

College Council Meeting Minutes August 25, 2011

COLLEGE COUNCIL MEETING MINUTES AUGUST 25, 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
Evelyn Kitchens-Stephens
Audrey Rosenthal
Vickie Rostis
Barbara Thompson
Marianne Trale
Stephen Wells

ABSENT

John Dziak
Nancy Jenkins
Joe Spivak

GUESTS

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

AGENDA ITEM I: WELCOME AND INTRODUCTIONS

Each member introduced themselves and Maryann Anderson described the four Subcommittees. Mrs. Anderson distributed copies of the names of College Council members, and a list of the administrative members who have been appointed to the Subcommittees.

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

The following faculty members have been elected as Secretary of College Council, and Chair and Secretary of the Subcommittees.

A. SECRETARY OF COLLEGE COUNCIL

Barbara Thompson

B. CURRICULUM

Rita Gallegos, Chair
Marianne Trale, Secretary

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens,
Chair
Audrey Rosenthal, Secretary

D. ACADEMIC PLANNING

Steve Wells, Chair
Vickie Rostis, Secretary

E. ASSESSMENT AND RESEARCH

Carl Francolino, Chair
Joe Spivak, Secretary

AGENDA ITEM III: RESPONSIBILITIES OF THE SUBCOMMITTEES

Maryann Anderson distributed the descriptions of the Subcommittees from the AFT Collective Bargaining Agreement and described the responsibilities.

A. CURRICULUM

The Curriculum Subcommittee is responsible for recommending new courses and programs as well as recommending changes to courses and programs. They are also responsible for curriculum development and consideration of the transferability of courses and programs.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Academic Standards and Student Affairs is responsible for issues pertaining to advising, admissions, registration, testing, grading, retention, appeals and the Student Handbook.

C. ACADEMIC PLANNING

Academic Planning is responsible for reviewing and making recommendations for hiring AFT positions. The Subcommittee is also responsible for program review and the academic calendar.

D. ASSESSMENT AND RESEARCH

Assessment and Research is responsible for distance learning, assessment, and creative initiatives.

AGENDA ITEM IV: COLLEGE COUNCIL PROTOCOL

Maryann Anderson distributed copies of College Council protocol which was developed three or four years ago. The protocol applies to members of Council and guests. The protocol addresses such issues as being on time for meetings, being respectful of others, alerting the Chair of College Council if you are not able to attend, understanding that substitutes are not permitted, and raising your hand to be recognized. After two consecutive absences members can be replaced. Committee chairs should submit agenda items on the Friday before the meetings to the Chair of College Council.

Guests are welcome to all meetings of College Council. They may sit in the chairs along the perimeter and, when invited, move to the table to present their proposals and answer questions. Council discusses only those items on the agenda. Guests must sign in and limit remarks to five minutes.

Items passed at Subcommittees will not be presented at the following meeting of College Council because there is not sufficient time to distribute proposals to members and have members review the proposals. Therefore proposals are presented to Council at the following meeting which is approximately three weeks after the Subcommittee meeting.

AGENDA ITEM V: COLLEGE COUNCIL CALENDAR

Maryann Anderson distributed the calendar of meetings for the 2011-12. College Council meets the second and fourth Thursdays at 2:30 PM at the Office of College Services. The upcoming meeting dates are:

2011	2012
August 28	January 26
September 8	February 9
September 22	February 23
October 13	March 8
October 27	March 22
November 10	April 12
December 8	April 26
	May 10

Subcommittees meet the first and third Thursdays of the month at the Office of College Services. Curriculum, Academic Standards and Student Affairs, and Assessment and Research meet at 2:30 PM. Academic Planning meets at 2:00 PM.

AGENDA ITEM VI: UNFINISHED BUSINESS

Mary Frances Archey distributed copies of a list of the AFT positions from last year that were approved and not filled because of the hiring freeze. Seven of the 15 approved positions are frozen. Dr. Archey remarked that if enrollment increases and our financial position improves, she may approach Dr. Johnson to determine if the hiring process can continue.

AGENDA ITEM VII: NEW BUSINESS

Maryann Anderson urged the new Subcommittee secretaries to take the CMS training so the Subcommittee minutes can be posted on the College Council website.

Maryann Anderson urged Chairs to send out notices as soon as possible to solicit Subcommittee members.

Mary Frances Archey remarked that the State sent out the 13 new articulation agreements, some of which impact our programs. There may be as many as 40 articulation agreements over the next year. The State wants them in place by Fall 2012.

There being no further business, the meeting ended at 3:16 PM.

Respectfully submitted,
 Barbara Thompson
 College Council Secretary

FACULTY HIRINGS FOR 2011-2012

POSITION	CAMPUS	HIRED
ART Ed Tech	Boyce	Joe Krasean
AVT Faculty	South	Gerald Labuskes
BIO Faculty	Allegheny	Caroline Evans
BIO Faculty	South	Heather Klenovich
CJC Faculty	Allegheny	Lance Bohn
DIT Faculty	Allegheny	POSITION FROZEN
DVS Ed. Tech	Boyce	POSITION FROZEN
DVS Faculty	South	Aime Erickson
HVAC Faculty	North	POSITION FROZEN
MAT Faculty	Allegheny	POSITION FROZEN
MAT Faculty	Boyce	POSITION FROZEN
MAT Faculty	South	POSITION FROZEN
PHL Faculty	Boyce	Matthew Mayberry
PHY Faculty	South	Tae Song Lee
SOC Faculty	Allegheny	POSITION FROZEN
BIO Faculty Fellow	North	Sara Milillo
EGR Faculty Fellow**	South	Behnam Shadaravan
ENG Faculty Fellow	Boyce	Alfreida Keltz
NRN Faculty Fellow	Allegheny	POSITION FROZEN

**Carry over from last year.

College Council Meeting Minutes September 22, 2011

COLLEGE COUNCIL MEETING MINUTES September 22, 2011 Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison		
Maryann Anderson		
Mary Frances Archey		
John Dziak		
Carl Francolino		
Rita Gallegos		
Jane Greenwood		
Shirley Harr		
Donna Imhoff		
Nancy Jenkins		
Evelyn Kitchens-Stephens		
Audrey Rosenthal		
Vickie Rostis		
Barbara Thompson		
Marianne Trale		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:40 PM. The annual picture of College Council members was taken. The picture is posted on the College Council website.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE AUGUST 25, 2011 MEETING OF COLLEGE COUNCIL

Evelyn Kitchens-Stephens moved to approve the minutes of the August 25, 2011 meeting of College Council.

Rita Gallegos seconded the motion and the minutes were approved as amended.

Maryann Anderson reported that Joe Spivak is not able to serve on College Council, and there is now an Arts and Humanities vacancy for North Campus. A notice has been sent out, but as yet there are no volunteers. Since there are no volunteers from the division, any AFT employee from North may serve. Mrs. Anderson commented that it is important to have a full complement of members so that each campus is represented equally.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Steve Wells reported that the Subcommittee met September 15 and discussed several issues. The Subcommittee members are reviewing hiring forms, particularly those used for Counselors and Librarians. They are also reviewing the forms for teaching faculty to determine if they can better reflect

the workload of the Nursing faculty. The dates have been updated and the Subcommittee is reviewing the content.

The schedule for recommending faculty hires will remain the same, because starting the process early worked well last year. Dr. Johnson said to proceed with the process for recommending faculty hires even though there is a hiring freeze at the moment. The positions accepted last year that have not been filled will not have to be resubmitted. They will eventually be honored.

The Subcommittee will not be recommending changes to the College calendar this year since the Subcommittee recommended two years last year.

Dr. Wells said that he anticipates many program reviews this year. He said the Subcommittee discussed the normal program review schedule and how it relates to programs with external accreditations. Normally a program is reviewed every five years, but should the schedule be the same as when these programs are accredited? The Subcommittee will consider this and come back with a recommendation.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the Subcommittee met on September 15 and heard two proposals, the Nursing proposal to eliminate the PAX test and the Military Call to Duty Proposal. Both proposals were approved with conditions. The Subcommittee asked that future Nursing proposals be complete when they are submitted, and not be presented in pieces. The Military Call to Duty proposal must follow College policy.

C. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met on September 15. There are many faculty who are members, but they are still lacking a Secretary since there isn't a representative from North Campus.

The Subcommittee reviewed their responsibilities, and heard a distance learning update. There were six different upgrades over the summer, and Blackboard is working well on the new server. There was also discussion on distance learning testing at Allegheny Campus.

In attempt to standardize terminology so it is consistent with other colleges and universities, the College will rename "distance learning" to "online learning," "web-enhanced courses" to "hybrid courses" and "DVD courses" will still be called "DVD courses."

The Subcommittee will look at Moodle which is an alternative to Blackboard, in an attempt to keep up with all aspects of online learning. The Subcommittee will see a demonstration of the ProctorCam service which provides proctored testing at remote locations. Their service is geared to community colleges.

D. CURRICULUM

Programs with Learning Outcomes Numerated

Rita Gallegos presented the list of programs that required the learning outcomes to have numbers rather than bullets. No other changes were made.

