

# College Council Meeting Minutes August 26, 2010

## COLLEGE COUNCIL MEETING MINUTES August 26, 2010 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison Maryann Anderson Mary Frances Archey John Dziak Carl Francolino Rita Gallegos Donna Imhoff Evelyn Kitchens-Stephens Rachel Matheis Maura Stevenson Barbara Thompson Stephen Wells	Jane Greenwood Nancy Jenkins	Evelyn Kitchens-Stephens

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

### AGENDA ITEM I: WELCOME AND INTRODUCTIONS

Mrs. Anderson welcomed back familiar faces, greeted new ones, and asked each Council member to introduce themselves. Mrs. Anderson reported that John Wallace is unable to serve on College Council representing Counselors; therefore, there will be a call to Counselors for nominations, and a run-off election if needed.

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

The following faculty members were unanimously elected as Chair and Secretary of Council and its Subcommittees:

#### **College Council, Chair**

Maryann Anderson

#### **College Council, Secretary**

Barbara Thompson

#### **Curriculum**

Maura Stevenson, Chair

Rita Gallegos, Secretary

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

Vacant, Chair (will be filled by the new Counselor representative)

Rachel Matheis, Secretary

#### **Academic Planning**

Joanne Jeffcoat, Chair

Steve Wells, Secretary

#### **Assessment and Research**

Carl Francolino, Chair

Maryanne Burke, Secretary

### **AGENDA ITEM III: RESPONSIBILITIES OF THE SUBCOMMITTEES**

Maryanne Anderson reviewed the responsibilities of the Subcommittees as outlined in the Collective Bargaining Agreement, Article XXVIII, Governance, F College Council and Sub-Committee Responsibilities, 4. a), b), c) and d).

### **AGENDA ITEM IV: COLLEGE COUNCIL PROTOCOL**

Maryanne Anderson distributed copies of the protocol as it appears on the College Council website. The link to the protocol is listed at the bottom of each College Council agenda which is distributed the Monday prior to each meeting. The link is <http://www.ccac.edu/default.aspx?id=150857>

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

Subcommittee meetings will be as follows. All meetings will take place on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at the Office of College Services:

Curriculum, 2:00 PM  
Academic Planning 3:00 PM  
Assessment and Research 3:00 PM  
Academic Standards 2:30 PM

April 7 will be the last Subcommittee meeting for the academic year. However, because there will be only one Subcommittee meeting in March because the third Thursday falls during Spring Break, March 31<sup>st</sup> may be used for an extra meeting depending upon the volume of proposals.

College Council will meet the following dates if there are proposals to be presented or business to be discussed:

August 26  
September 9, 23  
October 14, 28  
November 11  
December 9  
January 13, 27  
February 10, 24  
March 10, 24  
April 14, 28  
May 5

All meetings take place at 2:30 PM in the Board Room of the Office of College Services.

### **AGENDA ITEM VI: UNFINISHED BUSINESS**

Some faculty and administrators have complained over the past academic year that the College Council forms are not user friendly. These complaints include the inability to do spell check and to number pages. Maura Stevenson will look at the forms and consult with Amanda Lawson regarding this.

Carl Francolino reported on an informal meeting organized by Assessment and Research that was held this summer between representatives of the library and IT staff.

Council members discussed the process of getting corrected proposals from the Subcommittees to Council members in time to review them prior to the Council meeting. Members receive the corrected

electronic copies that have no page numbers and Council members must print out the proposals. This is more expensive than duplicating them. Initiators should be duplicating the corrected proposals and getting them into the hands of Council members in time for review. The 5-day rule should be adhered to, and perhaps Initiators should understand that proposals cannot be heard at College Council at the meeting following the Subcommittee meeting. This seems to be a problem with Curriculum and Academic Planning. Academic Standards and Student Affairs and Assessment and Research tend to have two or three page proposals which pose less of a problem.

Mary Frances Archey mentioned a problem getting the final electronic copy of proposals to Fran Dice following their approval by the President. Maryann Anderson will ensure that this happens.

Maura Stevenson mentioned that we need to identify all the places that an approved proposal needs to go, such as the master syllabus site, the college catalog in electronic and print form, on the web, and the printed schedule.

The College is looking to eliminate redundancy of documents on the website by utilizing links to single sites, descriptions or documents. Therefore, when something is changed, the correction will be made only once. This is a work in progress and will not be completed immediately.

#### **AGENDA ITEM VII: NEW BUSINESS**

Barbara Thompson discussed the problem of rehiring an Educational Technician position that resides on South Campus but does work for the entire system. South Campus faculty are very reluctant to devote a faculty slot for a position that does not entirely benefit the campus. Mrs. Thompson wondered if there was a way to address positions like this with a system-wide consideration. Joanne Jeffcoat suggested continuing to submit the position on the campus, to consider tweaking the justification form, and to be sure that there is ample support at the Academic Planning meeting during which positions are discussed.

Mary Frances Archey reported that all of the approved faculty vacancies have been filled with the exception of the Allegheny Counseling position and a math position at Allegheny which will be filled in January.

The name of the Minority Intern Program has been changed to the Faculty Fellows Program; however, the same criterion applies.

Maryann Anderson urged the Subcommittee Chairs to send out notices for members. Because the Subcommittees will not have met, Council will likely be canceled for Sept. 9.

A photographer will be scheduled for our Sept. 23<sup>rd</sup> meeting.

Carl Francolino commented that Dwight Bishop does not have an administrative appointment to the Assessment and Research Subcommittee. Maryann Anderson said that those decisions are made by Dr. Johnson who tends to rotate administrators and that Dr. Bishop may sit on the Subcommittee as a non-voting member.

The meeting adjourned at 4:15 PM.

Respectfully submitted,  
Barbara Thompson  
Secretary, College Council

# College Council Meeting Minutes September 23, 2010

## COLLEGE COUNCIL MEETING MINUTES September 23, 2010 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Maryann Anderson	Richard Allison	
Mary Frances Archey	Rachel Matheis	
John Dziak		
Carl Francolino		
Rita Gallegos		
Jane Greenwood		
Shirley Harr		
Donna Imhoff		
Nancy Jenkins		
Evelyn Kitchens-Stephens		
Maura Stevenson		
Barbara Thompson		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:37 PM.

Mrs. Anderson announced several changes to College Council membership. Joanne Jeffcoat who has served on Council for many years is unable to continue due to a class schedule conflict. Likewise, Maryanne Burke is unable to serve because of a class conflict. The AFT Office will issue a call for faculty volunteers from Occupational Sciences at Boyce and South Campuses to fill these vacancies.

Mrs. Anderson welcomed Evelyn Kitchens-Stephens to Council representing Counselors system wide.

### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE AUGUST 26, 2010 MEETING OF COLLEGE COUNCIL**

Carl Francolino moved to approve the minutes of the August 26, 2010 meeting of College Council. Rita Gallegos seconded the motion and the minutes were approved as amended.

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

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

##### **Election of Subcommittee Chair**

In order to be eligible to serve as Chair of Academic Planning, Steve Wells resigned as Secretary. Barbara Thompson moved to nominate Steve Wells as Chair of Academic Planning. Donna Imhoff seconded the motion and the motion passed unanimously.

Dr. Wells reported that the Subcommittee met on September 2, and reviewed the anticipated tasks for the upcoming year. There are many Program Reviews that are scheduled to be completed this year, as well

as a number that were expected last year and are behind schedule. The Program Reviews this year will be completed with the simplified Schedule H. Dr. Wells mentioned that the old Schedule H was appearing on the College website when doing a Google search. He worked with Amanda Lawson to remove it.

The Subcommittee discussed the electronic submission of Program Reviews. This is technically possible, but the general expertise is not there yet. The Subcommittee is encouraging electronic submissions especially because of all of the documentation that is necessary for a Program Review; however, paper submissions are still acceptable. Brenda Trettel is working on this process.

Subcommittee members discussed the system wide vacant AFT Ed Tech library position that resides at South Campus mentioned at the last meeting of College Council. Subcommittee members concurred with Council that the position should go through the Campus ranking process just as every other position does. It was highly recommended that Librarians attend the Academic Planning hearing and provide data to justify the position. If necessary, the justification form can be modified to accommodate the data necessary to understand the complexity of the position.

The next meeting of Academic Planning will include the Chemistry Program Review and the beginning discussions of the academic calendar. Biotechnology, Business and Accounting, and Diagnostic Medical Sonography may also be reviewed.

Maryann Anderson asked if there is a policy to notify the college community ahead of time regarding the discussion of Program Reviews. Dr. Wells said that some faculty put out a notification with a cover sheet of the Program Review and others do not. Mrs. Anderson suggested that it should be standardized and that at least five days prior to the Academic Planning meeting, a notice and the cover sheet should be disseminated identifying a contact person for more information.

Mary Frances Archey mentioned that the hiring process needs to be completed earlier in the academic year than in past years. At the Allegheny Campus meeting, Dr. Johnson mentioned there would be 12 to 15 new hires this year. It was not clear if those numbers included Faculty Fellows, formerly Minority Interns.

The Allegheny Campus Nurse, which is a non-teaching AFT position, will become vacant at the end of the calendar year and may be included in the hiring process this year. Other Campuses may want to consider that position as well.

The revised Program Review schedule is due in October. It is maintained by Dr. Archey, and appears on the College Council website.

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

### **Election of Subcommittee Chair**

Maura Stevenson moved to elect Evelyn Kitchens-Stephens Chair of Academic Standards and Student Affairs. Jane Greenwood seconded the motion and the motion passed unanimously.

Dr. Kitchens-Stephens reported that the Subcommittee met September 16, and there were no new proposals. Members introduced themselves; they reviewed protocol, their responsibilities, and the process of submitting proposals.

The Subcommittee will meet on Oct 7. There is one proposal on the agenda which was submitted by Mary Frances Archey and concerns a policy change concerning the selection of a program of study.

## **C. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee met and had a brief overview of assessment by Mary Kate Quinlan, and what to anticipate this year. Archived minutes have been posted on the Subcommittee website. Mr. Francolino encouraged the College Community to bring forth proposals. The next meeting of the Subcommittee will be on October 7.

#### **D. CURRICULUM**

##### **Review of Curriculum Process Directions**

Maura Stevenson reported that the Subcommittee met on September 2 and discussed the process of submitting proposals, approving them and getting the proposals to Council in time to be reviewed. In order for hard copies to be delivered to Council members, the process needs to be slowed down. Initiators cannot expect that after a proposal has been approved by Curriculum that the proposal will be on the College Council agenda the following week.

Dr. Stevenson distributed “Table Summary for Guidelines for Preparing Course Learning Outcomes and Program Objectives” that compared the language used for Program Objectives and the language used for Course Learning Outcomes on the Common Course Syllabus. After some discussion, Council agreed that the language should be parallel and match the guidelines for the Course Learning Outcomes.

This means that for both the Course Learning Outcomes and the Program Objectives:

- The lead-in sentence for Course Learning Outcomes should be “Upon successful completion of the course, the student will...”
- The lead-in sentence for Program Objectives should be “Upon successful completion of the program, the graduate will...”
- The list should be numbered rather than bulleted
- The first word in each will be capitalized and will be an assessable Bloom’s verb
- Each item will end in a period

Rita Gallegos made a motion to modify the format of the program objectives to align them with course learning outcomes. The motion was seconded by Jane Greenwood. The motion passed unanimously.

Maura Stevenson moved to make this change effective immediately. Those programs not expected to make any changes in the upcoming year will be reviewed by the Discipline Dean in consultation with the discipline faculty and submitted to Curriculum to ensure that no additional changes have been made. Changes will then be made in the catalog. No notification needs to be made to the College Community. The motion was seconded by Donna Imhoff and passed unanimously.

Maryann Anderson will send the notice to the College Community explaining the formatting change.

The next meeting of the Subcommittee will be October 16.

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

There was no unfinished business.

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

##### **Subcommittee Members**

Maryann Anderson mentioned the lack of faculty representation on the Academic Planning Subcommittee. Apart from the Chair and Secretary, there are no additional faculty members.

It was mentioned that faculty often cite the distance downtown as the reason for not serving. Carl Francolino said that a solution would be video conferencing. It is technically possible; however, there has to be a push to utilize it.

Maryann Anderson reported that President's Council met on September 20. There was a presentation on the budget process, a discussion of the Leadership Development Institute, and a discussion of safety and security and the three committees involved.

Donna Imhoff mentioned that the security plan of the College is operational. There will be training on Oct 25 and 26 at West Hills. After this, Faculty training will be arranged through Professional Development. Until then, faculty members are to use the existing forms.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes October 14, 2010

## COLLEGE COUNCIL MEETING MINUTES October 14, 2010 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances Archey	
Maryann Anderson	Rita Gallegos	
John Dziak	Nancy Jenkins	
Carl Francolino		
Jane Greenwood		
Shirley Harr		
Donna Imhoff		
Evelyn Kitchens-Stephens		
Rachel Matheis		
Bonnie Ordonez		
Maura Stevenson		
Barbara Thompson		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:35 PM. Mrs. Anderson welcomed Bonnie Ordonez to Council as a new representative from South Campus.

### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE SEPTEMBER 23, 2010 MEETING OF COLLEGE COUNCIL**

Steve Wells moved to accept the minutes of the September 23, 2010 meeting of College Council. Carl Francolino seconded the motion, and the minutes passed as amended.

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

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

Evelyn Kitchens-Stephens reported that the October 7 meeting was cancelled. The one proposal initiated by Mary Frances Archey on selecting a program of study will be heard on October 21. Due to the great interest in the topic, the meeting will be held on Allegheny Campus, Jones Hall, Room 102.

Dr. Kitchens-Stephens is still working to recruit more faculty to serve on the Subcommittee. Currently there are 3 faculty in addition to Dr. Kitchen-Stephens and Rachel Matheis who is the Secretary of the Subcommittee.

#### **B. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee did not meet. He commented that there is no articulated policy regarding personal blogs and web pages on the College website. There are many questions regarding who would control and own content on these pages. Donna Imhoff mentioned that there is

language in the Collective Bargaining Agreement regarding Instructional Technology which might apply. John Dziak added that the AFT received rulings in 2002, as well as during the last contract negotiations regarding this topic from an attorney at Rothman Gordon. Mr. Dziak will share his notes of these rulings with Mr. Francolino.

### **C. CURRICULUM**

Maura Stevenson reported that the Subcommittee heard and approved three proposals: Bioremediation, Fire Science, and Multi-Media. They will be presented at the next College Council meeting. There are several proposals for the Subcommittee meeting on October 21 as well.

### **D. ACADEMIC PLANNING**

Steve Wells reported that the Subcommittee met and heard Program Reviews for Accounting and Business and Chemistry. They will be presented to Council on November 11.

#### **Timeline for 2010-2011 AFT Full-Time Regular Faculty and Faculty Fellows Hiring Recommendation Process**

Dr. Wells distributed the timeline for the hiring process. The process is accelerated this year so that recommendations can be completed by the end of the semester allowing for advertising, interviewing, and hiring to take place during the Spring semester. There will be 15 full-time hires plus 4 faculty fellows.

Academic Planning must receive the prioritized hiring lists from the campuses by November 11. The hearing will be December 2 and recommendations will be presented to College Council on December 9.

