend graduation.

The next meeting of College Council will be on May 6. The meeting will start at 12:30 pm, with lunch provided at 12 pm.

There being no further business, the meeting ended at 5:10 pm.

Respectfully submitted,

Barbara Thompson

College Council Secretary

May 6, 2010 No minutes available