1. Civil Engineering Tech Certificate (277.1)
2. Foodservice Lodging and Recreation Management (405.2)
3. Foodservice Management Certificate (407.2)
4. Heating and Air Conditioning (313.1)
5. Heating and Air Conditioning Certificate (312.1)
6. Heavy Equipment Operating Engineers Apprenticeship Certificate (740)

7. Homeland Security (615)
8. Homeland Security Certificate (616)
9. Lodging and Recreation Management Certificate (406.2)
10. Pre-Health Professions (033.1)
11. Sheet Metal Worker Apprenticeship (379)
12. Stationary Operating Engineer Certificate (730.1)
13. Technical Theatre Diploma (125)
14. Welding Technology Certificate (317.2)

Steve Wells moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Program Review Responses

Mary Frances Archey distributed the Program Review Responses for 2010-11. In the process of program review, the faculty members and/or external reviewers generate a list of recommendations. Within this document, the recommendations are indicated as rejected with reasons stated, referred back to the faculty, or referred to the coordinating dean.

President's Council

Maryann Anderson reported on the September 13 meeting of President's Council. The meeting dealt with informational topics.

The function of the budget review committee was presented. This committee is investigating suggestions for the College to save money. The college community has been asked to send suggestions to campus representatives. The committee is focusing on where large savings can occur.

President's Council discussed feedback on distance learning and asked for feedback on increasing the enrollment numbers to 38. Carl Francolino said that he has participated in discussions regarding this. Faculty are happy to help in the short term, but are concerned about pedagogy in the long term. Faculty would like to hear that this is a short term solution, but there has been a lack of communication regarding this.

There was a presentation by Sumana Misra-Zets in which she outlined the civil rights audit for the Office of Civil Rights. It is a massive study similar to Middle States, and nearly everyone in the College will be involved. Maryann Anderson suggested that we invite Ms. Misra-Zets to address College Council, and everyone agreed. There will be an onsite visit June 2013.

Process of Committees

Maryann Anderson distributed processes for presenting proposals for Curriculum and Academic Standards and Student Affairs which appear on the College Council website. The two Subcommittees will review these and suggest wording changes. Number 9 on the Curriculum Process Directions could be corrected to read, "Following the Curriculum Subcommittee hearing, the initiator will make any required changes and mail the entire corrected proposal to each member of College Council (CC). CC members must receive the corrected proposal at least five business days in advance of the CC meeting at which the initiator's proposal is to be considered by the Council."

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

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes October 13, 2011

COLLEGE COUNCIL MEETING MINUTES October 13, 2011 Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Donna Imhoff	Janet Colville
Maryann Anderson	Nancy Jenkins	Chico Ficerai
Mary Frances Archey		Mary Jo Guercio
John Dziak		Norman Johnson
Carl Francolino		Maureen Pavlik
Rita Gallegos		
Jane Greenwood		
Shirley Harr		
Evelyn Kitchens-Stephens		
Audrey Rosenthal		
Vickie Rostis		
Barbara Thompson		
Marianne Trale		
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 SEPTEMBER 22, 2011 MEETING OF COLLEGE COUNCIL

Rita Gallegos moved to approve the minutes of the September 22, 2011 meeting of College Council. Shirley Harr 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 and heard the proposal on the addition of the make-up, selection and training of members of the Conduct Hearing Board for Behavioral Conduct. The proposal passed, and will be presented to Council on October 27.

The Subcommittee considered changes to the process of submitting proposals which are detailed on the College Council website. The changes include that the initiator of the proposal must mail copies of the final proposal to all members of College Council, and he or she no longer needs to prove that the affected departments received notification. These changes will be reflected on the Subcommittee process form, and will be published on the College Council website.

Proposal: Military Call to Active Duty

Mary Jo Guercio presented the proposal which would provide guidelines on allowing military personnel

who are called to active duty, flexibility in handling classes in which they may be enrolled at the time. This is especially critical as our veteran student body continues to grow.

Since post 9/11, the GI educational benefits are more lucrative than they have been since World War II. As a result, more reservists and other military-connected students are enrolling in post-secondary courses.

Studies suggest that by 2015, 11% of the student body in higher education will be military-connected. It is the goal of our College to be especially military-friendly. Beginning in the Fall 2011 semester, CCAC has been recognized as a military-friendly institution by G. I. Jobs.

Currently CCAC is following minimum criteria required by law, allowing veterans to withdraw from their classes when called to active duty. This proposal outlines two additional options. The proposal would not cover those who are called for drills, which typically last one week.

Because there was concern that the proposal might be more restrictive than what is allowed according to College policy, the proposal was revised to read:

"Students called to active duty during an academic semester have the following options. The student must file written verification of the activation order as soon as it becomes available with the CCAC Veteran's Service Center and inform the faculty member."

1. This remains the same as the proposal which allows a student who has completed three-fourths of the course to accept the current grade as the final grade.

2. This allows students to avail themselves of the policy regarding incomplete grades using the I-form, and was revised. In the proposal, the following was removed, "A student intending to remove the 'I' grade will have up to 90 days from the completion of active duty to remove the 'I' grade. A student not removing the 'I' grade within the 90-day period after active duty will earn an "F" grade; forfeit all tuition and fees, and needs to repeat the course." Also a more general reference was made to the AFT contract, and page 18 of the Student Handbook which references "I" grades. A sentence was added that the 90-day period can be extended by the faculty member.

3. This provision allows a student to withdraw from the course, and obtain a full refund, and remained the same as the proposal.

Questions were posed regarding how Registration would be informed regarding the expiration of the "I" grade. Dr. Guercio said that the Veterans Center handles all communication with departments within the College.

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

Proposal: Elimination of PAX as entrance criterion

Janet Colville and Maureen Pavlik presented the proposal, which would eliminate the PAX test as a requirement for entrance into the Nursing program. The proposal was made because studies have shown that the test has a strong cultural bias, and acts as a barrier to entrance to the program for minorities and students with English as a second language. The first year after using the Pax test, there were neither minorities nor students with English as a Second Language admitted, despite the fact that some of those students had very high grade point averages. Dr. Colville reminded Council that from 1966 until 6 years ago, there was no nursing entrance exam. Testing was started to improve our NCLEX scores. The

NCLEX scores have not risen, and the NET and then the PAX tests, have only served as barriers to admission.

There were questions regarding how admissions would be handled. Dr. Colville said that there are admissions criteria in place in addition to the Pax test. The Nursing faculty are discussing this, and may present an additional proposal. There may be an increase in the grade point average requirement. The Nursing faculty do not want to admit students who will obviously not be able to complete the program. Because we are a community college, most students who come to the program have already completed many of their courses, and are halfway through the program.

Jane Greenwood moved to accept the proposal. Carl Francolino seconded the proposal, and the proposal passed, ten votes in favor and one vote opposed.

B. ASSESSMENT AND RESEARCH

Carl Francolino reported that the last meeting was cancelled; however, the Subcommittee took advantage of the fifth Thursday of the month to preview ProctorCam which could be used for Distance Learning testing. Mr. Francolino said that it looked promising. Schools determine the criteria, and faculty can view their students taking exams. Students can hold up their ID to prove their identity. The Subcommittee will discuss this further.

C. CURRICULUM

Proposal: Revision to the Physical Therapist Assistant Program Description (#628.1)

Norman Johnson presented the proposal, and explained that the program description was revised, and the learning objectives incorporated Bloom's Taxonomy. Within the description, the number of hours of clinical experience and classroom learning were included. This is a common question during the accreditation process.

The proposal was revised so the following learning objectives will read:

1. "...as a physical therapist assistant, be prepared to pass the National Physical Therapy Examination for Physical Therapist Assistant Registration and gain employment."
5. "Utilize reflective judgment and problem solving skills and demonstrate participation in professional development opportunities to promote health and wellness."

Marianne Trale moved to accept the proposal as amended. Jane Greenwood seconded the motion, and the motion passed unanimously.

Proposal: Revision to the Massage Therapy Certificate Program (#403) course description

Norman Johnson presented the proposal which revises the program description, and the learning objectives incorporated Bloom's Taxonomy. Dr. Johnson said that Massage Therapists are now licensed by the state.

The following learning objectives were revised to read:

1. "...competencies as a massage therapist, be prepared to pass the..."
5. "Utilize reflective judgment and problem solving skills and demonstrate participation in professional development opportunities to promote health and wellness."

Evelyn Kitchens-Stephens moved to accept the proposal as amended. Barbara Thompson seconded the motion, and the motion passed unanimously.

D. ACADEMIC PLANNING

2011-2012 Hiring process, forms and timeline for AFT Full-Time Regular Faculty and Faculty Fellows

Steve Wells distributed the timeline for recommending hires, which has been distributed to the academic deans. The deadline for the submission of position requests to Academic Planning is November 10. The hearing will be December 1, and the list of recommended hires will be presented to College Council December 8. The hires approved last year that were frozen, are not to be resubmitted. They will be unfrozen, reposted, and the positions re-advertised if necessary.

At the last meeting of Academic Planning, the Subcommittee considered the *Response to the Recommendations of the Hiring Process Working Group*, in particular:

#2 "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 process. 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."

#5 "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 of College Council. The remaining positions would be justified through the Academic Planning Committee's process. "

The proposal will be implemented as the Subcommittee agreed at the end of last year.

AGENDA ITEM III: UNFINISHED BUSINESS

Timeline for Program Review for Programs with Special Accreditation

Academic Planning considered programs with special accreditation, and how the five-year program review might impact them. Dr. Wells reported that those programs will be reviewed when their accreditations take place, and will submit their accreditation documentation as their program review. This will occur even if they are accredited only every nine or ten years.

AGENDA ITEM IV: NEW BUSINESS

Mary Frances Archey distributed a list which covers Fall 2010 to the present of programs that have been updated for the catalog. There were 86 programs, all of which went through governance.

The last College Council meeting will be May 10. The final Subcommittee meetings will be April 19. The last date for a proposal to be initially announced to the College Community for review is April 12.