#### **Hiring Justification Forms**

The Subcommittee recommended that there not be a new form created for the Education Technician position that resides at the South Campus Library. The existing form for Educational Technicians will suffice by utilizing the last bullet point which allows for data and justification.

Likewise, a new form is not necessary for the campus nurse position at Allegheny Campus. It has not yet been determined if someone from Allegheny Campus will submit a request that this position be filled after Kathy Barone retires. There was some discussion regarding the importance of a campus nurse. At times, Nursing faculty become involved in health care issues, which causes potential liability for the Nursing faculty member and for the College.

Dr. Wells reported that the only revisions to the forms included changing the dates and changing "Minority Interns" to "Faculty Fellows."

The Subcommittee also discussed the proposed academic calendar for 2014 which Fran Dice will soon distribute to the College community. The hearing for the calendar will be on October 21. In the proposal, both semesters have split breaks.

Fran Dice introduced for discussion another proposal concerning hours of operation for campus enrollment offices. It reads: "Campus enrollment offices will provide service hours on the Saturday before the start of and during the first week of any term. This will include the Saturdays of holiday weekends. That information will be included in faculty and student calendars." The Subcommittee members did not feel that this proposal was appropriate as a governance issue. They agreed that the language involves procedural matters that should be handled on the campus level. Members of Council agreed.

Also on October 21, Academic Planning will hear the Program Reviews for Diagnostic Medical Sonography, Surgical Technology, and Biotechnology.

Maryann Anderson distributed the New Appendix A which is the schedule of when Program Reviews are to be completed. The Appendix is maintained by Mary Frances Archey.

**AGENDA ITEM III: UNFINISHED BUSINESS**

There was no unfinished business.

**AGENDA ITEM IV: NEW BUSINESS**

There are two vacancies for Subcommittee officers with the resignation from Council of Joanne Jeffcoat and Maryanne Burke.

Maura Stevenson moved to nominate Bonnie Ordonez as Secretary of Academic Planning. Carl Francolino seconded the motion and the motion passed unanimously. A vacancy for Secretary of Assessment and Research remains.

There being no further business, the meeting ended at 3:35 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes October 28, 2010

## COLLEGE COUNCIL MEETING MINUTES October 28, 2010 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison	Shirley Harr	Charles Blocksidge
Maryann Anderson		Francis (Kip) Deleonibus
Mary Frances Archey		Fran Dice
John Dziak		Gretchen Mullin-Sawicki
Carl Francolino		Mike Sullivan
Rita Gallegos		Allysen Todd
Jane Greenwood		
Donna Imhoff		
Nancy Jenkins		
Evelyn Kitchens-Stephens		
Rachel Matheis		
Bonnie Ordonez		
Maura Stevenson		
Barbara Thompson		
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 OCTOBER 14, 2010 MEETING OF COLLEGE COUNCIL**

Rita Gallegos moved to accept the minutes of the College Council meeting of October 14, 2010. Donna Imhoff seconded the motion and the minutes were approved as amended.

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

#### **A. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee met the previous week, and discussed how the College might become a more paperless community.

Erin Pierce discussed an emerging business model for publishers which will allow students to read text books online or download them as a pdf file.

#### **B. CURRICULUM**

##### **Proposal: Bio-Remediation Certificate Program**

Allysen Todd along with Charles Blocksidge presented the proposal for a certificate program which will be offered at Allegheny and South Campuses that will train students for employment in the Marcellus Shale industry. One of the major problems of the industry is the treatment of the frac water produced when

extracting natural gas from the Marcellus Shale. The certificate includes training in the operation of equipment, and the oversight of the process of treating the waste water produced from mining the shale and turning it into an environmentally safe product. The Marcellus Shale industry will continue to create a tremendous number of jobs in this region.

Dr. Todd and Dr. Blocksidge worked with Allegheny General Hospital's Allegheny-Singer Research Institute, Frac Biologic and scientists from Montana State University to design the curriculum. The certificate program includes all exiting CCAC courses with the capstone being the 120 hour internship with Frac Biologic.

Mary Frances Archey commented on the number of prerequisites necessary for the courses included in the curriculum, which makes it more than a 29-credit program. Bonnie Ordonez noted that the credit count for the first semester was in error, and credits were changed from 12-13 to 13-14, resulting in the minimum credits to graduate being 29-30. Maryann Anderson questioned BTC 240p, Biotechnology Internship which is part of the program. BTC 240p has BTC 101 as a prerequisite; however this prerequisite will be waived by the coordinator of the program. There did not seem to be a convenient way to alert students that this prerequisite will always be waived.

Carl Francolino moved to accept the proposal. Jane Greenwood seconded the motion and the motion passed unanimously.

#### **Proposal: Fire Science Administration (FSA) Proposal**

Gretchen Mullin-Sawicki presented the proposal, along with Francis (Kip) Deleonibus. Mr. Deleonibus is an adjunct faculty member, a long-time firefighter for the City of Pittsburgh, and a member of the Fire Science Advisory Board. The changes recommended in the proposal are the result of meetings with the advisory board as well as changes in the Fire and Emergency Services Higher Education (FESHE) model which is the industry standard.

The proposed changes included removing MAT 108 from the curriculum. MAT 090 is a prerequisite for CHM 109, Introduction to Chemistry which is sufficient. CIT 100, Introduction to computers was moved to the first semester. FSA 202, Fire Apparatus and Equipment was removed and POL 110, State and Local Government was replaced with PSY 107, Human Relations.

Mr. Deleonibus explained that following the FESHE model is important so that students may transfer to other institutions. As an example, Point Park will accept all but two of the courses into their Public Management program.

Donna Imhoff commented that the information regarding the State and National certifications that will be accepted in place of courses in the Associates and Certificate programs should be very visible to advisors.

Carl Francolino moved to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

#### **Proposal: Multimedia Web Design Certificate**

Mike Sullivan presented the proposal. He explained that the program was developed 10 years ago, but because we lost the faculty member responsible for the program, the program stopped after 5 years. During that time, technology has moved on. Mr. Sullivan was able to procure a grant for new professional-grade software to which students have free access. The certificate enables students to develop skills to enter the web design job market. Changes in the curriculum involve modernizing the curriculum, updating the learning outcomes and requiring CIT 125, Web Development.

Carl Francolino moved to accept the proposal. Evelyn Kitchens-Stephens seconded the motion and the motion passed unanimously.

Maura Stevenson mentioned that 6 proposals will be presented at next week's Subcommittee meeting.

### **C. ACADEMIC PLANNING**

Steve Wells reported that the Subcommittee met last week and heard the following proposal:

#### **Proposal: Academic Calendar for 2014**

Fran Dice presented the calendar for 2014 and said there was little public comment, other than the objection to the short breaks in both the Spring and Fall semesters. Boyce Department Heads requested that Fall break coincide with Columbus Day to accommodate public school closures on that day.

Mrs. Dice provided some highlights of the 2014 calendar. The 15/16 week Spring semester would begin on January 13, followed a week later by the Martin Luther King holiday. A 3-day mid-term break would occur March 3-5. Spring break would be April 17-20 and include the AFT-mandated Good Friday holiday. Classes would end on May 5 and the last day of finals, May 12.

The four, first six and ten-week summer sessions would begin on May 19. The eight-week summer session would begin on June 2 and the second six-week session would begin on June 30.

The 15/16-week Fall 2014 semester would begin on August 18 followed two weeks later by Labor Day. Mid terms would occur the week of October 8 followed by a 2-day Fall break, October 13-14. Thanksgiving break would be Wednesday November 26 to Sunday November 30. Classes would end December 8 with final exams December 9-15.

It was noted that graduation this year will be May 19 at the Convention Center

Jane Greenwood moved to recommend approval of the 2014 calendar. Rachel Matheis seconded the motion and the motion passed unanimously.

#### **Program/Discipline Review: Biotechnology Program Review**

The Program Review was presented by John Law. The Biotechnology Program is a demanding and rigorous program which has gained in popularity since its inception in 2000, due in part to grant-funded scholarships and publicity for the jobs available in this area. The program graduates approximately 5 to 6 students every year. Included in the program is an internship during which students work in hospitals and in the community. This has led to job opportunities for students.

The Program is offered at Allegheny Campus where the facilities are not ideal. This will improve with the opening of the new science building in which the Program will have 2 labs. However, the equipment for the program is inadequate, most of which was purchased with the original grant money in 2000. Donna Imhoff urged Mr. Law to continue to request Perkins grant money for equipment.

The external review was positive for the most part, citing inadequate equipment and a greater need to track graduates.

Mr. Law said further that curriculum changes were made to the Program two years ago based upon faculty, student, and advisory board input. As a result, there are now two tracks, one of which is a transfer track and the other is a career track.

Carl Francolino noted that on page 8, the last name "Chew" should be capitalized.

Rita Gallegos moved to accept the Program Review. Barbara Thompson seconded the motion and the motion passed unanimously.

Steve Wells said there are four Program Reviews which will be presented to Council on November 11. On December 9, Council will hear the hiring recommendations.

Maryann Anderson mentioned that there are questions about faculty who are retiring in light of the language on the guidelines for submitting replacement positions. The language reads, "Remember that replacement faculty for retirement positions (either projected or definite) should not be considered as part of the hiring process." Mary Frances Archey said this is true for those retiring at the end of the academic year because they may change their minds. However, replacement positions can be submitted for faculty retiring in December.

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

Evelyn Kitchens-Stephens reported that the Subcommittee met during which there was a hearing for the "Curriculum Options for Students Scoring Below 24 on the Math Portion of the COMPASS Placement Test." It prompted a stimulating debate, and the Initiator, Dr. Archey decided to withdraw the proposal and submit it at a later date.

Dr. Kitchens-Stephens also reported that another faculty member, Doralee Brooks, has joined the Subcommittee.

The hearing on the "W" grade will be November 4.

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

There was no unfinished business.

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

Maryann Anderson initiated a discussion about the flurry of emails generated regarding the "W" grade proposal. Mrs. Anderson said that she checked the College's policies and procedures and there is no prohibition against sending mass emails on topics such as this. Some Initiators of proposals have said they appreciated the debate which has led to their making some modifications.

There was some discussion in past College Council meetings about the possibility of having this debate on a Blackboard site. This would require all Faculty and others to be enrolled as students which would be a huge undertaking.

Academic debate such as this is the cost of shared governance and the recipient has the option of deleting the email. Mrs. Anderson will send an email out to the College Community regarding this.

Steve Wells commented that he will continue to inform Program Review initiators to send packets out so they are received by Council members in advance of the meetings.

Mary Frances Archey said that there will be a presentation to the Board of Trustees on the "Tactical Plan on Student Success" after which it will be presented to Council.

Council is still looking for a representative from Boyce campus. Some faculty have expressed an interest for the Spring semester.

Maryann Anderson again urged Subcommittee secretaries to post minutes on the Subcommittee websites.

There being no further business, the meeting ended at 4:57 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

**COLLEGE COUNCIL MEETING MINUTES**  
**November 11, 2010**  
**Office of College Services Board Room**

ATTENDANCE

Present

Richard Allison  
Maryann Anderson  
Carl Francolino  
Rita Gallegos  
Jane Greenwood  
Shirley Harr  
Nancy Jenkins  
Evelyn Kitchens-Stephens  
Rachel Matheis  
Bonnie Ordonez  
Maura Stevenson  
Barbara Thompson  
Stephen Wells

Absent

Mary Frances Archey  
John Dziak  
Donna Imhoff

Guests

Eugene Anitori  
Bobbie Jo Duffy  
Fred Goellner  
Jessica Knoche  
Ron Logreco  
Gretchen Mullin-Sawicki  
Susan Myrick  
Mary Kate Quinlan  
Linda Radzvin  
Diana Saunders-Conley  
Kevin Smay  
Brenda Trettel

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

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE  
OCTOBER 28, 2010 MEETING OF COLLEGE COUNCIL**

Steve Wells moved to accept the minutes of the October 28, 2010 meeting of College Council. Carl Francolino seconded the motion and the minutes were approved as amended.

**AGENDA ITEM II: SUBCOMMITTEE REPORT**

**A. CURRICULUM**

**Proposal: American Sign Language Certificate (912.2)**

Maura Stevenson remarked that the proposal was fairly straight forward, and the discussion during the Subcommittee meeting was informative. Gretchen Mullin-Sawicki and Bobby Jo Duffy with interpreter Diana Saunders presented the proposal, which updates the certificate program so that it is more transferrable. All credits except those for ASL 104 will transfer to the Educational Interpreting program. The Certificate is not designed to enable students to become interpreters, but to be used in conjunction with other degrees such as nursing or teaching.

Jane Greenwood moved to accept the proposal. Bonnie Ordonez seconded the motion and the motion passed unanimously.

**Proposal: Educational Interpreting**

Maura Stevenson introduced this new program which is designed to meet the local need for interpreters. Jessica Knoche, representing the Pennsylvania Registry of Interpreters for the Deaf (PARID), District 2 of SW PA, was present to discuss the growing need for interpreters. Ms Knoche, who is a CCAC graduate, explained that there is no interpreter training in Pittsburgh. There are 3 agencies in Pittsburgh which

supply interpreters and they are all filling requests from the same pool. Her agency can supply 50 interpreters per day, and 20 on the weekend, and she is forced to turn down many requests.

To address this need, PARID called together 8 universities and colleges in Pittsburgh to discuss the lack of available training. CCAC will lead the way with the approval of this new program which will train students to be skilled interpreters prepared to sit for the Pennsylvania Educational Interpreter Performance Assessment license.

On page 2 of the proposal, the first educational outcome, "Seek employment as an educational interpreter in the K-12 education system," will be moved to the descriptive portion below the outcomes. It was felt that this language mandated students to seek employment as a requirement of graduation. The language will begin, "The graduate will be prepared to seek employment..."

Evelyn Kitchens-Stephens moved to accept the proposal. Jane Greenwood seconded the motion and the motion passed unanimously.

### **Proposal: Plumbing Certificate Program**

Maura Stevenson introduced this new certificate program which is designed for non-union employees, and is shorter than our 45-credit program offered by the Plumbers Union. This program was developed with the help of the Plumbers Union who may want to recruit our top graduates into their program. Ron Logreco presented the proposal and distributed a glossary of terms and a description of the licensing process for a plumber in Allegheny County.

Mr. Logreco explained that this certificate is for residential plumbing where there is a great need for training. The Plumbers Union has very selective enrollment, whereas this program will have open enrollment. Graduates of this program will have basic plumbing skills and be permitted to work under a Master Plumber. They are considered maintenance plumbers who can perform repairs, but not do installation.

Plumbers must work four years with a Master Plumber and are then eligible to sit for the

Journeyman's Plumber Examination. To become a Master Plumber, the Journeyman must complete an additional two years of work and successfully pass the Master Plumbers license exam.

Page 3, number 1 of the proposal will be changed to start, "Apply skills to seek employment..." Currently, it is implied in the proposal that seeking employment as a plumber's assistant is a condition of graduation.

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

### **Proposal: Welding Proposal**

This proposal presented by Ron Logreco adds two restricted elective courses, WLD 208, Welding Fitting and Fabrication Layout and WLD 224, Pipe Welding 3-Downhill which will give graduates skills for Marcellus shale industry jobs. The CIT course has been changed from a 3-credit requirement to 1-credit. Also, on the advice of the Advisory Board, SDS 112 which will provide job searching skills and WLD 400 which is a welding co-op have been added, reflecting the downturn in the economy. This is the first time that graduates do not have three or four job offers. Employers are looking for experience and the Welding Co-op will help.

Asterisks on the proposal for the second and fourth semesters should appear after the title of the course. Also "Composition" should be spelled out on the fourth semester listing.

Evelyn Kitchens-Stephens inquired where students can transfer. Mr. Logreco replied that many students pursue a Bachelor of Business Technology, which is offered at the State schools and Point Park. Most of our students go to Slippery Rock and California University. At the age of 40 to 50, back and knee problems interfere with a welder's ability to work, and many want the Bachelor's degree to help them become a supervisor.

Carl Francolino moved to accept the proposal. Bonnie Ordonez seconded the motion and the motion passed unanimously.

**Proposal: Revision of the Diagnostic Medical Sonography Degree Program (#554.3) and Diagnostic Medical Sonography Certificate Program (#432.2) Course Sequence and Course Prerequisites**

Eugene Anitori, acting program director, presented the proposal. In February the Joint Review Commission in Diagnostic Medical Sonography held an onsite visit, and the proposal reflects their requirements for compliance.

The Commission requires a resequencing of classes so that ENG 101 would be taken prior to program entry rather than during the summer between semesters. The proposal also adds ENG 101 as a pre-requisite to DMS 102 and DMS 105. Mr. Allison remarked that most students have already taken ENG 101, so the change is more of a formality.

Carl Francolino moved to accept the proposal. Barbara Thompson seconded the proposal and the proposal passed with twelve votes in favor and one abstention.

**Proposal: Revisions to the Operating Room Nursing Program (#634)**

This proposal was presented by Linda Radzvin and revises the learning objectives of Operating Room Nursing (634.1) so they are in accordance with Bloom's Taxonomy, and makes minor changes to the program description.

Jane Greenwood moved to accept the proposal. Bonnie Ordonez seconded the motion, and the motion passed with twelve votes in favor and one abstention.

**Proposal: Revisions to the Central Service Technician Program (#438.1)**

Linda Radzvin presented this proposal which revises the learning objectives of the Central Service Technician Program (438.2) so they are in accordance with Bloom's Taxonomy, changes the program description according to the suggestion of the Curriculum Subcommittee, and updates the certification agency information.

Rachel Matheis moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed with twelve votes in favor and one abstention.

Maura Stevenson presented a list of 19 Programs that won't be coming to the Curriculum Subcommittee soon, that have had program objectives converted to our new format. These changes include the statement, "Upon successful completion the graduate will..." followed by a numbered list, which has the first letter of each item capitalized and each item ending with a period. This will make the Programs overall more consistent. Maura Stevenson expressed her appreciation to Sharon Mazzoni for her work on the list. The Programs are:

1. Architectural Drafting & Design Technology (270.1)
2. ASEP/ASSET/Cap Automotive Service Program (507.2)
3. Automotive Technology Program (349.2)
4. Automotive Technology Program (350.2)

5. Basic Computer-Aided Drafting (717.1)
6. Building Construction Estimating (515.2)
7. Building Construction Supervision (514.2)
8. Building Construction Technology (441.1)
9. Civil Engineering Technology (400.1)
10. Computer-Aided Drafting & Design Technology (422)
11. Electrical Construction (JATC/IBEW) Technology (608.1)
12. Health & Physical Education (020.1)
13. Integrated Systems Engineering Technology (720)
14. Integrated Systems Technology (721)
15. Ironworker Apprenticeship (289.1)
16. Mechanical Drafting & Design Technology (276.1)
17. Sheet Metal Worker Apprenticeship (391.1)
18. Stationary Operating Engineer (731.1)
19. Tourism Management (423.2)

Jane Greenwood moved to accept the changes. Steve Wells seconded the motion and the motion passed unanimously.

## **B. ACADEMIC PLANNING**

### **Program/Discipline Review: Diagnostic Medical Sonography Program Review (Degree Code: 554.3 and Certificate Code:432.2)**

Steve Wells reported that the Subcommittee did not meet the previous week. The program reviews being presented had gone through the Subcommittee earlier.

Dr. Wells said the Diagnostic Medical Sonography Program Review was in good order, and asked that questions be posed to Eugene Anitori and Rick Allison. Mr. Anitori explained that previously they had established a third track, a vascular track, therefore there is a need for larger sonography labs, new ultrasound machines, and scanning simulators. They are pursuing grant funds for this. Currently the program uses volunteers for scanning, but need simulators for standardization so each student is looking at the same "patient." Volunteers can be used for three or four scans, but after awhile it is very uncomfortable for the volunteer because of the pressure required to perform the scan. The vascular area is growing in demand. Of the seven areas of sonography, CCAC offers three: OB/GYN, cardiac and vascular. Except for the resequencing of ENG 101, accreditations have been very favorable.

Evelyn Kitchens-Stephens moved to accept the Program Review. Carl Francolino seconded the motion and the motion passed with twelve votes in favor and one abstention.

### **Program/Discipline Review: Five Year Program Review of the Chemistry discipline**

Steve Wells commented that there were a few changes at the Subcommittee level, including the inclusion of the 2009-2010 assessment.

Brenda Trettel and Fred Goellner presented the program review. Mr. Goellner explained that the most pressing need in Chemistry involves the labs. They are very old, and were specifically cited as such by the external reviewers. There are also no lab outcomes. All campuses are not equipped the same way, therefore the lab experience for students may vary from campus to campus. There is no emergency budget to replace equipment that breaks during the semester. A question was asked about the \$10 lab fee paid by students, and where it goes. Shirley Harr said that the lab fee which has not changed since 1967. Nancy Jenkins added that the fee is absorbed into the general fund, and does not go back to the

labs. Increasing the lab fee would require Board approval. In the review, the lack of full-time faculty was also noted, especially at Allegheny Campus.

Rita Gallegos moved to accept the program review. Shirley Harr seconded the motion and the motion passed unanimously.

**Program/Discipline Review: Five Year Program Review of the Accounting/Business discipline**

Steve Wells noted that the Accounting/Business Program Review was complete. Susan Myrick and Brenda Trettel presented the review and were available to answer questions. Mrs. Myrick noted that Accounting and Business are separated in the review, as the two subjects are very different; however, the recommendations are presented together. The review was broken into many parts and assigned to various faculty members to complete.

The recommendations included more e-learning rooms, especially at Boyce and North Campuses. Tables are also needed at North Campus for Accounting. It is cumbersome to work with some accounting documents using traditional chairs. There is a need for more updated software, and more professional development for faculty. Shirley Harr mentioned that for a recertification or CEU requirement, there is a \$3,000 reimbursement guaranteed by the AFT contract. After that, there is the redistribution, and there is normally 100% coverage.

It was noted that enrollment is down in Accounting. This was discussed with the Advisory Committee. Members believe that accounting is down in general, although accountants are never out of work.

Jane Greenwood moved to accept the Program Review. Evelyn Kitchens-Stephens seconded the motion and the motion passed unanimously.

**Program/Discipline Review: Five Year Program Review of the Surgical Technologist Associate Degree Program (530.1) and the Surgical Technology Certificate Program (583.1)**

Steve Wells reported that the Program Review was in good order and that Linda Radzvin was in attendance to answer question.

There were no requests for faculty space or equipment. Dr. Radzvin reported that the last accreditation was in 1997. It was granted for 10 years, but does not expire. She explained that the Program is outcomes based, and they utilize the National Certifying Exam as a means of evaluating entry level knowledge of their graduates. This is submitted in their annual report to their accrediting body. The organization that administers the exam will be analyzing the data.

Evelyn Kitchens-Stephens moved to accept the Program Review. Rita Gallegos seconded the motion and the motion passed with 12 votes in favor and 1 abstention.

Dr. Wells further reported that he has received the prioritized hiring lists from all campuses. The Subcommittee executive session will be November 18, and the hearing will be December 2. The recommendations will be heard at Council on December 9.

**C. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

Evelyn Kitchens-Stephens reported that at the November 4 meeting, there was a hearing on the "W" grade. The hearing resulted in the proposal being defeated. Rachel Matheis reported that there were 47 email responses and 85% opposed the proposal. Most felt the mechanisms are in place for students to withdraw, and emphasized student responsibility. Some faculty members were also concerned how this might affect a student's financial aid, and what the liability might be.

## **D. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee did not meet and Subcommittee members are working on projects. The Distance Learning Annual Review will be presented to the Subcommittee by Dwight Bishop in the near future.

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

There was no unfinished business.

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

#### **Tactical Plan for Integrated Student Success Programs**

This plan was presented to the Board of Trustees at their annual Board retreat by Mary Frances Archey and to College Council by Mary Kate Quinlan and Kevin Smay in Dr. Archey's absence. This is a 5-year tactical plan and includes data from students who started at CCAC in 2008. It is meant to be a measure of student success.

The plan is divided into 4 sections: Preparation, Engagement, Retention and Completion.

#### **1. Preparation**

There is a great need for developmental instruction, and the College is making great strides to improve the successful completion of developmental courses.

In 2008 those students who successfully completed developmental:

English was 52.5% with a 60% target

Math was 39% with a 50% target

Reading was 44.1% with a 55% target

Programs designed to address this problem include:

Math Enrichment

Supplemental Instruction

Student Orientation

#### **2. Engagement**

When students are actively engaged in College activities with their peers or their instructors, they are more likely to succeed. Unfortunately a higher percentage of our students work than at other Achieving the Dream (ATD) schools and are not available for College activities.

41% of our students work more than 30 hours per week, whereas at other ATD schools the percentage is 39%.

78% of our full-time students spend less than 11 hours a week studying.

18% participate in group work outside classroom. The national average is 22%.

38% of full-time students read 0-4 text books during school year.

12% participate in college-sponsored activities. The national average is 16%.

#### **Academic Progress**

The number of credits completed had been decreasing; however, credits completed are now on the rise.

Credits completed are 27.59. The target is 36.

GPA has remained fairly stable at 2.24. The target is 2.5.

In addressing this, it has been found that students who complete SDS 102 do better in their first semester and have better retention.

There are also plans to improve the libraries and study spaces.

### 3. Retention

Our retention rate is 48.1%. The target rate is 60% which the College hopes to reach in 5 years.

To address this, the College has instituted:

Faculty Resource Program which showed a 3% increase in retention after the first semester.

Early Intervention, which is now automated so we can gather data and produce reports.

Case Management in which 672 students have been assigned to success coaches.

Retention Rates:

Health related careers – 65%

Students who want to graduate and get a job – 57%

Students who have no goals – 38%

### 4. Completion

Students are given 3 years to complete their degree or goal.

Students who started in '06 have an 11.6% completion rate. The national benchmark is 15.2% which the College hopes to reach in 5 years.

Graduates in 2008-09 who are seeking employment and are employed within their field within 6 months is 48%. 20-25% of graduates responded.

The number of students who transferred to a 4-year institution in 2008-09 is 3,462.

To address this, the College has eliminated the graduation fee.

There is a campaign to educate students on the importance of graduating.

There is a new job placement and career service paradigm.

There being no further business, the meeting ended at 4:43 PM.

Respectfully submitted,

Barbara Thompson

College Council Secretary

# College Council Meeting Minutes December 9, 2010

## COLLEGE COUNCIL MEETING MINUTES December 9, 2010 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances Archey	Dwight Bishop
Maryann Anderson	John Dziak	Lillian Briola
Carl Francolino		Sharon Brown
Rita Gallegos		Sandra Callan
Jane Greenwood		Joe DeBlassio
Shirley Harr		Gretchen Mullin-Sawicki
Donna Imhoff		Rodger O'Toole
Nancy Jenkins		Devin Patterson
Evelyn Kitchens-Stephens		Cyndi Syskowski
Rachel Matheis		Allysen Todd
Bonnie Ordonez		Brenda Trettel
Maura Stevenson		Elizabeth Vargo
Barbara Thompson		Melanie Yeschenko
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 NOVEMBER 11, 2010 MEETING OF COLLEGE COUNCIL**

Jane Greenwood moved to accept the minutes of the November 11, 2010 meeting of College Council. Rachel Matheis seconded the motion and the minutes were approved as amended.

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

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

##### **Proposal: Recommendations for the Full Time Hiring Rankings, 2011-2012 AY and recommendations for the Faculty Fellows Hiring Rankings, 2011-2012 AY**

Steve Wells distributed the prioritized list of faculty hiring recommendations. The ranking remained the same as what was presented at the Subcommittee hearing with the exception of the faculty fellow positions. At the hearing, South requested that the Engineering and English positions at South be switched. Dr. Wells had conversations with the faculty in the respective departments and the switch was agreeable to them.

Dr. Wells reviewed the form used for ranking and explained the acronyms on the form. SCH indicates student credit hours, or how many students are in seats multiplied by the number of credit hours. FTEF indicates the full-time equivalent faculty, or the number of faculty that could be supported by the number of students. FTF is the number of full-time faculty in the department, and does not take into account any pending retirements. This is followed by the percentage of courses taught by full-time and part-time

faculty. Dr. Wells said that not only did the Subcommittee look at the numbers, but they considered a variety of factors. Campuses were not considered, but rather the need system-wide was taken into account. There could be a compelling case made for each of the 43 positions on the list. Of the 15 positions, 6 are Allegheny position, 4 are from South, 3 are from Boyce, and 2 are from North. Of the Faculty Fellow positions, there is one from each campus.

Dr. Wells thanked the Subcommittee for their work on the list and expressed appreciation to all of the guests who attended the Subcommittee hearing. He added that once the list is finalized, it will take two or three weeks for positions to appear in the *Chronicle of Higher Education*. This is a much faster process than in the past.

Rick Allison remarked that the process has changed over the years, and works to the disadvantage of Nursing. Because of the way the Nursing faculty are staffed, with full-time Nursing faculty taking the lecture portion of courses, and part-time faculty conducting clinical, it appears that there are more full-time nursing faculty because of the structure of the form. Dr. Wells said the Subcommittee took that into consideration. Maura Stevenson remarked that the use of student credit hours does not work for any discipline that reports according to contact hours.

Barbara Thompson expressed dismay that the position of Library Educational Technician was rated so low. The position was fourth on the South Campus ranking list and ended up number twenty-six on the Subcommittee recommendations. She said the position is critical to the functioning of libraries system-wide, and that the work would not be done by adjuncts as unstaffed classes are. The work would just not be done. Brenda Trettel also spoke to how critical the position is. Maryann Anderson said that when the list was submitted to Dr. Johnson, she would put an asterisk beside the position, and mention specifically that it is an essential position.

Joe De Blassio questioned if the FTEF-FTF were considered, and Steve Wells said they were. Dr. DeBlassio questioned the assigning of full-time temporary positions. Donna Imhoff said they are used only when there is an emergency. Dr Imhoff said they are assigned based upon need and each case is considered separately. Dr. DeBlassio thanked the Subcommittee for departing from the round-robin approach of assigning each campus a hiring recommendation in turn.

Evelyn Kitchens-Stephens commented that the Counseling position at Allegheny Campus was number 27 on the list. This position is a Minority Intern position this year, and there were expectations that the position would continue. Although there is no guarantee of continued employment, if the Minority Intern (now Faculty Fellow) does not continue, then the College has lost valuable time training a minority candidate in a program designed to increase the number of our minority faculty. Dr. Kitchens-Stephens added that Counseling provides an essential service, and Allegheny is very understaffed. There is one 10-month Counselor and 2 12-month Counselors. The Department has lost 3 regular full-time positions and several positions that were grant-funded. The Minority Intern/Faculty Fellow positions not continuing beyond one year, needs to be given further consideration.