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

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes October 27, 2011

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

ATTENDANCE

Present

Richard Allison
Maryann Anderson
Mary Frances Archey
John Dziak
Carl Francolino
Rita Gallegos
Jane Greenwood
Donna Imhoff
Nancy Jenkins
Evelyn Kitchens-Stephens
Audrey Rosenthal
Barbara Thompson
Marianne Trale
Stephen Wells

Absent

Shirley Harr
Vicki Rosti

Guests

Charles Bostaph
Sylvia Elsayed
Mary Lou Kennedy
Reginald Overton
Judy Savolskis

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE OCTOBER 13, 2011 MEETING OF COLLEGE COUNCIL

Approval of the minutes of the October 13, 2011 meeting was postponed until the next meeting of College Council as members did not receive the minutes prior to the meeting because of an email error.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met and viewed a demonstration of ProctorCam, a service that would allow faculty to observe students taking distance learning exams. The service is still in Beta-testing phase, so the company is not able to demonstrate what a faculty member would actually see. Mr. Francolino thought that the service looks promising, but is not ready to be marketed yet.

B. CURRICULUM

Rita Gallegos reported that the Subcommittee met and heard one proposal, the deletion of the Painters and Allied Trades (619) program. The proposal passed and will be presented to Council at the next meeting.

Mrs. Gallegos also reported that the Subcommittee has completed revising the process form for possible changes.

C. ACADEMIC PLANNING

Steve Wells reported that Academic Planning did not meet; however, there are three program reviews that are expected to be presented soon.

Dr. Wells also reported that even with all of the budgetary problems, the Subcommittee will continue with plans to make recommendations for faculty hires.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Addition of Conduct Hearing Board make-up, selection and training to Student Code of Behavioral Conduct and Student Handbook

The proposal was presented by Mary Lou Kennedy who acknowledged the work done by Charles Bostaph and the other Deans of Students.

Dr. Kennedy said that a lot of work was accomplished on the Student Handbook last year; however, the make-up and training of the campus conduct hearing boards was inadvertently omitted. This proposal creates a process for that.

The make-up, selection and training would mirror that of the academic hearing board process. Training will be across the system to provide consistency and fairness to all students.

A few corrections will be made to the proposal.

- All numbers ten and under will be written out.
- Where there is reference to Title IX, a brief description of Title IX will be provided.
- The description in the Student Handbook will begin, "Each campus has a conduct hearing board composed of an equal..."
- The heading and the first line under training will be, "Training for the conduct hearing board."
- In reference to the deans of Student Development, "Student" and "Development" will be capitalized.

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

In reference to the required five days notice to the college community before a hearing regarding a proposal, the first three days of Thanksgiving week, November 21-23, are considered working days, and count for three of the five required days.

AGENDA ITEM III: UNFINISHED BUSINESS

Maryann Anderson reported that Dr. Johnson did not sign off on the proposal to eliminate the Pax Test as a requirement for admission to the nursing program. Dr. Johnson wants to meet with the Nursing faculty and find out what an alternative to the Pax test would be for admission to the nursing program.

Rick Allison reported that he is collecting data on when the various allied health programs will be having their accreditations.

AGENDA ITEM IV: NEW BUSINESS

Update on CCAC's Mechatronics Program PLA (Judy Savolskis)

Judy Savolskis reported that when the Mechatronics program was approved, she was asked to report back on the progress of the program. Ms. Savolskis reported that this program, grant-funded through the U.S. Department of Education, has been doing extremely well.

Mechatronics is an engineering field that integrates mechanical and electronic components with hydraulic, pneumatics, electronics, and computer controls in manufacturing. It is a rigorous program that had a 65% completion rate the first year, and a 78% completion rate the second year.

The program has partnered with Schroeder Industries such that if their employees complete all 300 hours of the program and receive a grade of 80% or higher, each of those employees receives a \$5,000 bonus. The company Prominent Fluids is also giving cash rewards to their employees who successfully complete the program. The demand for graduates of the program is growing, and the program will be continuing.

Donna Imhoff reported that the barber program is going very well at the Homewood Brushton Center. The program is ten months in length and has 1250 hours of practicum.

There being no further business, the meeting ended at 3:40 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes November 10, 2011

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

ATTENDANCE

Present	Absent	Guests
Richard Allison	Carl Francolino	Maureen Pavlik
Maryann Anderson	Shirley Harr	Elizabeth Vargo
Mary Frances Archey	Donna Imhoff	
John Dziak	Nancy Jenkins	
Rita Gallegos		
Jane Greenwood		
Evelyn Kitchens-Stephens		
Audrey Rosenthal		
Vickie Rostis		
Barbara Thompson		
Marianne Trale		
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 13, 2011 AND OCTOBER 27, 2011 MEETING OF COLLEGE COUNCIL

Rita Gallegos moved to approve the minutes of the October 13, 2011 meeting of College Council. Marianne Trale seconded the motion and the minutes were approved as amended. Rick Allison mentioned that in the October 13, 2011 minutes, Janet Colville stated that the first year after the PAX test was instituted; there were no minorities nor students with English as a second language admitted into the Nursing Program. Dr. Colville should have stated that the numbers were greatly diminished.

Steve Wells moved to approve the minutes of the October 27, 2011 meeting of College Council. Rita Gallegos seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Rita Gallegos stated that the Subcommittee met last week and approximately five proposals were approved. These will be presented at the December 8 meeting of Council.

B. ACADEMIC PLANNING

Steve Wells reported that the Subcommittee met and heard two program reviews. At the December 8 meeting of Council, he will be bringing approximately four program reviews plus the hiring recommendations to Council.

Dr. Wells also reported that the Subcommittee is continuing to work on the process document for program reviews and will distribute it at the next meeting.

Program/Discipline Review: Program Review Dietary Manager (591.1)

Elizabeth Vargo presented the program review for the Dietary Manager Program. The program is accredited every five years and this program review is the result of the accreditation. The program was approved for another five years and Mrs. Vargo will be returning with a program review at that time.

Mrs. Vargo reported that enrollment continues to grow, especially as a result of the online curriculum. The only recommendation of the program review is to hire an additional faculty member. This hire was recommended by Council and approved by Dr. Johnson last year; however, the position is currently frozen.

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

Rick Allison reported that he has completed researching those programs with outside accreditation. The results will impact Appendix A which lists when programs are due to conduct program review. The revised list will be distributed at a future meeting.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the Subcommittee did not meet because of a lack of proposals. The proposal submission process directions have been completed and will be put on the College Council website.

Mary Frances Archey mentioned that there are approximately eight items which will potentially go through Academic Standards and Student Affairs this year.

D. ASSESSMENT AND RESEARCH

There was no report from this Subcommittee. Carl Francolino was unable to attend the meeting, and there is no secretary for the Subcommittee as no one has stepped forward from North Campus to serve.

AGENDA ITEM III: UNFINISHED BUSINESS

Update on the status of the *Elimination of PAX as entrance criteria* proposal

Maureen Pavlik reported that Nursing is waiting for President Johnson to approve, amend or reject their proposal on the elimination of the PAX test as an entrance criteria. Dr. Johnson met with the Nursing Admissions Council and faculty were in favor of raising the QPA to possibly 2.8. Students are being told that the Nursing admission is under review.

Mrs. Pavlik also reported that between October 1, 2010 and September 30, 2011 our nursing students had an 82% NCLEX passing rate. The limit of an acceptable range is 80% . Students who graduated this past May had an 88% passing rate; however, the brighter students tend to take their NCLEX tests soon after graduation.

In Pennsylvania, 68% of students from nursing schools are doing better than our students on the NCLEX test, and 69% of nursing students from other Pennsylvania community colleges are doing better than our students. Students from diploma schools do the best on the NCLEX test, because those students are in class or in clinical 40 hours per week.

AGENDA ITEM IV: NEW BUSINESS

There was no new business.

There being no further business, the meeting ended at 3:31 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes December 8, 2011

COLLEGE COUNCIL MEETING MINUTES December 8, 2011 Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Donna Imhoff	Allison Caveglia Barash
Maryann Anderson	Vicki Rostis	Janet Colville
Mary Frances		Anne Louise Dailey
Archey		Stephanie Goloway
John Dziak		Bonnie Gregg
Carl Francolino		Mary Lou Kennedy
Rita Gallegos		Roger Kinger
Jane Greenwood		Dan Lowe
Shirley Harr		Dan Maddox
Nancy Jenkins		Scott Main
Evelyn Kitchens- Stephens		Gretchen Mullin-Sawicki
Audrey Rosenthal		Brad Sandrock
Barbara Thompson		Allysen Todd
Marianne Trale		Brenda Trettel
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 10, 2011 MEETING OF COLLEGE COUNCIL

Steve Wells moved to approve the minutes of the November 10, 2011 meeting of College Council. Audrey Rosenthal seconded the motion and the minutes were approved as presented.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Proposal: Recommendations for the Full-Time Hiring Rankings, 2012-2013 AY and Recommendations for the Faculty Fellows Hiring Rankings, 2012-2013 AY

Steve Wells distributed copies of the 2012 recommendations for hire. Dr. Wells explained that the Subcommittee met in executive session and ranked the positions. Subcommittee members took into consideration the campus rankings, the data in the hiring packets, the narratives that accompany the data, and the needs of the campuses. The Subcommittee then had the open forum and heard presentations concerning particular hires, specifically Math and Nursing.

Dr. Wells commented that Dr. Johnson has made it clear that the seven positions plus the faculty fellow positions that are frozen will be hired first and those positions were not included in the rankings for this year.