Allysen Todd asked to address Council regarding the Culinary Arts program. She asked Council members to recall three years ago when the Culinary Arts position was ranked number one by the Campus, number one by College Council. However, the acting President Mike Murphy removed it from the list. This year the position was ranked number two at Allegheny, and number 20 at the Subcommittee. Dr. Todd mentioned that this week Job Corps approached her asking about the Culinary Program for 30 of their students. They were impressed with the curriculum, and are ready to have these students enroll. Dr. Todd asked that Council lobby for the Culinary Arts faculty position so that it would make the cut-off, but not usurp any other ranking.

Carl Francolino moved to accept the list of recommendations of faculty hires. Rita Gallegos seconded the motion and the motion passed unanimously.

## **B. CURRICULUM**

### **Proposal: Change in Prerequisites for BIO 161 Anatomy & Physiology and BIO 175 Microbiology**

Sandra Callan presented the proposal which changes the prerequisite for BIO 161, Anatomy and Physiology I and BIO 175 Microbiology. The proposal came from discipline meetings and was unanimous.

At present, students may substitute high school biology or another science with a lab as eligibility into these courses. In some cases this has proven to be problematic. The proposal changes the pre-requisites to BIO 110, Introduction to Biological Sciences or BIO 151 General Biology 1. Brenda Trettel remarked that students may bypass the prerequisite with a challenge exam which faculty are developing. Maura Stevenson confirmed that there is a draft exam. This requirement will help students to be more successful. The Human Anatomy and Physiology Society says that students can be successful with high school courses fulfilling prerequisites, however having college courses as prerequisites would add a measure of excellence.

Lilly Briola addressed Council and remarked that there are 5 Allied Health programs that would be impacted. She added that BIO 110 is not transferrable. She checked with surrounding community colleges and a university and found that Butler, Westmoreland, and Beaver Community Colleges, and California University of Pennsylvania do not have this prerequisite. Ms. Briola's concern is that Allied Health students will have to wait an extra year to enter some Allied Health or Nursing Programs because of this requirement. She also pointed out that data does not support this proposal. This could impact some accreditations, and the prerequisite may have to be counted in with the total number of credits.

Barbara Thompson asked if this proposal could wait to be implemented until there is a challenge exam in place covering the material in BIO 110. Students would have to earn a C or better on the exam in order to pass.

Jane Greenwood moved to accept the proposal with the understanding that it will not be implemented until the challenge exam is in place. Donna Imhoff seconded the motion and the motion passed unanimously.

Maryann Anderson asked that Brenda Trettel return to Council to report when the exam is in place.

### **Proposal: Change in Business Management program (385.1), Business Transfer program (004), And Business Management certificate (216) and deletion of Human Resources Management (399.1) and Marketing Management (380) programs and the Human Resources certificate (397.2)**

Roger Lindenfelser presented the proposal which takes several programs, and collapses them so it is more convenient for students, and matches what is being offered by the universities accepting our transferring students.

Three Business Management Programs: Business Management Program (385.1), Human Resource Management (399.1) and Marketing Management (380) are being combined into Business Management (385.2) with three tracks: (A) General Option, (B) Corporate Option, and (C) Marketing Option. Three programs are being eliminated. They are Human Resource Management (399.1), Marketing Management ((380) and Human Resource Certificate (397.1) to avoid duplication. The Business transfer program (004) and the Business certificate (216) are being revised.

A few corrections were made to the proposal. They include:

Page 4, a period was missing at the end of number 7.

Page 7 and 17, number 4, remove the second “such as.”

Page 17, the Math Elective should indicate 3 to 4 credits 3-4

Page 18, after MAT Analytical Methods, “or departmental approved math course for transfer,” should be added. In the last line, “mathematics” should replace “math.”

Steve Wells moved to accept the proposal. Bonnie Ordonez seconded the motion and the motion passed unanimously.

**Proposal: Adding Program Objectives for the Accounting (105) and Accounting Specialist (340) programs and Accounting Certificate (217)**

The proposal, presented by Rodger Lindenfelser, adds program objectives to Accounting (105), Accounting Specialist (340) and the Accounting Certificate (217).

Maura Stevenson said that the program objectives had been approved and are in the College Catalog. This proposal provides the correct use of Bloom’s taxonomy.

On Page 8, “you should know that” will be removed.

Evelyn Kitchens-Stephens moved to accept the proposal. Carl Francolino seconded the motion, and the motion passed with 13 votes in favor and one abstention.

**Proposal: Course syllabi revisions for the ACC/BUS/ECO**

This proposal provides the correct Bloom taxonomy phrasing for ACC 204, ACC 210, ACC 211, ACC 221, BUS 108, BUS 130, BUS 252, ECO 102, and ECO 103. Also learning outcomes and topics have been updated for BUS 101. Two corrections were made:

Page 5, in the catalog course description, the first sentence should begin, “This course covers,” rather than “This course studies.”

Page 9, in the catalog course description, the last sentence should begin, “Emphasis” and end with a period.

Barbara Thompson moved to accept the proposal. Donna Imhoff seconded motion and the motion passed unanimously.

**Proposal: Adding Program Objectives to the Physics Program (047)**

Brenda Trettel presented the proposal which adds program objectives to the Physics (047) Program. On page 6 of the proposal, North should be added as a campus offering the Program.

Jane Greenwood moved to accept the proposal. Carl Francolino seconded the motion and the motion passed unanimously.

**Proposal: Change to Course Prerequisites (EDU 205, EDU 202), EDU 205 and EDU 202**

This proposal was presented by Bonnie Ordonez. In the past year, major changes in the curriculum have been mandated by the Pennsylvania Department of Education, which were completed. This proposal adds EDU 201, Foundations of Education, as a prerequisite which was omitted when the changes were originally made. Also “Permission of the instructor” would be added in cases where students have extensive experience in the field or are taking a course for ACT 48 credit.

On pages 6 and 11, after the Prerequisites, "One of the following:" has been added for clarity. On page 6, Learning Outcomes 1 and 3 are missing periods at the end.

Rita Gallegos moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed with 13 votes in favor and 1 abstention.

### **C. ASSESSMENT AND RESEARCH**

#### **Distance Learning Annual Report (Dr. Dwight Bishop)**

Carl Francolino reported that the Subcommittee heard the Distance Learning Annual Report, and that Dwight Bishop was in attendance to present the report which covers 2009-2010.

Dr. Bishop said that we have been dealing with very rapid growth in distance learning at a time when our Blackboard server was deteriorating, and our version of Blackboard was no longer being supported. We have since gotten a new server and a new version of Blackboard.

Using a PowerPoint presentation, Dr. Bishop made the following points

- The registration in internet courses has increased by 19% and the headcount has increased 14%.
- Internet courses comprise 15.5% of our registrations and 32% of our headcount.  
17% of students are not county residents.
- Distance Learning responded to 4,900 student and faculty distance learning and Blackboard support requests. The Service Desk handles 83% of them. Those they are unable to handle are referred to Distance Learning staff.
- Staff conducted 46 workshops through professional development, and provided more than 100 one-on-one sessions.
- Processed over 5,400 proctored exams at the campus testing centers.
- Upgraded the server and Blackboard version.

Distance Learning includes internet courses, web enhanced courses, telecourses, and technology enhanced courses. The goal is to greatly expand distance learning beyond Allegheny County. In order to do this some barriers will have to be addressed such as placement testing, advising, and the inability of students to add/drop/withdraw online after classes have started

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

Evelyn Kitchens-Stephens reported that the Subcommittee did not meet. She reported that the Student Code of Conduct is in the process of being evaluated which might result in proposals.

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

There was no unfinished business.

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

Evelyn Kitchens-Stephens wanted the minutes to show that despite the approval of the Recommendations for the Hiring Rankings, Counseling Services had no chance of receiving a new hire. As a result of this and other flaws in the process, she was still opposed to the current hiring procedure.

Because the Subcommittees do not meet until January 20, the next meeting of College Council will be January 27.

There being no further business, the meeting ended at 5:56 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes January 27, 2011

## COLLEGE COUNCIL MEETING MINUTES January 27, 2011 Office of College Services Board Room

### ATTENDANCE

#### Present

Richard Allison  
Maryann Anderson  
Carl Francolino  
Rita Gallegos  
Jane Greenwood  
Shirley Harr  
Donna Imhoff  
Evelyn Kitchens-Stephens  
Rachel Matheis  
Bonnie Ordonez  
Maura Stevenson  
Barbara Thompson  
Stephen Wells

#### Absent

Mary Frances Archey  
John Dziak  
Nancy Jenkins

#### Guests

Gretchen Mullin-Sawicki

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

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE DECEMBER 9, 2010 MEETING OF COLLEGE COUNCIL

Rachel Matheis moved to approve the minutes of the December 9, 2010 meeting of College Council. Evelyn Kitchens-Stephens moved to second the motion, and the minutes were approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. CURRICULUM

Maura Stevenson reported that the Curriculum Subcommittee met and heard four proposals, three of which are being presented today.

#### **Proposal: Deletion of Motor Winding Technology (715)**

Gretchen Mullin-Sawicki presented the proposal. This Program was originally developed specifically for Curtiss Wright Industries. There has been an average of 1.25 students each year, and no students have enrolled in this Program since 2008. At the recommendation of the Advisory Board, this proposal is being presented, which will delete the program and remove it from the catalog. The proposal does not recommend deleting any courses as they are used in other programs.

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

**Proposal: Deletion of Laboratory Technology Program (225)**

Gretchen Mullin-Sawicki presented the proposal. There has been an average of 3.5 students per year enrolled in this Program. After reviewing the enrollment and checking employment possibilities, it was determined that the enrollment is low and there are no jobs for graduates in this area. One of the courses in the Program, Chemistry Instrumentation Elective, no longer exists. When letters are sent to the students enrolled in the Program, they will be directed to enroll in the Medical Lab Technician Program.

Carl Francolino moved to accept the proposal. Bonnie Ordonez seconded the motion, and the motion passed unanimously.

**Proposal: Deletion of Science & Engineering Technology (278)**

Gretchen Mullin-Sawicki presented the proposal. After a program review, the Engineering faculty determined that there are too many engineering programs with too few students. The Program in question is outdated, and the average of 4.33 students per year should be enrolling in the manufacturing programs or the integrated systems programs which are up-to-date programs. The College will notify the affected students of the deletion of the Program and refer them accordingly.

Donna Imhoff moved to accept the proposal. Jane Greenwood seconded the motion, and the motion passed unanimously.

**List of programs with reformatted program objectives**

Maura Stevenson presented a list of 52 programs that won't be coming to the Curriculum Subcommittee soon, that have had program objectives converted to our new format. These changes include the statement, "Upon successful completion of the program, the graduate will..." followed by a numbered list, which has the first letter of each item capitalized, and each item ending with a period. This will make the programs overall more consistent. All changes are non-substantive. Maura Stevenson expressed her appreciation to Sharon Mazzoni for her work on the list. The programs are:

Aviation Management (378)  
Aviation Technology (382.1)  
Biology (031.1)  
Biotechnology (416.3)  
Chemistry (035)  
Child Care (655.3)  
Child Development (623.4)  
Children with Special Needs (624.4)  
Cosmetology Management (222.2)  
Criminal Justice & Criminology (600.5)  
Diagnostic Medical Sonographer (Ultrasound) (554.3)  
Diagnostic Medical Sonography (Ultrasound) (432.2)  
Drug & Alcohol (414.1)  
Early Childhood Director Core Certificate (654.3)  
Early Education & Child Development (621.4)  
Early Education & Child Development (622.4)  
Education Paraprofessional (679.3)  
Education Paraprofessional (680.4)  
Global Studies (103)  
Homeland Security (615)  
Information Technology Support (242.4)  
Information Technology Support (783.3)  
Massage Therapy (443.1)  
Massage Therapist Certificate (695.1)

Medical Insurance Specialist (595.2)  
Medical Laboratory Assistant (571)  
Medical Laboratory Technician (525.1)  
Nuclear Medicine Technology (555.1)  
Nuclear Medicine Technology (560.1)  
Operating Room Nursing (634.1)  
Paralegal (604.2)  
Paralegal (605.2)  
Pharmacy Technician (518.2)  
Private Pilot (718)  
Psychology (053.1)  
Radiation Therapy Technology (565.1)  
Radiation Therapy Technology (566.1)  
Radiologic Technologist (X-Ray) Associate's Degree (558)  
Respiratory Therapy (540.1)  
Social Sciences (059.2)  
Social Work Specialist (612.1)  
Social Work Specialist: Case Management (685.3)  
Social Work Specialist: Family Intervention (681.4)  
Social Work Specialist: Geriatrics (683.5)  
Social Work Technician (630.3)  
Software Development (243.3)  
Software Development (780.2)  
Surgical Technologist (530.1)  
Surgical Technology (583.1)  
Teacher Education: Middle Level & Secondary (099.3)  
Theatre (025.2)  
Women's Studies (106)

Barbara Thompson moved to accept the updated list. Rachel Matheis moved to second the motion, and the motion passed unanimously.

Dr. Stevenson reported that the Peer Study Service Learning Proposal has been approved by the Subcommittee, and will be presented at the next meeting of Council. The Subcommittee will be hearing a Nursing proposal at their next meeting.

## **B. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee met last Thursday. Erin Pierce, a Subcommittee member from North Campus and a librarian, reported on the embedded librarian project that has been conducted on an experimental basis at North Campus. Mrs. Pierce had reported on her findings at the North faculty meeting in January. The focus of the embedded Librarian project is to provide library service to distance learning students. In consultation with a faculty member, Mrs. Pierce provides customized research guides and through the chat function, can directly interact with students. In this experimental project Mrs. Pierce worked with 60 students and the customized research guides which she created were accessed by students 1600 times. When surveying students and faculty, Mrs. Pierce received many positive comments. Currently this program is only offered at North Campus. Donna Imhoff said this is a great pilot project and that many College faculty and administrators have talked to her about it.

It was recommended that Mrs. Pierce write an article for the Achieving the Dream newsletter.

Rick Allison said that this discussion gives more credence for Academic Planning to talk about system-wide positions. There is a need for a formal embedded librarian for the Institution.

Mr. Francolino said the Subcommittee will be inviting Dwight Bishop back to identify counties in Pennsylvania that don't have colleges. These would be excellent candidates to expand distance learning. Students would have to meet with an advisor via telecommunication and take placement tests in a proctored environment.

Rachel Matheis commented that students are shocked by text book prices. Erin Pierce is investigating open-source text books that are free and may be acceptable for certain courses. The problem is they are hard to find. Mrs. Pierce is working on a list of sources. If any faculty member comes across any open-source books, please email the link to Erin Pierce at [epierce@ccac.edu](mailto:epierce@ccac.edu).

Maura Stevenson remarked that there should be a strategic plan for Distance Learning which would be tied to funding. Donna Imhoff added that there is one strategic plan for the College with seven strategies. These are reviewed quarterly and approved by the Board of Trustees.