The Subcommittee has not been informed how many new positions will be funded; however, with the austerity measures, the closing of the Downtown Center and the continued support from the County, it is hoped that several new positions will be funded.

There are 11 retirees this year that hopefully will be replaced with money from the existing budget. Some retirements were announced after the deadline to submit new hire requests.

Janet Colville made a presentation regarding Nursing, explaining that the current method of documenting hiring needs does not work well for Nursing because of how clinical hours are staffed. Dr. Colville expressed concern regarding patient care and safety when so many part-time faculty are responsible for our students, and ultimately patients, in the hospital settings. She mentioned that one in every three patients has a negative or unacceptable experience in hospitals and does not want our Nursing Program to be responsible for any of those experiences. She said that faculty need to be familiar with the clinical setting, and need to be respected by the hospital staff in order to provide students with a good clinical experience. UPMC and Allegheny General have expressed concern regarding the number of part-time faculty and turnover.

Dr. Colville added that experienced nurses are in short supply; therefore, finding adjuncts who will accept our adjunct pay is difficult. Full-time faculty need to know that what they teach in class is being followed in clinical. Dr. Colville concluded saying that Nursing is the work-horse of the academic division with Nursing students taking math, biology, and English courses. There is a need for twice as many full-time faculty as we have.

Rick Allison reported that a Radiologic Technology faculty member announced his retirement three days after the hiring deadline. The program, which is the largest radiologic technology program in the country, has three full-time and three part-time faculty who have 130 students in 31 hospitals in 73 departments. UPMC requires three visits per week, and it is difficult for faculty to keep up. The College took over the UPMC program with the idea that the program would have a third full-time faculty member.

Mr. Allison mentioned that the accreditation team is coming in February and will note the lack of the third faculty member. Without replacing the position, the program will probably be forced to admit fewer students in the Fall. There are already 90 applications for next year.

Steve Wells said that Academic Planning discussed the retirement of the Radiologic Technology faculty member at their meeting, and concluded that since the position was not on the list of requested faculty because the retirement was announced after the deadline, they did not want to deviate from the process. Dr. Wells added that the list of hiring recommendations is a list that the President can follow or not.

Mary Frances Archey asked if there is documentation that establishes the ratio of faculty to students for the program. Rick Allison is checking that, and is also surveying all 22 allied health programs which are accredited to determine if a ratio is set for any of those programs.

Dr. Archey asked about two of the Educational Technician positions on the list, appearing in positions number 16, Biology, and 22, Theater. She asked if these are replacement positions or new positions. Because they are replacement position, there is AFT contract language that prohibits the reduction of instructional support in the classroom. John Dziak cited Article XXI, C, which reads in part, "Personnel shall be provided for the delivery, set-up, guidance in operation, dismantling and return of audio-visual equipment and instructional material." According to John Dziak, this language indicates that the level of instructional support by Educational Technicians shall not be reduced.

There was discussion regarding moving those two positions up on the list. Barbara Thompson felt that we should not forward a list of recommendations to Dr. Johnson that is in violation of the AFT contract. In the end it was decided to leave the list as it is, and Maryann Anderson will mention the two Educational Technician positions, as well as the Radiologic Technology faculty retirement to Dr. Johnson when she presents the list of recommendations to him.

Rita Gallegos moved to accept the list of recommended hires. Marianne Trale seconded the motion and the motion passed with 12 votes in favor and 1 vote opposed.

Program/Discipline Review: English

Allysen Todd and Dan Lowe presented the proposal. Steve Wells mentioned that the only discussion at the Subcommittee level was that Appendix H seemed to be missing. It is there, but it is not labeled. Allysen Todd began by saying that the discipline review deserves attention because it reemphasizes needs that were there five years ago that still have not been met. She added that each campus had representation and assignments to complete. The material was then forwarded to Jean Aston and Dan Lowe who assembled the document, putting it together as one voice.

Dan Lowe said there is the chronic concern of too many sections taught by part-time faculty. He said that it is very difficult to manage departments when over 57% of courses are taught by adjuncts. The program suffers because there is less consistency of instruction.

Recommendations include the need for additional full-time faculty, a coordinator of adjuncts to orient them to the program, the continuation of the development of assessment models, a hiring plan to ensure more diversity, centralized mentoring of adjuncts, and writing centers.

Dr. Lowe complained that there are not enough tutors, and Smarthinking which is somewhat good, is not like working with a live person. Especially for Developmental students, Smarthinking is somewhat difficult to navigate.

When questioned regarding the automatic refilling of retirements, Dr. Archey replied that currently the only agreement is that the 11 frozen positions will be posted again in February.

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

Program/Discipline Review: Medical Assistant Advanced Program (Degree 535) and Medical Assistant Program (Diploma #419)

The program review was presented by Rick Allison and Bonnie Gregg. Ms. Gregg mentioned that there will be significant changes in this program, specifically that the Medical Assistant diploma program will become a certificate program.

The program is accredited by two bodies, the Medical Assisting Education Review Board and the Commission on Accreditation of Allied Health Education Programs. The accrediting bodies establish the competencies and the faculty ensures that the program is in line with those competencies.

The competencies of students are carefully measured. Students evaluate the program when they graduate and again six months later to determine if the program provided what they needed in terms of learning outcomes. The return rate for the evaluations is 60%. The program is also evaluated by employers to determine if the entry-level students from the program are performing well. Employers who responded say they are pleased with the program graduates.

Bonnie Gregg mentioned that she is the only full-time faculty, and the rest are very dedicated adjuncts. Ms. Gregg is not a certified medical assistant, and when she leaves the College, she must be replaced by a faculty member who is a certified medical assistant and has a Master's degree. Rick Allison mentioned that many allied health programs are beginning to require that the program faculty have the degree of the program as well as a Master's degree.

Recommendations include hiring a faculty member with medical assisting certification, incorporation of educational software for electronic medical records and changing the course descriptions in the catalog. Because lab space is shared with several other programs, the need for additional lab space will be added to the recommendations.

Rita Gallegos moved to accept the program review with the additional recommendation of lab space. Jane Greenwood seconded the motion and the motion passed unanimously.

Program/Discipline Review: Building Maintenance Technology certificate (383.1); Building Maintenance Technology degree (384.1); Mechanical Maintenance Technology (713); Mechanical Electronics Technology (711)

Gretchen Mullin-Sawicki presented the program review which she authored because there are no full-time faculty in the program. The program is small and struggling with low enrollment. Dr. Mullin-Sawicki talked to the program evaluator who offered excellent suggestions to revive the program.

Recommendations include deleting the Mechanical Electronics Technology (711) program and the Mechanical Maintenance Technology (713) program because of low enrollment and renaming the Building Maintenance Technology certificate and associates degree (383.1 and 384.1) programs the Facility Maintenance Technology programs. This would be an umbrella program of core courses and students could opt for a specialty in either mechanical or electrical, utilizing restricted electives. The program will need to be presented to the Curriculum Subcommittee when program goals have been established. Recommendations also include purchasing bathroom and kitchen equipment for students to practice repairing, purchasing additional software, revising the syllabus, and developing an adjunct pool.

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

Program/Discipline Review: Ethnic and Diversity Studies Program (Certificate 114.1, AS Degree 014.1)

This program review was not presented because the members of College Council had not received a copy of the program review prior to the meeting.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the last meeting was cancelled due to a lack of proposals; however, since then she has received an SDS 102 proposal.

C. ASSESSMENT AND RESEARCH

Carl Francolino reported that at the November 17 meeting, the Subcommittee reviewed anti-plagiarism software. There is free software from Blackboard called Safe Assignment. There is however, a problem with turnaround time in order to receive the documents back. CCAC faculty also use Turnitin software. Both are good, however Mr. Francolino feels that Turnitin is a little better.

Proctor Cam, which has been reported on in previous meetings, would like us to pilot their product. If they are willing to offer Proctor Cam to us for free to pilot, then perhaps a few faculty members will want to try

it. Sitting and watching a student take a distance learning test might be too much of a time commitment for a faculty member. Faculty might just want to spot check. Mary Frances Archey said the company wants us to pay \$5,000 if we will commit to watching 1,000 hours of testing and forming an opinion.

Mr. Francolino said that there may be a proposal for reading centers coming forth.

There has been a delay in the annual report on Distance Learning.

Mr. Francolino concluded by saying that there will be a secretary in the Spring semester for this Subcommittee. Elizabeth Claytor will be joining College Council in January and assuming the secretarial position on the subcommittee.

D. CURRICULUM

Proposal: Add GEO103, Geography of U.S. and Canada

Brenda Trettel presented the proposal. It was found that there was no syllabus for this course, therefore one was created. It was noted that the catalog description should probably include a little more detail.

Correction to the proposal included:

Under Listed Topics 3, add "geography."

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

Proposal: Revise PSY 290 Research Methods Applications course to include additional content as required for the Pa Transfer and Articulation (TAOC) agreement for Psychology. As a result, the Psychology program (053.2) will be revised to reflect the change in number of credits.

The proposal was presented by Anne Louise Dailey. The current course has been in existence for a very long time. To satisfy the Pennsylvania Transfer and Articulation Agreement, PSY 290 needed to be revised so that it would be a four-credit course. A lab was added which is virtual. For the lab, students use themselves as the live subjects. Also, PSY 280, Special Topics in Social Science Research, is being deleted because the course no longer exists. This is a one-credit course; therefore, removing it from the degree requirements, keeps the program at the same number of credits.

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

Proposal: Revision to the Administrative Computer Specialist (#234) Program Description

Rick Allison presented the proposal which revises the Administrative Computer Specialist Program to add program learning objectives and applying Bloom's taxonomy.

Evelyn Kitchens-Stephens moved to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

Proposal: Revision to the Administrative Assistant (#785) Program Description

Rick Allison presented the proposal which revises the program description and learning objectives, and applies Bloom's taxonomy to the Administrative Assistant Program. TRV 210, Computerized Reservation Systems, will be removed from the list of restricted electives as the course no longer exists.

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

Proposal: Deletion of Painters & Allied Trades (#785) Program

Gretchen Mullin-Sawicki presented the proposal which eliminates the Painters and Allied Trades Program. This was a union program designed for Local 57. The union is no longer interested in the program. The program last ran in 2005 with one student.

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

Proposal: Automotive Program Revision

Roger Kinger and Scott Main presented the proposal which will make it easier for students to move from day to evening classes by aligning the course numbers. All Program 507 courses will align with Programs 349 and 350 courses for easier transition among programs, and to increase the graduation rate. The changes will provide students with more flexibility in selecting among all the automotive programs. This will further allow students to complete a degree or certificate in the shortest time frame possible. The proposal includes revisions to course descriptions to include green technologies, and to comply with standards developed by the National Automotive Technician Educational Foundation. Required skill levels have changed because of hybrid technologies.

Changes to the proposal include the following:

Page 8, 15 and 22, the following statement is to be removed, "Students should be advised at the CCAC-West Hills Center." All of our advisors are general advisors, and this could potentially lead to a violation of the AFT contract.

Page 22, the proposed title should read, "Automotive Technology Program Certificate."

Page 22 under "Second Semester," the number 3 is repeated after the word "Accessories."

Page 23 under "Fourth Semester," the number 3 is repeated after "Drive train."

Page 30 in the Catalog Course Description, the word "Law" should be capitalized after the word, "Ohm's."

Page 50, Learning Outcomes 6, should read "...using industry-recognized diagnostic..."

Page 54, Listed Topics 8, the spelling of "diagnose" is incorrect.

Marianne Trale moved to accept the proposal as amended. Rita Gallegos seconded the motion and the motion passed unanimously.

Proposal: Deletion of Network Cable Technology (716)

Gretchen Mullin-Sawicki and Brad Sandroock presented the proposal which will delete MIT 171, 173, and 175 as well as the Network Cable Technology program itself. The program which has had very low enrollment requires that a faculty member take very specific training in New Jersey to teach the courses. The College is adverse to offering courses so closely tied to an individual instructor who may leave the College following the training. There is very little interest on the part of students in working in this field. Most students were taking the courses just as technical electives. Annual enrollment averaged 1.44 part-time students and .11 full-time students. Students enrolled in the program will be contacted and told they must complete the program by Spring 2013.

Carl Francolino said there is interest in CIT in cable networks and perhaps the program hasn't been sufficiently marketed. There might be some CIT faculty who would be interested in becoming certified, and that CIT might adopt it. Dr. Mullin-Sawicki said there is no interest in keeping the program in Engineering, and that it could be proposed as an experimental course under CIT.

Rita Gallegos moved to accept the proposal. Jane Greenwood seconded the motion and the motion passed unanimously.

Proposal: Engineering Syllabi updates

Gretchen Mullin-Sawicki and Brad Sandrock presented the proposal which condenses and updates the learning outcomes of MET 155 Dynamics, MET 200 Metrology, and MET 212 Manufacturing Processes.

The following corrections were made to the proposal:

Page 6 Catalog Course Description, correct the spelling of the word, "calculations."

Page 10 Catalog Course Description, remove the semicolon and add a comma after "rigid bodies."

Steve Wells moved to accept the proposal as amended. Barbara Thompson seconded the motion and the motion passed unanimously.

Proposal: Changes to Basic Electronics Certificate (299)

Gretchen Mullin-Sawicki and Brad Sandrock presented the proposal. The certificate program is being revised to reflect the technological changes in the field which demand more troubleshooting of circuits and less mathematical analysis.

All courses will be offered online. The program can be marketed as online courses of six to seven credit chunks for working adults as well as being offered on campus. For some online courses, students must have a lab kit for simulation work.

Some of the courses require an 18-hour onsite lab utilizing very expensive equipment. For these, a web-enhanced format would work well, however to meet the requirements of a web-enhanced course, 60% of the course must be spent on campus. This is more time than is needed; therefore, a separate one-credit lab course would be appropriate to satisfy the onsite learning necessary for the course. This could be done on campus, or in a facility anywhere that has the appropriate equipment, such as a company or learning center.

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

Proposal: Manufacturing Technology (705.3) Program Changes

Brad Sandrock presented the proposal. This proposal resulted from efforts to revise the catalog so it accurately reflects what is being taught. One of the tracks in this program, Track E - Precision Fabrication, is being deleted because the track was taught at Maglev which is now out of business.

Corrections to the proposal include:

Page 19, Second Semester, EDD 221, Parametric Modeling 2 is a 4-credit course not 3.

Questions arose regarding the accuracy of the number of credits which appear on pages 20-26. This will be verified.

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

Proposal: Program Goals added to Basic Machine certificate

Brad Sandrock and Gretchen Mullin-Sawicki presented the proposal which adds program goals.

Page 7 of the proposal has an extra space on goal number 5.

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

Proposal: Deletion of Engineering Courses

Gretchen Mullin-Sawicki and Brad Sandrock presented the proposal which deletes 27 engineering courses that are no longer being taught. The course deletions will not take place until Spring 2013 to allow the programs that list some of these courses as electives to go through the governance process to remove them. Dr. Mullin-Sawicki contacted all of the Discipline Deans regarding this.

Marianne Trale moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

Proposal: Deletion of Micro-computer Electronics Technology (256)

Brad Sandrock and Gretchen Mullin-Sawicki presented the proposal which deletes this program which is outdated and contains only two courses that are different than the Electronic Engineering Technology Program (300). The program has not run in six years. A new three-credit course will be developed that will cover the concepts of micro processing which will be a technical elective in the Electronic Engineering Technology Program.

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

Proposal: Deletion of Electronics, Digital

Brad Sandrock and Gretchen Mullin-Sawicki presented the proposal which deletes the Electronics, Digital Program which has not run since before 1999. Four of the courses in the program have already been deleted. This is approved by the Engineering Department and the Electrical Engineering Advisory Board.

Rita Gallegos moved to accept the proposal. Jane Greenwood seconded the motion and the motion passed unanimously.

Dr. Mullin-Sawicki praised the faculty in the Engineering Department for all of their hard work streamlining programs and updating course offerings so that the Engineering Program will offer the most relevant, up-to-date curriculum for students.

Proposal: Delete Horticulture Technology courses

Brenda Trettel presented the proposal which deletes the courses in the Horticulture Technology Program. The program was deleted in 2008 and no additional students were permitted to enter the program. These courses remained so that all students who were in the program in 2008 could complete the program.

As all students have completed the program, the implementation date will be changed to Spring 2012.

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

Proposal: Revise learning outcomes in the Chemistry program (035)

Brenda Trettel presented the proposal. The Chemistry Department was struggling with assessment, and realized the learning objectives and program descriptions should be revised so they would be clearer and more specific. They started with 29 learning objectives and have narrowed them down to 6.

The following corrections were made to the proposal:

Page 1, the implementation date was changed to Fall 2012.

Page 4, Learning Objective 1, a comma was added so it would read in part, "Safely conduct chemical experiments, and analyze..."

Page 4, Program Description, the word "with" was added so the program description would read in part, "This program prepares the student with a broad college background and with knowledge..."

Audrey Rosenthal moved to accept the proposal as amended. Shirley Harr seconded the motion and the motion passed unanimously.

Proposal: Movies and Abnormal Psychology, New Proposal Form

Allison Barash presented the proposal which would change the status of this course from experimental to permanent. The idea for this class resulted from questions and comments in Dr. Barash's psychology classes from students who had seen movies and wondered how accurately the movies depicted psychological conditions.

The course transfers to many local colleges and universities as an elective. There are approximately 70 schools around the country that offers similar courses. The course also fits in the state-wide articulation agreement in Psychology.

The following correction was made to the proposal:

Page 4 Course Description will read, "This course will provide an overview of various forms of mental illness, discussion of which will be complemented by full-length feature films. Symptoms and treatments of mental disorders will be discussed and compared with their portrayal in the films."

The course will be renamed "Abnormal Psychology in Feature Films" as of Fall 2012.

Nancy Jenkins moved to accept the proposal as amended. Shirley Harr seconded the motion and the motion passed unanimously.

Proposal: Revision of Early Education and Child Development program, 621.4

Stephanie Goloway presented the proposal which introduces MAT 110, Math for Elementary Education 2 as a replacement for MAT 102 as the second recommended math course for students who wish to transfer into teacher certification programs. The change is prompted by the Early Childhood Education (Pre K-4) articulation agreement. This course will normally be taken in the 4th semester.

Shirley Harr moved to accept the proposal. Nancy Jenkins seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

President's Council

Maryann Anderson reported on President's Council which met November 14. During the meeting, President Johnson gave Mrs. Anderson a letter to the members of College Council which she distributed. The letter explained Dr. Johnson's reasoning for modifying Council's recommendation to accept the Nursing proposal to eliminate the Pax test as an entrance requirement to the Nursing program without additional entrance criteria being included. In the letter, Dr. Johnson explained that he modified the recommendation to eliminate the Pax test with the addition of the requirement that entering students must have a 2.8 grade point average.