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

Evelyn Kitchens-Stephens reported that she has yet to receive any proposals this calendar year. There were no proposals for the January 20 meeting and none for the February 3 meeting. Donna Imhoff mentioned that she and Charlene Newkirk are working on significant changes to the Student Handbook. Dr. Imhoff said that everything is being legally reviewed, and so far the direction is to have more direct and stronger language. Currently the language is passive and ambiguous, with many redundancies. The revised Student Handbook will be coming to Academic Standards soon.

### **D. ACADEMIC PLANNING**

Steve Wells reported that the Subcommittee did not meet the previous week. Program Reviews will probably start to be submitted.

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

Carl Francolino mentioned that his Subcommittee needs a Secretary, an AFT member from Boyce Campus, preferably from Occupational Technology. Rick Allison said that he will send out an email to the campus.

Maryann Anderson asked the subcommittee chairs to send out emails to the college community reminding people that the last subcommittee meeting will be April 7; therefore, initiators must send proposals out to the college community by the end of March.

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

Steve Wells and Maryann Anderson remarked that they both sit on the Middle States Periodic Review Committee. Kevin Smay noticed that there was an internal recommendation made to identify assessment tools to measure the effectiveness of College Council. Maura Stevenson explained the process is setting goals, providing an opportunity to achieve the goals, assessing the achievement of goals, and making changes accordingly. Our goals are expressed in the AFT Collective Bargaining Agreement, therefore the process should not be very difficult to accomplish.

Dr. Stevenson added that program review is very important to Middle States. If most of the proposals initiated were the result of program review, that would be very positive. When we revise our forms, perhaps we can add a line asking if the proposal was the result of a program review.

The next meeting of College Council will be February 10, 2011.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes February 10, 2011

## COLLEGE COUNCIL MEETING MINUTES February 10, 2011 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances Archey	Dan Lowe
Maryann Anderson	John Dziak	
Carl Francolino	Jane Greenwood Nancy	
Rita Gallegos	Jenkins Stephen Wells	
Shirley Harr		
Donna Imhoff		
Evelyn Kitchens- Stephens		
Rachel Matheis		
Bonnie Ordonez		
Maura Stevenson		
Barbara Thompson		
Marianne Trale		

Maryann Anderson, College Council Chair, called the meeting to order at 2:33 PM, and welcomed Marianne Trale, Boyce Campus, who will serve as the Secretary of the Assessment and Research Subcommittee.

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE JANUARY 27, 2011 MEETING OF COLLEGE COUNCIL

Bonnie Ordonez moved to approve the minutes of the January 27, 2011 meeting of College Council. Evelyn Kitchens-Stephens seconded the motion and the minutes were unanimously approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. ASSESSMENT AND RESEARCH

Carl Francolino expressed his appreciation that his Subcommittee now has a Secretary and welcomed Marianne Trale. Mr. Francolino reported that his Subcommittee did not meet; however, there are proposals that the Subcommittee will receive soon.

#### B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that her Subcommittee did not meet due to a lack of proposals. The revision of the Student Handbook should go out to the college community by February 24 for review, and should then be ready to be presented to Academic Standards by March 4.

### **C. ACADEMIC PLANNING**

Bonnie Ordonez reported that the Subcommittee did not meet because of a lack of proposals. Program Reviews for Math and English will soon be submitted to the college community for review.

### **D. CURRICULUM**

#### **Proposal: Peer Study Service Learning**

Maura Stevenson reported that there was only one item to present, a Peer Study Service Learning proposal which would be presented by Dan Lowe.

Mr. Lowe explained that the proposal is a 1-credit web-enhanced honors course which has been running successfully as an experimental course. The course involves providing peer study support in a subject in which the peer study support student has received an "A." Students receive training and then hold study-sessions for students. The biggest issue is to motivate students to attend the sessions.

Barbara Thompson expressed concern that students, through advertising of the study groups, would cause confusion with the Tutoring Center. The course has nothing to do with Tutoring. She was also concerned that students in this course attend one class, and are then told to go out to form study sessions and are not recommended by the Department. This is little training and little oversight.

Carl Francolino moved to accept the proposal. Rita Gallegos seconded the motion, and the proposal passed with nine votes in favor, two votes in opposition and one abstention.

Dr. Stevenson reported that a Nursing proposal will be ready for Council in two weeks. There was no opposition to it expressed at the Subcommittee level.

On March 3, the Subcommittee hopes to hear four proposals.

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

#### **Continued discussion regarding Periodic Review and Assessment of College Council**

Council continued discussion started at our last meeting concerning the issue of assessment of College Council. Maura Stevenson said that we could look at proposals, and determine if they came to Council as a result of program review. Our Subcommittees should look at their respective responsibilities, convert them into outcomes, and apply Bloom's taxonomy to them. Maryann Anderson suggested that we look at our responsibilities and talk about them at our next meeting. This work will eventually be incorporated into the Middle States Periodic Review, but would not necessarily be incorporated into the Collective Bargaining Agreement.

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

There was no new business.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes February 24, 2011

## COLLEGE COUNCIL MEETING MINUTES February 24, 2011 Office of College Services Board Room

### ATTENDANCE

#### Present

Richard Allison  
Maryann Anderson  
Mary Frances Archey  
John Dziak  
Carl Francolino  
Rita Gallegos  
Shirley Harr  
Donna Imhoff  
Evelyn Kitchens-Stephens  
Rachel Matheis  
Bonnie Ordonez  
Maura Stevenson  
Barbara Thompson  
Marianne Trale  
Stephen Wells

#### Absent

Jane Greenwood  
Nancy Jenkins

#### Guests

Sharon Brown  
Phyllis Dolan  
Monica Kennison  
Patty Smutko

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

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEBRUARY 10, 2011 MEETING OF COLLEGE COUNCIL

Evelyn Kitchens-Stephens moved to approve the minutes of the February 10, 2011 meeting of College Council. Carl Francolino seconded the motion and the minutes were approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the subcommittee did not meet. A hearing for the revisions to the Student Handbook is on the agenda for the next meeting.

#### B. ACADEMIC PLANNING

Steve Wells reported that the subcommittee did not meet. They will have at least one program review for the next meeting. Also, they will be meeting with Fran Dice who is concerned about the turnaround time between the Fall and Spring semesters. Students do not have their final grades in sufficient time to make registration decisions. She would like to discuss this with the subcommittee.

## C. CURRICULUM

### **Proposal: Nursing Curriculum Revision**

Maura Stevenson said that the subcommittee met and heard the proposal for the revision of the Nursing curriculum which is being presented by Monica Kennison. Dr. Kennison reported that curriculum is 10 years old. Since that time, there have been significant changes in what is taught, and the way it is taught. The curriculum has gone to a concept-based curriculum. Students need to employ critical thinking, clinical judgment, caring, communication, and sensitivity to cultural diversity.

The National League of Nursing Accreditation Commission in the Fall issued standards on how and what should be taught. As a result of this as well as feedback from students and nursing best practices, the curriculum has undergone a complete revision. Student forums have been set up on each campus during which students can talk about what is working and what could be better.

A new 3-credit transferrable pharmacology course was developed. Pharmacology is a topic on the State Boards and students expressed the need for it. There are no pre-requisites for this course. It is similar to a drug therapy course and covers the process of giving and recording medications.

Patty Smutko mentioned that the faculty looked at the curriculum at other top nursing schools to revise our curriculum.

Within the proposal the following changes were made:

Page 4 in item number 7 Fall 2011 will be changed to Spring 2012.

Page 8 the first line will be revised to read, "The program, offered at five college sites including one at California University of PA prepares students..."

Page 8, in the third paragraph, the websites for the Pennsylvania State Board of Nursing and the National League for Nursing Accrediting Commission will be listed.

Page 8 in the fourth paragraph, the comma after drug screen will be removed and the alpha code for Chemistry will be changed to CHM in two cases.

Page 9 at the top of the table, a new line will be added. The first column will read "Prerequisite." The second column will read, "BIO 110 or BIO 151, or passing the Biology Waiver Exam." The third column will read, "Intro to Biological Sciences or General Biology I." The fourth column will read, " 4 credits."

Page 9 in the 1<sup>st</sup> year 1<sup>st</sup> semester row, second column, BIO 161 will have an asterisk after it. The "/" will be removed after MAT 106 and replaced with "or." In the next column, in the last line there will be an "or" added so the line reads, "Health Sciences or MAT 108..."

Page 9 in the Summer row, BIO 175 will have an asterisk after it.

Page 9 underneath the first table, the following line will be included, "\*\*BIO 110 or BIO 151 is a prerequisite for BIO 161 and BIO 175."

Page 9 directly under the second table, the following text will be added, "Minimum credits to graduate 68 credits."

Page 9, the last two paragraphs will read: "\*\*MAT 106 or MAT 108, BIO 110 or BIO 151 or the Biology Waiver Exam, BIO 161, BIO 162, BIO 175, PSY101, PSY 108, and ENG 101 must be completed with a

grade of 'C' or better prior to admission to the program. It is strongly recommended that non-nursing courses be completed prior to beginning any nursing course."

"\*\*Upon success completion of NUR 200 with a grade of 'C' or better, the student receives advanced standing for 14 credits with appropriate documentation."

Page 11 in the row starting with "Identify foundational principles..." the fourth column should begin, "Utilize appropriate..."

Page 19 in the Prerequisites, MAT 106 should be followed by "or" rather than "/."

Page 22 the Prerequisites should read, "Admission to the Nursing program or permission of the Instructor or Dean."

Page 22 Learning Outcome number 4 should begin with "Utilize" rather than "Choose."

Page 22 Listed Topic number 1 should read, "Safe medication and effective administration."

Page 24 the name of the proposed course should read, "NUR 200: Licensed Practical Nurse (LPN) Transition Course."

Page 24 number 6, the former LPN transition course is to be added.

Page 25 the course title should read, "Licensed Practical Nurse (LPN) Transition Course."

Page 25 under Prerequisites, the first line should end, "... the Commonwealth of Pennsylvania," rather than the "State of Pennsylvania."

Page 25 under learning outcomes number 3, the space in therapeutic will be removed.

Page 31 under course number, the number of weeks is corrected to 8 weeks.

Page 31 BIO 162 is added as a prerequisite.

Page 34 under course number, the number of weeks is corrected to 8 weeks.

Page 34 BIO 162 is added as a prerequisite.

Page 40 the catalog course description ends with the following additional sentence, "This course includes an NCLEX review which requires an additional fee."

Carl Francolino moved to approve the proposal with corrections. Steve Wells seconded the motion and the motion passed unanimously.

Dr. Stevenson thanked Dr. Kennison and her team that have been very cooperative over sometimes minute problems.

#### **D. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the subcommittee met last week. Members were assigned responsibility for information gathering such as how CCAC might expand the reach into other counties and other States. Committee members are checking where testing centers are that we might utilize. There is concern about face-to-face advising of students, and whether this could work on the web.

Distance Learning has a role to play in the graduation goals set by President Obama. Faculty members will be approached about certificates and programs that might be done as distance learning.

There was a discussion concerning distance learning scheduling. As long as a traditional course has sufficient students to run, then a distance learning course can run. But the College does not allow a traditional course to be dropped because of lack of enrollment and let a distance learning course run. The listing of distance learning courses will remain as it is now because there were no negotiations of the contract.

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

Maura Stevenson reported that the Biology proposals for Bio 161 and 175 that require the addition of waiver exams won't be implemented until Fall registration. The waiver exam is not quite ready.

Maryanne Anderson reminded everyone to work on their subcommittee assessments.

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

Mary Frances Archey remarked that everyone needs to be aware of curriculum changes in State system. There is community college curriculum that will be dropped into colleges as a package and students will enter as juniors. These include Chemistry, Biology, Physics, Physical Sciences, Criminal Justice 4-8, Business, Computer Information Technology, English and Communications. Carlow, Chatham and Point Park are participating.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes March 10, 2011

## COLLEGE COUNCIL MEETING MINUTES March 10, 2011 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison	Nancy Jenkins	Sam Bair
Maryann Anderson	Barbara Thompson	Stephanie Goloway
Mary Frances Archey		Gretchen Mullin-Sawicki
John Dziak		Bill Shay
Carl Francolino		Brenda Trettel
Rita Gallegos		Don Vescio
Jane Greenwood		Eugene Ziska
Shirley Harr		
Donna Imhoff		
Evelyn Kitchens-Stephens		
Rachel Matheis		
Bonnie Ordonez		
Maura Stevenson		
Marianne Trale		
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 FEBRUARY 24, 2011 MEETING OF COLLEGE COUNCIL**

Carl Francolino moved to approve the minutes of the February 24, 2011 meeting of College Council. Stephen Wells seconded the motion and the minutes were approved as amended.

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

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

Evelyn Kitchens-Stephens reported that the subcommittee met on March 3, 2011 and a hearing was held for changes made to the student handbook. The changes were approved unanimously by the committee with some amendments. Amendments included changes to grammar and wording with some concerns over the phrasing of gender-related items and possible confusion with transgender students. Donna Imhoff assured the committee that legally the wording is appropriate. A hearing for the proposal to add an FN grade is on the agenda for the next meeting. A brief discussion was had about the FN grade proposal.

The subcommittee also welcomed John Reynolds as a new committee member.

Dr. Kitchens-Stephens also mentioned concerns she received about email as an open forum during the review process. It was decided that the process should remain open and email users should make use of the delete button if they choose not to participate in the dialogue.

## **B. ACADEMIC PLANNING**

Stephen Wells reported that the subcommittee met on March 3, 2011 and covered two agenda items. Fran Dice attended the subcommittee meeting to discuss the academic calendar. Concerns were raised by a deregistration working group about the limited amount of time between the fall and spring semesters making it difficult to check for prerequisites and grades for those on probation or suspension. After a review of future calendars, it was determined that no additional time was available unless changes were made to the summer calendar. However, the 2012 and 2013 calendars will provide additional time because of the way the holidays fall.

The second agenda item was the approval of the Health and Physical Education (HPE) Program Review.

### **Program/Discipline Review: Health and Physical Education**

Stephen Wells reported that the subcommittee approved the Health and Physical Education (HPE) Program Review with a few changes.

Gretchen Mullin-Sawicki, Bill Shay, Don Vescio, and Sam Bair attended Council to present the program review. Bill Shay explained that Bruce Turchetta should be noted as the lead coordinator for the program review and Eugene Turner helped guide the process. Mr. Turchetta and Mr. Turner could not attend. Mr. Shay reviewed the recommendations on page 29. He made special note of Recommendation #8, Habits for Healthy Living. Mr. Shay explained the philosophy for developing a class such as this with societal issues such as obesity and drug and alcohol addiction. Mr. Shay shared a rap he wrote to address drug and alcohol concerns and to note the insight and creativity in curriculum changes.

Gretchen Mullin-Sawicki discussed Recommendation #1, the addition of full-time faculty. Gretchen explained that both North and South Campuses do not have a full-time HPE faculty. The lack of a full-time faculty member at each campus has created issues with decision making and scheduling. She also pointed out that enough classes are available to warrant a full-time faculty member for North and South Campuses.

Stephen Wells explained the reason the subcommittee recommended adding the faculty hires to the recommendations list was to further strengthen the request when the hiring process takes place.

Donna Imhoff commented on recommendation #7 concerning grants. Dr. Imhoff pointed out that campus administration needs to be made aware of funding needs to assist with the grant process. Gretchen Mullins-Sawicki reported that Bruce Turchetta is putting together a facilities report to outline funding needs.