Other topics of discussion at President's Council included the importance of program reviews and unfreezing the positions recommended by College Council last Fall that had not been filled. Dr. Johnson

reiterated that those positions would be the first to be filled, and that the positions would all have to be advertised.

Next Council Meeting

The next Council meeting will be January 26. Council will not meet January 12, because the Subcommittees will not have met for the semester.

There being no further business, the meeting ended at 6:33 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes February 9, 2012

COLLEGE COUNCIL MEETING MINUTES February 9, 2012 Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Mary Frances Archey	Lawrence Dopernak
Maryann Anderson	Jane Greenwood	Jamie Poindexter
Elizabeth Claytor	Donna Imhoff	Mary Kate Quinlan
John Dziak		Brenda Trettel
Carl Francolino		
Rita Gallegos		
Shirley Harr		
Nancy Jenkins		
Evelyn Kitchens-Stephens		
Audrey Rosenthal		
Vickie Rostis		
Barbara Thompson		
Marianne Trale		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 2:33 PM. Mrs. Anderson welcomed Elizabeth Claytor from North Campus to Council. Mrs. Claytor will fill the position of Secretary on the Assessment and Research Subcommittee.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE DECEMBER 8, 2011 MEETING OF COLLEGE COUNCIL

Rita Gallegos moved to approve the minutes of the December 8, 2011 meeting of College Council. Carl Francolino seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Up-date on the hiring recommendations for Full-Time and Faculty Fellows hiring for 2012-2013 AY

Steve Wells reported that the subcommittee has not met this calendar year due to a lack of proposals; however, there are several program reviews that are forthcoming.

Dr. Wells distributed the approved list of AFT hires for 2012-2013 which is appended to these minutes. The first seven lines on the list are the frozen positions that were approved but not filled last year. These will be reposted. The next 8 lines, lines 8 thru 15, are new faculty hires for 2012-13. Lines 16 thru 18 are 3 Educational Technology positions which are existing positions. These positions must be filled to comply with AFT contractual language to maintain the level of instructional support to faculty. Line 19 is a faculty fellow position which was frozen last year, and will now be reposted. The final 3 lines, lines 20 thru 22 are new faculty fellow positions which will be posted.

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the Subcommittee met January 19 and heard the following two proposals which were accepted, and are being presented to Council.

Proposal: SDS102 Requirement

Brenda Trettel presented the proposal which would require new full-time degree-seeking students who score in the lowest level in any of the developmental areas to take SDS 102. This also applies to students who take the English as a Second Language (ESL) placement test. The current language requires students who score in the lowest level in all three developmental areas to take SDS 102. The current language also does not apply to ESL students.

The change in this requirement is proposed because research indicates that students who take SDS 102 are much more successful. As an example, of students who took SDS 102, the percentage of those students who attained a GPA of 2.0 or above increased from 45% for those who did not take SDS 102, to 56% for those students who did. Additionally, students who were retained from the Fall to the Spring showed an increase from 76% for those who did not take SDS 102 to 84% retention for those students who did take SDS 102. These percentages apply to students overall. The statistics for African-American students are even more dramatic. This language will mean that 26 sections of SDS 102 will be added system wide.

Several concerns were expressed at the Subcommittee hearing as well as at Council. There is concern regarding space. Are there enough classrooms to hold these extra sections? Staffing is also a concern, although Dr. Trettel said that all Deans are developing a pool of Counselors with Masters degrees who are qualified to teach the course. There is also a concern regarding enforcement, as students discover loopholes to circumvent taking the courses, such as starting as a part-time student as the proposal only applies to full-time students.

Steve Wells moved to accept the proposal. Shirley Harr seconded the motion and the motion passed unanimously.

Proposal: Maximum Time Frame Percentage to Meet Satisfactory Progress for Financial Aid

Jamie Poindexter presented the proposal which corrects an error in the manner in which the College has been determining the satisfactory progress of students receiving financial aid. The College must be compliant in all areas of financial aid in order to continue to receive state and federal aid.

Under federal and state regulations, a student must complete a degree in 150% of the published length of time it takes to complete the degree under optimal circumstances, for students to receive financial aid. For instance, if an academic program has 60 credits in order to graduate, the maximum period that a student may receive financial is 90 credit hours. Computing 60 divided by 90 equals 67%. Therefore a student must earn 67% of credits attempted each academic year, and not 65% which is the percentage that the College had been using.

Students may take one year of developmental courses and receive financial aid prior to the percentage computation starting. If students have not completed their developmental courses in one year, they will receive no financial aid until the developmental courses are completed.

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

Evelyn Kitchens-Stephens reported that there is a proposal forthcoming that will allow for more consistent enforcement of the drop/add period across campuses. Additionally Fran Dice will be presenting a proposal on the probation and suspension policy.

Dr. Kitchens-Stephens also reported on a proposal regarding delaying the distribution of financial aid. After the proposal was approved by the Subcommittee, additional information was received that would adversely affect one program. It was decided that, because the proposal was approved by the Subcommittee, it will be presented to Council, and any objections can be voiced at that time.

C. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met the previous week, at which time they reviewed the online learning report for last year. There were some minor corrections suggested. Dwight Bishop will soon present the report to Council.

Elizabeth Claytor has joined the Subcommittee and is serving as Secretary. In the absence of a Secretary, Allie Keltz has done a wonderful job taking minutes, and Mr. Francolino was very grateful.

D. CURRICULUM

The Curriculum Subcommittee met the previous week, at which time four proposals were presented and passed. The proposals will be presented to Council at the next meeting.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Updated Appendix A (Mary Frances Archey)

In the absence of Dr. Archey, Maryann Anderson distributed the updated Appendix A, 2011-2012, which outlines the timeline for program reviews. The appendix was revised to take into consideration allied health programs with outside accreditation that are not on a five-year accreditation cycle, and will present their program review in conjunction with their accreditation visit report.

Barbara Thompson moved to approve the revised Appendix A. Shirley Harr seconded the motion and the motion passed unanimously.

Responses to Program Reviews submitted in the Fall semester (Mary Frances Archey)

In the absence of Dr. Archey, Maryann Anderson distributed the responses to the recommendations made in all of the program reviews presented during the Fall 2011 semester. This document was sent to all of those who presented program reviews.

There being no further business, the meeting ended at 3:31 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

AFT HIRINGS FOR 2012-2013

	POSITION	CAMPUS
1	DIT Faculty	Allegheny
2	DVS Ed. Tech	Boyce
3	HVAC Faculty	North
4	MAT Faculty	Allegheny
5	MAT Faculty	Boyce
6	MAT Faculty	South
7	SOC Faculty	Allegheny
8	MAT Faculty	Allegheny
9	Counselor	North
10	BIO Faculty	Boyce
11	NRN Faculty	Allegheny
12	BUS/ACC Faculty	South
13	NRN Faculty	South
14	ENG Faculty	North
15	ENG Faculty	South
16	BIO Ed. Tech.	South
17	THE/ART Ed. Tech.	South
18	EGR Ed. Tech	South
19	NRN Faculty Fellow	Allegheny
20	EGR Faculty Fellow	South
21	MAT Faculty Fellow	South
22	ENG Faculty Fellow	Boyce

College Council Meeting Minutes February 23, 2012

COLLEGE COUNCIL MEETING MINUTES February 23, 2012 Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Rita Gallegos	Margaret Barton
Maryann Anderson	Jane Greenwood	Darlene Billeck
Mary Frances Archey	Donna Imhoff	Christine Carr
Elizabeth Claytor		Francis Deleonibus
John Dziak		Michelle Jackson
Carl Francolino		Ron Logreco
Shirley Harr		Gretchen Mullin-Sawicki
Nancy Jenkins		Jamie Poindexter
Evelyn Kitchens-Stephens		Colleen Walz
Audrey Rosenthal		
Vickie Rostis		
Barbara Thompson		
Marianne Trale		
Stephen Wells		

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEBRUARY 9, 2012 MEETING OF COLLEGE COUNCIL

Marianne Trale moved to approve the minutes of the February 9, 2012 meeting of College Council. Shirley Harr seconded the motion and the minutes were approved as amended.

Barbara Thompson mentioned that the minutes of the December 8, 2011 meeting of College Council should have recorded the presence of Imogene Hines as a guest and appreciation expressed by Allysen Todd for her work along with many others for the English Discipline/Program Review.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the Subcommittee met February 16 and heard a proposal presented by Mary Lou Kennedy concerning drop/add language that will provide more college-wide consistency. The proposal, which was approved, will be presented to Council at the next mtg.

Proposal: Financial Aid Refund Dates

Jamie Poindexter, Executive Director of Financial Aid, presented the proposal, which would delay the disbursement of financial aid funds until the 30th day of each 16 week semester. Federal law allows this practice, provided there is a vehicle for students to purchase their books by the 7th day of the semester.

Financial aid rules require students to earn their aid by attending classes for a minimum of nine weeks. If students receive their financial aid and do not attend classes, the College is responsible to return the financial aid to the funding source. Financial aid includes not only tuition, but also living expenses and a book allowance.

The proposal would reduce the amount of money the College would have to return as a result of students receiving financial aid and not attending classes. Currently the College is trying to collect \$4 million. The College tries to collect the money on their own, but if students do not respond, the matter is referred to a collection agency.

Ms. Poindexter inquired about the financial aid practices at other colleges and found that many schools delay disbursement of financial aid funds until the 30th day of the semester. Under our current practice, financial aid is disbursed just prior to the start of the semester.

This new practice would potentially cause hardship for students taking courses that start intersession because they would not receive financial aid until the 30th day of the 16 week semester. The new practice would help students who start their semester later.

Barbara Thompson moved to accept the proposal. Shirley Harr seconded the motion and the motion passed with 13 votes in favor and 1 abstention.

B. ASSESSMENT AND RESEARCH

Carl Francolino reported that the online learning annual report will soon be presented to Council. At the next Subcommittee meeting, Erin Pierce will present a report on the embedded librarian project for distance learning courses.

C. CURRICULUM

Proposal: Syllabi Changes to Fire Science Administration (130.1)

Gretchen Mullin-Sawicki along with Francis (Kip) Delebonius presented the proposal which would change to the Fire Science Administration Program allowing the program to seek certification from the National Fire Academy, Fire Emergency Services Higher Education program. By aligning the curriculum with the national model, our graduates can easily articulate without losing any credits.

Our current fire science administration curriculum is fire-service based. Students may articulate to Point Park that has just started a Bachelor's level program in Fire and Emergency Services under their department of Public Administration. Point Park accepts 61 credits.

The following two corrections will be made to the proposal:

Page 10, Learning Outcomes # 9, change "Incident Management System" to "Incident Command System."

Page 18, Learning Outcomes # 2, change "Incident Management System" to "Incident Command System."

Evelyn Kitchens-Stephens moved to accept the proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

Proposal: Facilities Maintenance Technology Program

Gretchen Mullin-Sawicki and Ron Logreco presented the proposal which addresses the recommendations from the 5-year program review recently accepted by Council. The recommendations

streamline the program by deleting programs 711 and 713 and changing programs 383.1 and 384.1 to include many of the skills from programs 711 and 713. These changes are possible by utilizing restricted electives as course requirements. These electives allow students to select their specialties. Additionally the program name would be changed to the Facilities Maintenance Technology Program to better reflect current industry standards.

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

Proposal: Deletion Proposal for Computer Integrated Manufacturing (CIM) and Multimedia Communications (MMC)

Gretchen Mullin-Sawicki presented the proposal which would eliminate many courses which have not been offered in 13 years. Dr. Mullin-Sawicki worked with Brad Sandrock on the engineering courses and Mike Sullivan on the multimedia courses. There is a new Multimedia Web Design certificate program with courses that are currently relevant.

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

Proposal: Deletion Proposal for Engineering, American Sign Language and Educational Interpreting, Sheet Metal and Welding

Gretchen Mullin-Sawicki presented the proposal which eliminates many old courses which have not been offered in more than 10 years. The Machinists courses are duplicated in another program with different alpha codes. American Sign Language has been replaced by Educational Interpreting. The Sheet Metal and Welding courses are no longer being used by the applicable unions.

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

D. ACADEMIC PLANNING

Steve Wells reported that the Subcommittee has not met, but has received the Physics and Physical Sciences program review. Ethnic and Diversity Studies program review will be presented to Council on March 8.

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

President's Council

Marianne Anderson reported that President's Council met on Feb 21. Dr. Johnson discussed working on support of community colleges and the college's financial needs. Although our financial situation is not entirely secure, we are better off than the state-related schools. Our enrollment has declined by 4.5%, but the enrollments at many Pennsylvania community colleges have also declined, some more than us.

Dr. Johnson mentioned that many groups request to partner with us. Any requests to partner will be accepted only if the partnership is also advantageous to us.

The Big Read, One Book, One Community which is featuring the book, *Their Eyes Were Watching God*, will kick off programming on March 4 with a reception at the August Wilson Center for African American Culture. There are many events scheduled college-wide.

The process for hiring faculty has started, and ads are appearing in the *Chronicle of Higher Education*. Dr. Johnson emphasized that we should be looking for a diverse pool of applicants.

The College plans to expand into more space in the Washington Crown Center to include a science lab, among other facilities.

Barbara Thompson mentioned that the campus libraries no longer need to receive hard copies of the College Council proposals, because all proposals are emailed to the College community. Additionally, many proposals are changed during the Council meetings and the corrected proposals are not sent to the campus libraries, therefore the proposals do not have archival value. The corrected official proposals are only sent to Fran Dice's office.

Barbara Thompson moved that initiators of proposals cease the practice of sending copies of proposals to campus libraries. Audrey Rosenthal seconded the motion and the motion passed unanimously.

There being no further business, the meeting ended at 4:25 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes March 8, 2012

COLLEGE COUNCIL MEETING MINUTES March 8, 2012 Office of College Services Board Room

ATTENDANCE

Present

Richard Allison
Maryann Anderson
Elizabeth Claytor
Carl Francolino
Rita Gallegos
Jane Greenwood
Shirley Harr
Evelyn Kitchens-Stephens
Audrey Rosenthal
Vickie Rostis
Marianne Trale
Stephen Wells

Absent

Mary Frances Archey
John Dziak
Donna Imhoff
Nancy Jenkins
Barbara Thompson

Guests

Mary Lou Kennedy
Ralph Proctor
Allysen Todd

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEBRUARY 23, 2012 MEETING OF COLLEGE COUNCIL

Evelyn Kitchens-Stephens moved to approve the minutes of the February 23, 2012 meeting of College Council. Jane Greenwood seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Carl Francolino Reporting: At the March 1, 2012 meeting Erin Pierce presented the Embedded Librarian project. At the March 15, 2012 Assessment and Research Sub-Committee meeting, executives from Blackboard will be the invited guests.

Erin Pierce has been invited to attend College Council at a date after March 22, 2012 to discuss the Embedded Librarian Program. At the March 22, 2012 meeting of College Council, Dr. Dwight Bishop will present the Online Learning Annual Report.

B. CURRICULUM

Rita Gallegos Reporting: The Curriculum Committee did not meet on March 1, 2012. Eight packets are scheduled for discussion at the next sub-committee meeting.

Steve Wells Reporting: The Physics and Physical Science Program Reviews will be on the next College Council agenda. Electronics and Electrical Engineering will be discussed at the next sub-committee meeting.

C. ACADEMIC PLANNING

Program/Discipline Review: Ethnic and Diversity Studies Program

Guest Presenters: Prof. Ralph Proctor and Dean Allysen Todd

It was noted that some assessment data was not included in the documents presented for consideration. The discipline will provide the omitted documents. Carl Francolino made a motion to accept the presented documents, and Jane Greenwood seconded.

There has been growth in course enrollment with both in-the-seat and online classes; the plans are to keep the certification program and drop the degree program.

Evelyn Kitchens-Stephens inquired about the African-American History certificate. She noted that Dr. McKinsey had a certificate of attendance program that changed to a degree program. It is now changing to an add-on program. Professor Audrey Smith is working with Dr. Proctor as an adviser regarding courses.

Prof. Steve Wells had questions about the facilities and resources pages: the identification of resources on pages 17, 27, 22, and 28 was noted. It was recommended that the program be deleted, and that the review be read with a focus on the narratives and close look at the list of programs. An inquiry was made about need for resources. Dean Allysen Todd replied that no additional resources were needed. Qualified adjuncts will be utilized to teach the courses.

Previously scheduled Latino Studies and Asian Studies classes have been cancelled for low enrollment. These courses will be offered in the future, and adjunct lecturers will be utilized in this area.

Dr. Evelyn Kitchens-Stephens asked if Dr. Proctor has been working with the University of Pittsburgh in the area of program transfer management. Also, she asked if Dr. Proctor is going to do more to facilitate transfers.

Dr. Proctor responded that he is working with several schools, and he is working very closely with the University of Pittsburgh. The considerations are both elective and equivalent programs. CCAC students should be able to see how these electives and equivalencies will be considered by the receiving schools.

A vote was taken to accept this proposal. All were in favor; there were no abstentions.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Proposal: Revision-Course Add Policy

Amendments to the Probation and Suspension proposal were unanimously accepted. The sub-committee expects 3 more proposals at its next meeting.

Dean Mary Lou Kennedy Reporting: Prof. Marianne Trale made a motion to accept the report, and Prof. Shirley Harr seconded. Dean Kennedy reported that Dean Archey reviews activities regarding de-registration. Two campuses are using one set of procedures; and the other two campuses are using a different set of procedures. The goal is to achieve uniformity by adjusting the language. Regarding registration, the language will read as follows: "If the class has already met, the student will need to have been prior-registered and must secure the faculty signature."

Dean Rick Allison spoke of nuanced language in the words “during the first week” and “after the class has met.”

Dean Kennedy stated that if the late registration is to occur during the second week of classes, the dean (associate academic) and faculty signatures are required.

Dean Rick Allison stated that the wording is crucial because he receives many calls on late registration matters, and the language must be precise.

Dean Kennedy further stated that the policy is restrictive, but it is meant to be restrictive. We want students to be ready and in their classes on day one. When they come late, they never catch up. Dean Allison concurred: “People who come late are in a rush and they fail.”

Carl Francolino observed that individuals on the different campuses were not recognizing the distinctions between the word “register” and “add.”

Dean Allison noted that “register” means the action that takes place before the semester begins. “Add” means the action that takes place after the semester has begun.

Dean Kennedy stated that effective this summer, 2012, staff will have the information even though it won't be published. Summer visiting students are some of our biggest problems.

Evelyn Kitchen-Stephens noted that clarification of language in paragraph two will bring consistency to all campuses.

A motion was made to accept the proposal with changes. All voted in favor; 0 opposed; 0 abstentions.

AGENDA ITEM III: UNFINISHED BUSINESS

The end of the semester meeting will be April 16, 2012.