Discussion ensued on the College's efforts to raise awareness on drug and alcohol addiction. Donna Imhoff mentioned that the College currently does not have a program, but there are models available from other schools that could be explored.

Within the proposal, the following change was made:

Page 29, Recommendation #3 the word "capitol" was changed to "capital."

The program review passed unanimously.

Stephen Wells reported that the Engineering Program Review hearing will be discussed at an upcoming meeting.

Maryann Anderson pointed out that subcommittees need to inform the college community that April 7, 2011 will be the last subcommittee meeting.

### **C. CURRICULUM**

#### **Proposal: Course Title Change for CIT 100**

Evelyn Kitchens-Stephens made a motion to hear the proposal for CIT100 course title change. Donna Imhoff seconded the motion. Rick Allison on behalf of Walt Pauli explained that at their last division meeting, the CIT faculty discussed changing the CIT100 course title to be more reflective of the actual course content. In addition, the terminology for the course has changed, and the new title is more in line with other colleges. Carl Francolino reiterated that the new title more accurately characterizes the course as a hands-on class.

The motion passed unanimously.

#### **Proposal: Change the Recommended Courses in Physics Program (047)**

Carl Francolino made a motion to hear the proposal for course changes to the Physics Program. Rachel Matheis seconded the motion. Gene Zizka explained 3 changes to the Physics course work. Dr. Zizka provided a brief history of the Physics program. He described the first change is making Calculus a co-requisite that students should take in the first semester. The second change was required because the math department changed the course from one course, MAT252, to two courses, MAT251 and MAT253. This change separates differential equations and linear algebra. MAT251 Differential Equations will now be offered in the fourth semester and MAT253 Linear Algebra will be a restricted elective. The third change included the addition of restrictive electives to allow students to take program tracks and aid in transfer.

Rick Allison questioned the program objectives with three of five starting with “demonstrate.” The objectives will be modified in program review and brought back through the curriculum subcommittee.

The motion passed unanimously.

#### **Proposal: Course Revisions to EDU 140 and EDU 148**

Stephen Wells made a motion to hear the proposal for course revisions for two EDU courses. Evelyn Kitchens-Stephens seconded the motion. Bonnie Ordonez explained that these two 1-credit courses were updated and modified to reflect Bloom’s taxonomy and to align with the standards for catalog formatting. Carl Francolino pointed out that the topics increased.

Within the proposal, the following changes were made:

Page 4 the course title was changed with capital and lowercase letters, spelling was corrected to the word setting and the period removed after the course title.

Page 7 the word “Educators” was changed to “Educator’s.”

Page 7 Learning outcome 2, the period was moved within the quotation, “Effective Practices for Career Preparation.”

The motion passed unanimously with amendments.

Maura Stevenson reported that five proposals will be coming through the Curriculum subcommittee at the next meeting date.

#### **D. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the subcommittee did not meet. The subcommittee continues to conduct research in distance learning. The subcommittee is also looking at inexpensive and public domain textbook options. Discussion ensued on textbook costs and options.

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

Maryann Anderson asked Stephen Wells and Bonnie Ordonez to share the assessment objectives they wrote for the Academic Planning subcommittee. She asked that the other subcommittees bring assessment objectives to the next meeting.

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

None.

There being no further business, the meeting ended at 3:53 PM.

Respectfully submitted,  
Bonnie Ordonez for  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes March 24, 2011

## COLLEGE COUNCIL MEETING MINUTES March 24, 2011 Office of College Services Board Room

### ATTENDANCE

#### Present

Richard Allison  
Maryann Anderson  
Mary Frances Archey  
Carl Francolino  
Rita Gallegos  
Jane Greenwood  
Shirley Harr  
Donna Imhoff  
Nancy Jenkins  
Evelyn Kitchens-Stephens  
Rachel Matheis  
Bonnie Ordonez  
Maura Stevenson  
Barbara Thompson  
Marianne Trale  
Stephen Wells

#### Absent

John Dziak

#### Guests

JoAnn Avoli  
Yvonne Burns  
Renee Clark  
August Kellerman  
Mary Lou Kennedy  
Gretchen Mullin-Sawicki  
Sumana Misra-Zets  
Charlene Newkirk  
Brad Sandrock

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

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE MARCH 10, 2011 MEETING OF COLLEGE COUNCIL

Barbara Thompson thanked Bonnie Ordonez for taking minutes at the previous meeting of Council. Carl Francolino moved to approve the minutes of the March 10, 2011 meeting of College Council. Rita Gallegos seconded the motion and the minutes were approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. ACADEMIC PLANNING

Steve Wells reporting that several program reviews are expected to be submitted soon including ones from Engineering, Massage Therapy, and Medical Assistant. Maryann Anderson expressed concern that there are many program reviews that are listed to be completed this academic year that have not been submitted.

## **B. CURRICULUM**

### **Proposal: Revision of the Computed Assisted Tomography Certificate Program (#445)**

Gus Kellerman and Rick Allison presented the proposal which involved expressing the Program Objectives so they are compatible with Bloom's Taxonomy, and are consistent with industry standards and accreditation mandates. Mr. Allison added that the Program is offered at Allegheny and Boyce Campuses with classes that fill easily and graduates who pass their board exams. Students must already be certified in order to enter the Program. Equipment for the Program is very expensive and is not provided by the campuses, therefore clinicals are held at hospitals. The Program is so successful that a parallel program offered by UPMC has been abandoned in favor of the CCAC Program. The next closest program of its kind is offered in Philadelphia.

The following correction was made to the proposal:

Page 6, correct "aide" to "aid."

Jane Greenwood moved to accept the proposal. Maryann Trale seconded the motion and the motion passed unanimously.

### **Proposal: Revision of the Magnetic Resonance Imaging Certificate Program (#446)**

In describing the Program, Gus Kellerman explained that CT scans use radiation whereas an MRI's use magnetism to analyze cells. The proposal involved expressing the Program Objectives so they are compatible with Bloom's Taxonomy.

The following correction was made to the proposal:

Page 6, correct "aide" to "aid."

Rachel Matheis moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

### **Proposal: Revisions to the Health Information Technology Program (#550.2), Description and Course Syllabi**

Rick Allison and JoAnn Avoli presented the proposal in which Ms. Avoli has incorporated Bloom's Taxonomy in the Program Objectives, updated the accrediting agency contact information, and revised course descriptions and course learning outcomes to incorporate Bloom's Taxonomy. The proposal also recommended the elimination of the 40 wpm keyboarding requirement, because medical transcription is no longer part of the curriculum.

The following corrections were made:

Page 6, Health Information Technology, # 4, "problem-solving" should be hyphenated.

Page 9, Catalog Course Description, in the last sentence, the comma after "hybrid" should be removed.

Page 15, Catalog Course Description, in the second sentence, "formulae" should read "formulas."

Page 34, Listed Topics, # 1, "International Classification of Diseases" should be capitalized.

Page 34, Listed Topics, # 2, "Current Procedural Terminology" should be capitalized.

Bonnie Ordonez moved to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

### **Proposal: Manufacturing Technology Proposal**

Maura Stevenson remarked that this proposal emanated from a 5-year review. Brad Sandrock presented the proposal along with Gretchen Mullin-Sawicki. Following the 5-year review, the Advisory Board recommended that the Robotics Program be merged into the Controls track of the Manufacturing Technology Program. Rather than compete for students, the Program will be stronger following this integration.

The following corrections were made:

Page 14, MAT 141, Mathematics for the Technologies 1, is 3 credits rather than 1.

Page 14, MAT 116, Mathematics for Technologies 2, is 4 credits rather than 3.

Page 14, Total credits for the Second Semester is 15 rather than 14.

Page 36, the 2<sup>nd</sup> sentence of the Program Description, the word “in” should be added so that the text in part reads, “...within the advanced manufacturing field in which students will be involved.”

Page 36, # 2, “computer-based” should be hyphenated and end with “structures.”

Page 36, # 3, should start with the portion left after “structures,” so that # 3 will read, “Prepare written lab reports and proposals using the standards set forward in the course style manual.”

Page 36, old # 3 becomes new # 4.

Page 36, in new # 5, place a comma after “problems.”

Page 36, in new # 6, “Computer-Aided Drafting” should be hyphenated, and “Computer-Aided Manufacturing” should be capitalized.

Page 36, the next paragraph should read in part, “Upon successful completion of this program, students may...”

Page 38, MFT 141, Introduction to Machining should be 3 credits rather than 1.

Steve Wells moved to accept the proposal. Carl Francolino seconded the motion and the motion passed unanimously.

### **Proposal: Robotics & Automated Systems Technology Proposal**

This proposal presented by Brad Sandrock and Gretchen Mullin-Sawicki, deletes the Robotics and Automated Systems Technology Program and combines it into the Manufacturing Technology Program. This will strengthen the Program as half of the students are in the Robotics Program and the other half in the Manufacturing Program, and students from both Programs are competing for the same jobs. Having two separate programs has caused some courses not to run. This proposal is supported by the Advisory Board of the Program.

Evelyn Kitchens-Stephens moved to accept the proposal. Maryann Trale seconded the motion and the motion passed unanimously.

### **Proposal: Engineering Syllabi Updates**

Gretchen Mullin-Sawicki and Brad Sandrock presented the proposal which updates 21 syllabi with measureable learning outcomes. The Engineering Department has attempted to evaluate all courses. Most changes involved applying Bloom’s Taxonomy; however there were some logistical changes as well.

The following corrections were made:

Page 24, Learning Outcome # 2, “Set up” is two words.

Page 24, Learning Outcome # 7, the word “Properly” will be removed so the outcome begins, “Identify...”

Page 41, Learning Outcome # 5, the word “Appropriately” will be removed so the outcome begins, “Document...”

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

Maura Stevenson reported that there are five items on Curriculum Committee agenda with more to be added. Their next meeting will be their last.

### **C. ASSESSMENT AND RESEARCH**

Carl Francolino distributed the list of responsibilities of the Assessment and Research Subcommittee expressed according to Bloom’s Taxonomy. He reported that members are gathering information on expanding distance learning.

Maryann Anderson is gathering the objectives from each Subcommittee, and will present them to Kevin Smay.

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

#### **Changes to the Student Handbook**

Mary Lou Kennedy presented the proposal. Also in attendance were those who had worked on the revision of the document, including Charlene Newkirk, Renee Clark, Yvonne Burns, and Donna Imhoff.

The Student Handbook has been handled in a piecemeal fashion for many years without looking at the handbook in its totality. The group in attendance worked on the handbook revisions, consulting with a College attorney when necessary. As a result of the hearing on March 17, members of the Subcommittee made some additional recommendations which have been incorporated. Barbara Thompson asked if spacing and capitalization will be corrected, and was told they would be. Those errors are the result of formatting problems.

Some major changes were highlighted. They include:

- In the Student Academic Complaint Procedure, students are alerted up front that a grade can only be changed by the faculty member, regardless of the outcome of the appeals process.
- The formal means of communication will be via email.
- Stronger language is used, such as changing “responsibilities” to “expectations,” “shall” to “will,” and “regulations” to “rules.”
- There is a full revision of both the Student Code of Behavioral Conduct and the Sexual Harassment Policy.
- Standards of Behavior are grouped under Integrity, College Community, Social Justice and Diversity, and Respect and Responsibility.

Questions were raised regarding the language on sexual conduct and consensual sex. This will be raised with the College attorney to see if the language should be more explicit.

Bonnie Ordonez moved to accept the proposal. Jane Greenwood seconded the motion and the motion passed with 14 votes in favor and 1 abstention.

Dr. Stevenson reported that the Subcommittee heard Fran Dice’s proposal on the FN grade. The proposal was tabled until the meeting of April 7.

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

Maryann Anderson collected the Curriculum Subcommittee outcomes. Maura Stevenson commented that the Subcommittee is trying to make processes and procedures more standardized.

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

There was no new business.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes April 14, 2011

## COLLEGE COUNCIL MEETING MINUTES April 14, 2011 Office of College Services Board Room

### ATTENDANCE

#### Present

Maryann Anderson  
Mary Frances Archey  
Carl Francolino  
Rita Gallegos  
Jane Greenwood  
Donna Imhoff  
Nancy Jenkins  
Evelyn Kitchens-Stephens  
Rachel Matheis  
Bonnie Ordonez  
Maura Stevenson  
Barbara Thompson  
Marianne Trale  
Stephen Wells

#### Absent

Richard Allison  
John Dziak  
Shirley Harr

#### Guests

Anne Louise Dailey  
Joe DeBlassio  
Mary Beth Johnson  
Art Miller  
Gretchen Mullin-Sawicki  
Allysen Todd  
Brenda Trettel

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

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE MARCH 24, 2011 MEETING OF COLLEGE COUNCIL

Bonnie Ordonez moved to approve the minutes of the March 24, 2011 meeting of College Council. Steve Wells seconded the motion and the minutes were approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. CURRICULUM

Maura Stevenson reported that besides the proposals presented today, there are many more that have been approved by the Curriculum Subcommittee. These proposals will be on the agenda for the next meeting of College Council.

#### **Proposal: Upgrade in course content for MAT-106**

The proposal was presented by Joe DeBlassio who reported that the Nursing Department approached the Math faculty asking that MAT 106, Math for Health Science, offered at Boyce and North Campuses, be offered at Allegheny and South Campuses as well. Upon examination, the Math faculty realized that as MAT 106 was presently taught, the prerequisite MAT 090 was not necessary, and should be changed to MAT 080. Realizing the Nursing Department requires their students to take a Math course with a minimum prerequisite of MAT 090, the Math faculty decided to upgrade the MAT 106 course content. By doing this, the prerequisite for the revised MAT 106 course would be MAT 090, and the course content would be consistent at all four campuses. The course as redesigned will not be of any help to students

who wish to take Probability and Statistics. MAT 108 will remain the prerequisite for the Probability and Statistics course.

The following corrections were made to the proposal:

Listed Topics 6, “numerals” was misspelled.

Listed Topics 36 should read “Z Score.”

Carl Francolino moved to accept the proposal as amended. Marianne Trale seconded the motion and the motion passed unanimously.

### **Proposal: New Math Course for Teachers**

This proposal is the result of a request by CCAC and Indiana University of Pennsylvania (IUP) faculty to provide a 2-math course sequence that will satisfy the articulation agreement in Early Childhood Education. MAT 102 was offered, but was rejected by the consortium, so a new course, MAT 149, Mathematics for Elementary Education, was developed. It was noted that IUP will allow CCAC students to transfer 73 credits.

There was some confusion as there were two versions of the course in the proposal packet. The second version of the course is correct.

Joe DeBlassio mentioned that the Math faculty would like to utilize a better sequencing of course numbers for Math courses so the courses follow a logical numbering sequence.

Evelyn Kitchens-Stephens moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

### **Proposal: Heating and Air Conditioning Technology Proposal**

Gretchen Mullin-Sawicki and Art Miller presented the proposal which updates both the Associate and Certificate Programs. Mr. Miller explained that HVAC equipment is much more technical than previously, and many of the changes in the courses in the proposal reflect that. CIT 600 has been added to ensure that students have necessary computer skills. Basic Physics (PHY 100) has been replaced with Physical Science for Industries (PHS 161). Program descriptions were updated along with learning outcomes. Green initiatives have been increased.

HAC 224 and HAC 225 were revised and the credits were increased from 2 to 3 for each. MAT 191 was removed from the Program. Mr. Miller commented that customer relations was added as a topic in HAC 225.

The prerequisite for HAC 107 states, “Departmental permission required,” because students have been permitted to register for this course when they do not qualify.

Credits for the degree Program have increased from 63 to 66.

Barbara Thompson moved to accept the proposal. Jane Greenwood seconded the motion and the motion passed unanimously.

### **Proposal: Revision of the Psychology (053.1) program to be aligned with the statewide articulation agreement in psychology**

Anne Louise Dailey presented the proposal which details necessary revisions ensuring that the Psychology Program is in agreement with the statewide articulation agreement between 14 Pennsylvania

community colleges and 16 Pennsylvania four-year institutions of higher education. Few changes were required for CCAC to comply with the state articulation agreement. In 2 cases, rather than recommending electives, electives were specified.

Steve Wells moved to accept the proposal as presented. Carl Francolino seconded the motion and the motion passed unanimously.

**Proposal: Revision to the Occupational Therapy Assistant Program Description (#587.2)**

Lillian Briola presented the proposal which revises the program description and applies Bloom's Taxonomy to the learning outcomes.

Evelyn Kitchens-Stephens moved to accept the proposal as presented. Bonnie Ordonez seconded the motion and the motion passed unanimously.

**Proposal: Add North Campus to the list of campuses offering the Homeland Security program (615) and the Homeland Security certificate (616)**

Brenda Trettel presented the proposal which adds North Campus to the list of campuses at which these Programs are offered. Because North Campus is in the process of hiring a Criminal Justice faculty member, this became necessary. There are no other changes recommended.

Bonnie Ordonez moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

**Proposal: Converting CRT 205 course status from experimental to official and rearranging course credits for CRT 102 and CRT 105**

Mary Beth Johnson and Allysen Todd presented the proposal.

Mrs. Johnson explained that CRT 205 has been running successfully as an experimental course, therefore should have the status changed to a regular course. It would be added to the 2<sup>nd</sup> semester requirement for the Court Reporting Program. Also, the credit allotment for CRT 102 should be changed from 4 credits to 3 and the credits for CRT 105 should change from 2 credits to 3 credits, as the curriculum has been evened out for both courses.

New students enrolling in the Fall semester will need 87 credits to graduate. The number of credits to graduate will require a separate proposal to address this.

Jane Greenwood moved to accept the proposal. Barbara Thompson seconded the motion and the motion passed unanimously.

**Proposal: CRT Common Course Syllabi Revisions**

Mary Beth Johnson presented the proposal which updates the common course syllabi for CRT 100, CRT 101, CRT 103, CRT 104, CRT 106, CRT 107, CRT 108, CRT 111, CRT 206, CRT 208, CRT 211, CRT 216, CRT 217, CRT 218, CRT 226, CRT 227, CRT 228, CRT 251 AND CRT 252.

The following corrections were made to the proposal:

Page 3, CRT 100, in the Catalog Course Description, the sentence should read in part, "...Closed Captioning and Computer Aided Realtime Translation (CART) Speakers..."

Page 17, CRT 111, Listed Topic 2 should read, "Proofreader's marks."

Page 25, CRT 211, Learning Outcomes 3 should read in part, "Apply National Court Reporter's Association (NCRA) Code..."

Page 37, CRT 228, the Prerequisite should be CRT 218, and the Corequisites should be CRT 226 and CRT 227.

Page 39, CRT 251, it was noted that this course is not listed in the sequence of courses in the CRT Program description in the college catalog, and is not a required course.

Page 41, CRT 252, as this is an internship, it should include a "p" in the alphanumeric code. This should be added during the program review process.

Page 41, CRT 252, Catalog Course Description, the second sentence should read in part, "...closed captioning or Computer Access Realtime Translation (CART) material..."

Donna Imhoff moved to accept the proposal as amended. Bonnie Ordonez seconded the motion and the motion passed unanimously.

Maura Stevenson remarked that the remainder of the proposals that have been passed by Curriculum will be presented at the next meeting of Council.

## **B. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee did meet and took advantage of the fifth Thursday to have a bonus meeting. The Subcommittee formally concluded business for the year.

The Subcommittee has set up a Blackboard site so there is an historical record of the meetings. It is easy to pinpoint action items and who is responsible. Mr. Francolino will be posting the minutes on the College Council website as well.

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

Evelyn Kitchens-Stephens reported that the Subcommittee held a hearing on April 7, 2011, but did not have a quorum. As a result, they decided to hear the Program Review for Job Placement and Career Services and the Program Review for Registration and Advisement because both only required being "accepted" by the subcommittee. However, the Subcommittee decided to delay the hearing for both the Reading First Proposal and the F/N Grade Proposal because as proposals, they required a vote by a quorum of the Subcommittee. Therefore, the Subcommittee agreed to meet again on April 20, 2011, and if a quorum was present, to hear the remaining proposals.

## **D. ACADEMIC PLANNING**

Steve Wells reported that the Subcommittee met and heard 2 program reviews that will be presented to College Council at the April 28 meeting. Both program reviews were accepted, but copies did not reach College Council members in time to review them for today's meeting.

Dr. Wells said there are 16 program reviews scheduled for this year or before, that have not been presented to the Subcommittee. Of those 16, 9 are being worked on and 4 are not being worked on because there are no full-time faculty members in the program. The Planning Subcommittee should see 30 to 35 program reviews next year.

The Subcommittee considered whether to have a separate category for non-teaching faculty positions and decided not to. Barbara Thompson and Evelyn Kitchens-Stephens objected to that decision, citing

that non-teaching faculty are always at a disadvantage when vying against teaching faculty for open positions. Mrs. Thompson and Dr. Kitchens-Stephens also explained that when a faculty position is open, the work is done by adjuncts. In the case of non-teaching faculty positions, the work just does not get done. Dr. Wells encouraged non-teaching faculty to sit on the Academic Planning Committee next year.

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

Brenda Trettel said that the Biology waiver exam which will allow students to waive a course prerequisite for BIO 161 and BIO 175 has been completed. Implementation of the proposal, Change in Prerequisites for BIO 161 Anatomy & Physiology and BIO 175 Microbiology, which was passed by Council on December 9, 2010 has been on hold waiting for the waiver exam to be completed. The process for the exam has been successfully piloted at South Campus. Students must make an appointment at their Campus Testing Center. The test is taken at the Centers on computers that have lock-down browsers, or browsers that do not allow the user to go to any other website during the testing session. Instructions are being sent to all campus testing centers. Any questions regarding the process should be directed to Brenda Trettel.

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

Maryann Anderson discussed the question of quorums being necessary when proposals are presented. At Council, we have always had a quorum; however, there are quorum problems, from time to time, with Subcommittees. One source of the problem is Administrators who serve on Council Subcommittees as well as Board of Trustees Subcommittees. As there is sometimes a time conflict, Administrators attend the Board of Trustees Subcommittees leaving the Council Subcommittee without a quorum. This is especially difficult for Initiators who arrive for their Subcommittee hearing and are told to return because of a lack of a quorum. This will be addressed with Dr. Johnson.

The remainder of the proposals for this year will be heard at the April 28 meeting of College Council. The meeting will start at 2:00 PM and continue until all business is concluded. There will be no meeting in May.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes April 28, 2011

**COLLEGE COUNCIL MEETING MINUTES  
APRIL 28, 2011  
OFFICE OF COLLEGE SERVICES BOARD ROOM**

## **ATTENDANCE**

### **PRESENT**

Richard Allison  
Maryann Anderson  
Mary Frances Archey  
John Dziak  
Carl Francolino  
Rita Gallegos  
Jane Greenwood  
Shirley Harr  
Donna Imhoff  
Nancy Jenkins  
Evelyn Kitchens-Stephens  
Rachel Matheis  
Bonnie Ordonez  
Maura Stevenson  
Barbara Thompson  
Marianne Trale  
Stephen Wells

### **ABSENT**

### **GUESTS**

Lucille Adkins  
Don Breibarth  
Susan Brown  
Jacki Connolly  
Brian Jump  
Robert Kmetz  
Sue McCleary  
Pamela Nichols  
Mary Kate Quinlan  
Brad Sandrock  
Joanne Smutko  
Brenda Trettel  
Elizabeth Vargo  
Jim Robertson  
Allysen Todd  
Gretchen Mullin-Sawicki

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

### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE APRIL 14, 2011 MEETING OF COLLEGE COUNCIL**

Rita Gallegos moved to approve the minutes of the April 14, 2011 meeting of College Council. Donna Imhoff seconded the motion and the minutes were approved as amended.

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

#### **A. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the work of Assessment and Research will continue this summer. He will be building the Blackboard site, and other members will be looking at site and linking resources.

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

Steve Wells introduced the 2 program reviews.

**Program/Discipline Review: Five Year Program Review for Engineering Transfer  
Programs: Engineering Science (093), Engineering Technology (094), Manufacturing Engineering (707)**

Gretchen Mullin-Sawicki and Brad Sandrock presented the program review for the Engineering Transfer

Program. Mr. Sandrock reported that the labs in the department are very small and contain a lot of equipment that is difficult to keep up to date.

The review of course syllabi showed that several courses need to be updated and course objectives aligned with Bloom's Taxonomy. These courses will be presented to College Council to be deleted or updated in the future.

The strength of the Manufacturing Engineering program is that it is an industry standard program which is transferrable to Robert Morris University. It is also a high tech program into which many certificate graduates can transfer.

The strength of the Engineering Science Program is that it offers students the ability to attend college for a low cost, and then transfer as juniors into the Engineering program at many universities.

The strength of the Engineering Technology Program is that there are many articulation agreements with this program giving students many options.

Weaknesses include that few of the students who complete the programs actually take the time to graduate. There is also confusion between the 2 Engineering programs. In the Engineering Technology program, the three options for students, Mechanical, Civil and Electrical are not clearly defined. This is being addressed.

Bonnie Ordonez moved to accept the program review. Jane Greenwood seconded the motion and the motion passed unanimously.

#### **Program/Discipline Review: Massage Therapy Degree Program (#443.1) and Massage Therapist Certificate Program (#695.1)**

Joanne Smutko presented the program review. Mrs. Smutko pointed out that CCAC students sitting for the National Certification Board for Therapeutic Massage Examination have a 100% pass rate. Enrollment is down 8%; however, enrollment is down 11% nationally. Mrs. Smutko commented that the program is hard to maintain with just her. An adjunct and perhaps a student who has not been licensed yet would be a help.

Students in the program do community work, donating their massage services at hospitals, senior centers and residences and for associations. Students also give free massages on Tuesdays and Wednesdays during January thru April for the community.

Donna Imhoff moved to accept the program review. Marianne Trale seconded the motion and the motion to accept passed unanimously.

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

Evelyn Kitchens Stephens reported that a special meeting of the Subcommittee was held on April 20 with a quorum present. The Subcommittee revisited the F/N Grade Proposal and rejected it. There is another device that Fran Dice can use to gather the data that she needs. Mrs. Dice will return in the Fall with a revised proposal.

#### **Program Review: Job Placement & Career Services Comprehensive Student Development Services Assessment**

Bob Kmetz, the Director of Job Placement and Career Services at Allegheny Campus presented the program review. There was extensive input from staff and Advisory Board members in the writing of this program review. Mary Kate Quinlan facilitated the process. The program review included seven elements

which are 1) Overview, 2) Objectives, 3) Diversity, 4) Collaboration, 5) General Education Goals of the College, 6) Department Policies and Procedures, and 7) Resources.

While staffing is consistent across campuses, it does not reflect FTEs. Support is provided to all the Centers; however, West Hills is especially challenging to the North campus staff because of its growth and emphasis on technical and trade programs. Specifically trained staff is needed to address the unique situation of the growing population of veterans, individuals with disabilities, those in non-traditional occupations, the long-term under or unemployed, and ex-offenders seeking re-entry into the workforce.

Maura Stevenson moved to accept the program review. Bonnie Ordonez seconded the motion and the program review was accepted with 12 votes in favor and 2 abstentions.

### **Program Review: Registration and Advisement Comprehensive Student Development Services Assessment**

Sue McCleary, Director of Registration and Advisement presented the program review.

The program review included seven elements which are 1) Assessment Elements, 2) Objectives/Assessment, 3) Diversity, 4) Collaboration, 5) General Education Goals of the College, 6) Department Policies and Procedures Manual, and 7) Identify the Resources Needed as Supported by the Assessment Results. There was extensive input from staff and external evaluators in the writing of this program review.

The assessment results indicated the need for additional staff including an Assistant Director of Registration and Advisement at each of the campuses, as well as additional SEIU staff at some campuses. The program review indicated that having full-time professional academic advisors would improve the consistency and delivery of services to students.

A correction on Page 7 of the program review under "Weaknesses," the fifth bullet should be changed to "Inability to assess qualifications of advisors."

Carl Francolino moved to accept the program review. Steve Wells seconded the motion and the motion passed 13 votes in favor and 1 abstention.

### **Proposal: Requiring Reading in the First Semester**

Mary Kate Quinlan presented the proposal which would require first time, degree-seeking students who score into the lowest level of Developmental Reading to take their first reading course in their first semester. The proposal was based on data from Fall 2004 to Fall 2009, analyzed by Institutional Research. The GPA for at-risk students who take reading in their first semester is 1.69, in the second semester is 1.7. Of those who do not take reading in their first year, the average GPA is 1.47.

The following policy language was recommended:

"First time, degree-seeking students who score into the lowest level of Developmental Reading are required to take DVS 060 and DVS 070 in their first semester."

There was some concern expressed that there might not be enough sections or space to accommodate this policy change. Ms. Quinlan said that the College is aware of this.

Although this would be implemented in the Fall semester, those students who have already registered who fit in the at-risk category would not be required to follow the new policy. This is relatively few students.

Bonnie Ordonez moved to accept the proposal. Barbara Thompson seconded the motion and the motion passed 13 votes in favor and one abstention.

#### **Request for a Temporary change to the Nursing Admissions Process**

Sharon Brown presented the request which would delete the following requirement from the current admissions criteria: "If Anatomy and Physiology 1 (BIO 161) or Microbiology (BIO 175) were completed prior to admission to the Nursing program, students must have completed them with a "C" grade or better within the last ten years."

The Nursing program normally has twice the applicants as they do currently. This was a temporary compromise that the Nursing faculty were willing to make in the admissions criteria in order to build enrollment. The implementation of this temporary change is for the Fall 2011 term only.

Rita Gallegos moved to accept the request. Maura Stevenson seconded the motion and the motion passed with 12 in favor, one opposed, and one abstention.

#### **D. CURRICULUM**

Before the Curriculum report, Council honored Maura Stevenson who will be moving to Connecticut this summer. Maura has served on Council for many years and will be greatly missed.

#### **Proposal: Revision of Certificate Dietary Manager Program Description (#591.1) to Include Program Objectives and Accreditation Information**

Liz Vargo, Program Coordinator of the Dietetic Technician Program presented the proposal which revises the program description to include program objectives using Bloom's Taxonomy, and includes the accreditation contact information for the Dietary Managers Association.

Evelyn Kitchen-Stephens moved to accept the proposal. Carl Francolino seconded the motion, and the motion passed unanimously.

#### **Proposal: Revision of Degree Dietetic Technician Program (590.1) Description to Include Program Objectives**

Liz Vargo, Program Coordinator of the Dietetic Technician Program presented the proposal which revises the program description to include program objectives using Bloom's Taxonomy, and includes the accreditation contact information for the American Dietetic Association.

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

#### **Proposal: Revisions of the Phlebotomist Program (#513)**

Bonnie Gregg, the initiator of the proposal was unable to attend College Council, so the proposal was presented by Rick Allison.

The proposal includes adding program learning objectives using Bloom's Taxonomy. Content was increased in two courses which added credits to the program. The credits for PHB 101, Clinical Phlebotomy were increased from 3 to 4 credits, and the credits for PHB 211 Clinical Phlebotomy Seminar were increased from 2 to 3 credits. Also ALH 106, Basic Life Support, was added to the program. The program credits now total 12, which makes it a full-time program that qualifies for financial aid. This was one of the few remaining diploma programs and is now a certificate program.

A correction was made to page 6, paragraph 4 of the proposal, correcting the spelling of "Basic."

Rachel Matheis moved to accept the proposal with corrections. Rita Gallegos seconded the motion and the motion passed unanimously.

**Proposal: Revision of MUS common course syllabi (13)**

Allysen Todd presented the proposal stating that Music courses have not been revised in many years. The proposal rewords catalog course descriptions and learning outcomes, and reorganizes topics for MUS 101, 103, 104, 115, 116, 119, 121, 122, 203, 204, 215, 216, and 253.

The following corrections were made to the proposal:

Page 5, the Prerequisite is MUS 101 rather than none

Page 7, and 8, Catalog Course Description, “Jazz” should be capitalized, and the “:” removed after “Some of the styles covered are.”

Page 12, Catalog Course Description, the last line, “This class is open to non-majors with an adequate musical background” will be removed.

Learning Outcomes # 3, “principles” is misspelled.

Learning Outcome # 5, “part writing” is not hyphenated.

Page 13, Learning Outcomes # 3, “principles” is misspelled

Page 14 and 15, Catalog Course Description, “Jazz” should be capitalized, and the “:” removed after “Some of the styles covered are.”

Page 16, Catalog Course Description, “Jazz” should be capitalized

Listed Topics # 1,4 “Jazz” should be capitalized

Listed Topic # 3, “Swing Era” should be capitalized

Rachel Matheis moved to accept the proposal with corrections. Rita Gallegos seconded the motion and the motion passed unanimously.

**Proposal: Add FCL 125, Introduction to Arabic and FCL 135, Arabic II as language courses**

George Jaber and Brenda Trettel presented the proposal which adds two Arabic language courses, FCL 125, Introduction to Arabic and FCL 135, Arabic 2 which can be used as electives. This will expand students’ options when they need an elective. The addition of these two courses is very timely in today’s world.

The following correction will be made:

Page 4, Catalog Course Description, the second sentence will be revised to start, “Students will study Arab cultures...”

Learning Outcome # 2, remove the word “Arab” before the word “world.”

Listed Topic # 1 and 3, change “Arab” to “Arabic.”

Listed Topic # 5, change “culture” to “cultures.”

Page 7, Learning Outcomes # 3, should begin, “Describe Arab cultures...”

Learning Outcomes # 6, delete the word “Arab” before the word “world.”

Learning Outcomes # 10, Delete the entire outcome.

Donna Imhoff moved to accept the proposal as amended. Jane Greenwood seconded the motion and the motion passed unanimously.

**Proposal: Course revisions to ANT 117, GEO 101, HIS 229, POL110**

Brenda Trettel presented the proposal which revises ANT 117, GEO 101 and HIS 229 and aligns the objectives with Bloom's Taxonomy. POL 110 did not have a syllabus on record, therefore the proposal establishes one.

The following correction were made:

Page 13, Catalog Course Description, in the first sentence, remove the "." after "America."

Learning Outcomes # 7 should end with a period after "World War II."

Establish Learning Outcomes # 8, to read, "Provide details about American foreign policy since 1945."

Listed Topic # 3, after "World War," "1" should be changed to "I."

Marianne Trale moved to accept the proposal as amended. Barbara Thompson seconded the motion and the motion passed unanimously.

**Proposal: Film Worker Certificate**

George Jaber presented the proposal which would establish a new certificate program, Film Worker, which uses existing courses. With so many films being made in Pittsburgh, there is a need for fast track training that this certificate would provide. Students can take nine months of training and enter the workforce. The movie Batman will be shot here in May, and there are 6 other potential films this summer. Mr. Jaber stated that in the College's Master Plan, South Campus will be a Technical Theatre Center.

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

**Proposal: Course revisions to THE 101, THE 108, THE 109, THE 119, THE 154 and THE 155 and delete THE 217 and THE 218**

George Jaber presented this proposal which revises and aligns objectives according to Bloom's Taxonomy to the following courses: THE 101, Introduction to Theatre; THE 108, Acting 1; THE 109, Acting 2; THE 119, Introduction to Stage Direction; THE 154, Introduction to Cinema; and THE 155, Improvisation. THE 217, Theatre Production 3 and THE 218, Theatre Production 4 will be eliminated. They have not been offered in years.

The following corrections will be made:

Page 9, Course Title should be "Acting 1" rather than "ACTING 1"

Learning Outcomes # 4, should read, "Use performance techniques, alone and with others, in various types of acting exercises."

Page 24, Course Title should be "Acting 2" rather than "ACTING 2"

Learning Outcomes # 3, should read, "Utilize vocal production skills in performances."

Learning Outcomes # 5, should read in part, "Prepare and perform..."

Page 15, Learning Outcomes # 5, "Evaluate" is misspelled.

Page 21, Learning Outcomes # 2, should read in part, "Use improvisational techniques as they relate..."

Marianne Trale moved to accept the proposal as amended. Carl Francolino seconded the motion and the motion passed unanimously.

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

Barbara Thompson noted that the instructions for the waiver exam for BIO 161 and BIO 175 have not been sent to the campus testing centers. Brenda Trettel said that she will insure that the instructions are sent.

Donna Imhoff added a clarification for the Student Handbook that we must add the names, addresses, and telephone numbers, for the Deans of Students because they are the coordinators for Title IX and VI for each campus of their respective centers. This is for information purposes to Council so that everyone is informed of this minor addition that is necessary for the College to be compliant with the laws and with the Office of Civil Rights within the new changes to the handbook.

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

#### **Dr. Johnson's response to the Recommendations of the Faculty Hiring Work Group**

Steve Wells distributed a report produced by the Hiring Process Working Group, a group of faculty and administrators who were charged by Dr. Johnson to look at hiring practices especially as they relate to retiring faculty. The number of full-time faculty has decreased by 100 over the last 10 years. The College has as a goal to work toward 60% of courses being taught by full-time faculty and 40% being taught by adjuncts. The report, with Dr. Johnson's responses which appear in bold, is attached to these minutes.

#### **President's Council, Achieving the Dream Coach's Letter**

President's Council met April 25 and learned that it is being strongly recommended that CCAC be granted Leader College Status for the Achieving the Dream work that has been accomplished. There are only 30 such colleges nationally.

#### **Definition of Full-Time students in the summer**

Mary Frances Archey provided the following document which defines full-time summer students, that was presented to President's Cabinet.

#### **DEFINITION OF FULL-TIME STATUS IN THE SUMMER FOR CABINET - April 19, 2011**

Over the past few weeks there have been discussions at CCAC about the definition of full-time status during the summer as a result of the College needing to define this for the CareerLink Offices and our discovering that different offices were advancing different definitions. As a result, research was conducted of how the College reports enrollments to the State, how the other PA community colleges defined full-time status in the summer, the VA definition, how full-time status is defined for financial aid purposes and how the academic deans at CCAC define this status. As a result of this research, the following clarification on the definition of full-time status in the summer is being advanced for CCAC:

**Due to CCAC's scheduling pattern for the summer with the first summer term being in one fiscal year and the second summer term being in a separate fiscal year, any students who enroll for a total of 12 credits during the first summer term, regardless of how they register, i.e., for 4 weeks, 6 weeks, 8 weeks, 10 weeks or any combination of these sessions they will be defined as full-time. Students registering for 12 credits for the second summer term will also be defined as full-time for that term.**

#### **Enrolling students who are below the junior year in high school**

Mary Frances Archey distributed the following statement which applies to students who want to enroll at CCAC and are below their junior year in high school:

**Students who have not completed the sophomore year of high school**

The Community College of Allegheny County is committed to ensuring the integrity and content of credit and non credit coursework. The non-credit instructional area offers coursework that is content and age appropriate for adolescents.

High school juniors and seniors are welcome to take credit classes with the approval of their parents and their school district through the dual or concurrent enrollment programs. Those students must take placement testing and/or meet the pre-requisites of their selected coursework (as do matriculated students). Students who have not yet completed the sophomore year of high school but who wish to take credit coursework (and adult continuing education coursework) must seek CCAC approval and present supporting documentation from their school district.

**Credit classes:**

Student must request approval to register from the campus **associate academic** dean who, with the instructor, will decide if the course content and conditions are appropriate for the student (who must also meet all academic requirements).

**Non-credit:**

Student must request approval to register from the continuing education director who will, with the instructor, decide if the course content and conditions are appropriate for the student.

**New College Council Members for 2011-2013**

Maryann Anderson reported that there are positions open at Allegheny and North Campuses that will be settled over the summer. Mrs. Anderson added her sincere thanks and appreciation to the outgoing members of College Council for their service.

There being no further business, the meeting ended at 6:00 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

## **Response to the Recommendations of the Hiring Process Working Group**

Please accept my sincere appreciation for serving on the Hiring Process Working Group. Its charge was to investigate and make recommendations on how to address a possible deluge of retirements, leading to a lack of experienced faculty, particularly in the critical areas of English, mathematics, and science. A further assignment was to recommend how these faculty might continue to provide service after retirement.

### **Role of the Group**

Although, the working group discussed a myriad of issues related to hiring at the college, its primary responsibilities could be summarized as follows:

1. Determine a system for replacing faculty who are retiring.
2. Confirm that the Academic Planning Sub-Committee and College Council retain their role in the hiring process, as noted in the AFT Contract.
3. Identify the core disciplines in which faculty should be replaced without justification based on the number of Student Credit Hours taught, i.e. over 30,000 as documented by the Institutional Research Report showing Student Credit Hours taught.
4. Determine a system to reach/maintain the 60/40 ratio of full-time to part-time faculty teaching classes in the core disciplines while noting that approximately 10 years ago the AFT had between 440 and 450 members and now there is between 330 and 340 members.

To address the aims of the project, a number of reports were reviewed including:

- Report of faculty by Campus, title, and age
- List of CCAC Hires since July, 2010
- Summary report of AFT members by decade
- Reports of staff lists since 2006, new hires, terminations, new positions
- Summary report of the number and average age of individuals leaving CCAC
- Student Credit Hours taught by discipline and campus
- Summary of CCAC employees by employment status for the last five years
- Summary of new hires by category of employment for the last five years
- Number of over-all employees as calculated for the Employee Comprehensive Campaign

Based upon the review of this data, the working group, within the context of the Academic Planning Committee and College Council in the recommending of AFT positions, advanced a set of recommendations. These recommendations are underlined and my response follows each one in bold.

### **Response to the Recommendations**

Provide retired faculty compensation for teaching on an adjunct basis, as currently provided in the listing of staffing priorities in the AFT Contract, at the full-time overage rate rather than the rate paid adjunct faculty.

**Faculty members who have served the institution faithfully for most of their professional careers should be acknowledged for their long term commitment. It is my hope, then, that we can discuss in the near future what constitutes this recognition for retirees from the professoriate, including their continued association with the college on a voluntary or paid basis. At that time I would like to revisit the recommendation to pay faculty retirees at the full-time overage rate rather than the rate paid adjunct faculty.**

In the core disciplines of biology, English and math, i.e., the disciplines with 30,000+ Student Credit Hours being taught, positions created by retirements should be replaced without the need for justification through the Academic Planning Committee/College Council's hiring processes. This practice should

continue until the Campus ratio reaches 60/40. The process for hiring in the core disciplines should be reinstated if the ratio on a Campus again drops below the 60/40 level.

**I agree with this recommendation. However, I would suggest that this proposal be presented to the Academic Planning Committee of the College Council to ensure that this group has full understanding of the impact on the hiring process.**

If a retirement occurs in biology, English or math outside of the normal time-frame for hiring, the positions would be filled with adjuncts until the next regular hiring cycle begins.

**This system is currently in place and will remain so.**

Additional faculty for the core disciplines desired by a Department/Campus should be requested through the established hiring process, i.e., advancing the request with justifications through the Academic Planning Committee's processes.

**I agree with this recommendation.**

Until the institution reaches the 60/40 ratio, for every two faculty members retiring, the College should hire three faculty members; the calculation should be rounded up if there are an odd number of retirements. The first of these positions would go to replace any retiring faculty in Biology, English and Math, without the Department/Campus needing to provide justification for the replacements to the Academic Planning Committee/College Council. The remaining positions would be justified through the Academic Planning Committee's process.

**I agree with this recommendation, up to 10 retirements in a given year or as resources allow.**

**This proposal means that only retirements in English, mathematics, and science would be replaced one-for-one without placement in the hiring pool. So, for example, if two faculty members in English retire, three positions are authorized. They are replaced automatically and the third position, the "bonus" position, is placed in the hiring pool.**

**However, if the 2 retirements are in any other discipline, the two replacements and the bonus position go into the hiring pool.**

**Please be reminded that when funds made available through retirements are insufficient for creating the bonus positions, it may be necessary for the college to draw monies from its limited general fund. This action might limit the establishment of new faculty positions.**

**Further, your proposal to "round up" if there is an odd number of retirements could possibly lead once again to the diminution of any new faculty positions that the college might want to entertain. Therefore, I offer for your consideration an approach that is presented in the following chart:**

Retirements	Bonus Positions	Replacements
1	0	1
2	1	3
3	1	4
4	2	6
5	2	7
6	3	9
7	3	10
8	4	12
9	4	13
10	5	15

The calculation of AFT positions due to retirements for any year should be based on the actual number of retirements during the year prior to the one when the request for positions would be advanced. For the 2012-2013 year, the number of faculty to be hired due to retirements should be based on the number of retirements between July 1, 2010 and June 30, 2011.

**I agree with this recommendation.**

The College should allocate twelve new positions each year to the AFT, which is the average number of positions authorized by the College for AFT positions during the last three years. These positions can be allocated through the existing governance process to replace retiring faculty in disciplines other than biology, English and math; expanding the faculty in any disciplines; and hiring counselors, librarians, educational technicians, and system-wide positions.

**At this time it is not possible for the college to commit to a specific number of additional positions above the ones generated by the current proposal as it relates to the replacement of retirees. However, whenever possible, the college will continue to add new faculty positions to the base. Our actions over the last three years should provide some comfort in this regard.**

This process advanced for replacing retiring faculty should be reviewed every 5 years.

**I would like to propose that the recommended actions be reviewed every 3 years.**

**Once, again, thank you for your hard work and I look forward to receiving any feedback you feel comfortable providing. Also, I would like to reconvene the working group periodically to assist with determining the effectiveness of these recommendations.**