AGENDA ITEM IV: NEW BUSINESS

Prof. Maryann Anderson and Dean Rick Allison discussed final program reviews and their accessibility. For example, if the middle states accrediting body would want to see revised program reviews, shouldn't they be able to find final versions on our website. Maryann Anderson will check with Fran Dice regarding the scanning of these documents. Carl Francolino stated that built in electronic markers would make the documents searchable. He added that we should be able to save and archive documents.

There being no further business, the meeting ended at 3:30 PM.

Respectfully submitted,
Elizabeth Claytor
College Council Representative – North Campus

College Council Meeting Minutes March 22, 2012

COLLEGE COUNCIL MEETING MINUTES March 22, 2012 Office of College Services Board Room

ATTENDANCE

Present	Absent	Guests
Richard Allison	Donna Imhoff	Dwight Bishop
Maryann Anderson		Fran Dice
Mary Frances Archey		Brenda Trettel
Elizabeth Claytor		Eugene Ziska
John Dziak		
Carl Francolino		
Rita Gallegos		
Jane Greenwood		
Shirley Harr		
Nancy Jenkins		
Evelyn Kitchens-Stephens		
Audrey Rosenthal		
Vickie Rostis		
Barbara Thompson		
Marianne Trale		
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 MARCH 8, 2012 MEETING OF COLLEGE COUNCIL

Maryann Anderson again thanked Elizabeth Claytor for taking minutes. Carl Francolino moved to approve the minutes of the March 8, 2012 meeting of College Council. Rita Gallegos seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. CURRICULUM

Rita Gallegos, Chair, reported that the Subcommittee met on March 15, and as a result, the following eight proposals were accepted and will be presented to Council: Revised Biology Program, Revised Business Parallel Program, Revised Chemistry Program, Land Administration, Syllabus Proposal, Engineering Science, Heating and Air Conditioning Program, and Green and Sustainable Building Design.

B. ACADEMIC PLANNING

Steve Wells, Chair, reported that Electrical Engineering and Graphic Communication and Digital Graphics Design programs were approved and will be presented to Council. There are four program/discipline reviews scheduled to be presented at the next subcommittee meeting.

Program/Discipline Review: Physics/Physical Science Discipline

Brenda Trettel and Eugene Ziska presented the Physics/Physical Science Discipline Review. In the review process, the various components were divided among the physics faculty members throughout the College. The faculty members examined the curriculum as well as employment opportunities. The curriculum was redesigned last year, and minor changes must be made to be in compliance with the Pennsylvania Transfer and Articulation Oversight Committee (TAOC). A recommendation was made to incorporate more assessment into labs. The division faculty will firm up some learning outcomes and representatives will return with curriculum changes at a later date.

After examining employment opportunities, faculty reported that there are no jobs at the Associates degree level, and few at the Bachelor degree level. A student would need a graduate degree to work in the field of Physics. Our program is designed as a transfer program. Additionally, physics courses are required by other programs.

Maryann Anderson asked if upper-level courses are being offered so that students may graduate from the program. Mr. Ziska replied that some upper level courses run because they are offered during the summer to draw not only our students, but students who are home from other colleges.

Institutional recommendations include better facilities and equipment at three of the campuses. Facilities at Allegheny campus will be sufficient when the new science building opens. More full-time faculty are needed at all campuses. Additional tutoring, especially for the higher-level courses is needed at some campuses; however, Mr. Ziska and Dr. Trettel could not specify which campuses are lacking physics tutors. An observatory is needed at all campuses.

Mr. Ziska mentioned there might be an opportunity to generate rental income from the new observatory at Allegheny campus. Nancy Jenkins cautioned that since the State financed the observatory, then the State will want a share or all of the income.

Marianne Trale moved to accept the program review. Shirley Harr seconded the motion and the motion passed unanimously.

C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported the Subcommittee met on March 1 and approved the following proposal.

Proposal: Amendment to the Probation Suspension Policy

Fran Dice presented the proposal which would delay by one semester the enforcement of probation or suspension.

Mrs. Dice explained that at any time there are approximately 2500 students who are on some form of probation or suspension. For each of these students, the College must gather and process the grade information, notify the student, and allow the student time to appeal. It is a somewhat complex process, and takes time to go through each of the steps. Currently, in theory, students go on probation or suspension the semester immediately following the semester in which they qualify. Because the College

is not able to complete all steps in a timely manner, the proposal reflects the current practice. This proposal just formalizes the process.

Some concern was expressed that delaying the process will mean that students could be taking a full load as they wait for the process to be completed, which will make their situation worse.

Jane Greenwood moved to accept the proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

D. ASSESSMENT AND RESEARCH

Carl Francolino reported that the subcommittee met and heard two representatives from Blackboard. The Blackboard guests shared their vision, and answered questions from those who attended the meeting. At the April 19 meeting, there will be a video conference on Safe Assign, and attendees can address any problems at that time.

Annual Online Learning Report

Dwight Bishop presented the report and highlighted some key accomplishments.

- In 2007 12.1% of courses were online courses. In 2011 16.2% of courses were online
- One third of all CCAC students take at least one online course (telecourse, hybrid or internet)
- In 2011, 16.5% were not residents of Allegheny County.
- The College upgraded Blackboard from version 7 to version 9.1.
- The Department delivered 20 workshops and more than 80 one-on-one sessions.
- A new lock-down browser was installed to improve online testing security.

Dr. Bishop presented the following recommendations.

- Pilot online testing and remote proctoring, in which students would be required to have a camera and broadband connection. The student would record themselves on camera and move the camera to demonstrate there is nothing around them in terms of aids
- Update and expand the students handbook

Dr. Bishop further reported that we are comparable to other colleges is what we offer in terms of online learning, and our down time is much better than many institutions.

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

AGENDA ITEM III: UNFINISHED BUSINESS

There was no unfinished business.

AGENDA ITEM IV: NEW BUSINESS

Subcommittee Responsibilities

Maryann Anderson reviewed the responsibilities of subcommittees, and thanked everyone for their hard work. The problem of posting minutes on the website was discussed. The CMS system is difficult to learn, and the minutes tend to not be posted because the subcommittee secretaries must be trained. Currently the training does not sufficiently address how to post minutes. With the turnover in subcommittee officers, the positions of secretary changes from year to year, and additional people need to be trained.

Mary Frances Archey will talk with Nancilee Burzachechi to inquire if there is a secretary who could post subcommittee minutes on the website. Barbara Thompson will continue to post the College Council minutes.

Dr. Archey reported that the College will begin an imaging program with documents which would allow a large number of people to view these documents. The program will start with Admissions, but will not be available for a while.

Dr. Archey clarified that when proposals go through governance, the final copy resides with Fran Dice. Dr. Archey commented that these proposals could reside on an intranet. Fran Dice will talk with Amanda Lawson and Ibrahim Garbioglu regarding greater access to these final proposals, and will update Council.

There being no further business, the meeting ended at 4:12 PM.

The next meeting of College Council will be April 12.

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes April 12, 2012

COLLEGE COUNCIL MEETING MINUTES April 12, 2012 Office of College Services Board Room

ATTENDANCE

Present

Richard Allison
Maryann Anderson
Mary Frances Archey
Elizabeth Claytor
Carl Francolino
Rita Gallegos
Jane Greenwood
Shirley Harr
Donna Imhoff
Evelyn Kitchens-Stephens
Audrey Rosenthal
Vickie Rostis
Barbara Thompson
Marianne Trale
Stephen Wells

Absent

John Dziak
Nancy Jenkins

Guests

Max Blobner
Reza Chitsazzadeh
Joann Hunter
Art Miller
Brad Sandrock
Gretchen Mullin-Sawicki
Allysen Todd
Brenda Todd

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

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE MARCH 22, 2012 MEETING OF COLLEGE COUNCIL

Carl Francolino moved to approve the minutes of the March 22, 2012 meeting of College Council. Elizabeth Claytor seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ACADEMIC PLANNING

Steve Wells reported that he has received two program reviews and is aware of six additional ones that he should receive soon. The Subcommittee will meet on April 19 and may possibly meet on May 3 as well, if the demand is there.

Program/Discipline Review: Graphic Communications 5-Year Program Review

Max Blobner presented the program review and discussed the 32% growth in the Graphics Communications Program. The Art Program has grown as well. Faculty and students in the program at Allegheny Campus are looking forward to the possible move from the Visual Arts Center to West Hall where there will be more room.

There is currently a need for 2 computer labs. If the department moves to West Hall, there will then be a need for one additional lab. Currently there are only 20 work stations.

Courses are offered on all campuses but the portfolio course which is necessary for graduation is offered only at Allegheny Campus.

The industry is growing, in large part because of social media, making writing and verbal skills very important. The department is moving in the direction of having the program accredited by the National Association of Schools of Art and Design. The Program currently meets the standards of the state-wide articulation agreement

Rita Gallegos moved to accept the proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

Program/Discipline Review: Five-year program review for Electronic Engineering Technology (300) and Basic Electronics (299.1)

Reza Chitsazzadeh presented the program review. Included in the recommendations is the need to hire a full-time lab technician. The department is currently in the process of interviewing for this position.

Mr. Chitsazzadeh discussed the problem of aging equipment. Some equipment is more than 20 years old. Several members of Council mentioned that the department could submit requests for equipment to be purchased with Perkins grant money.

The College has been able to keep up with newer software for the program; however, the software is getting more expensive, therefore the budget for the department should reflect the higher costs of the software accordingly.

An additional recommendation is to place laptop computers in the labs. It is advantageous for students to be able to move around the lab with computers while they interface with equipment. GPS chips can be placed in the laptops so they can be located if stolen.

The department asked that more marketing be done to increase enrollment. Additionally, curriculum changes need to be made based upon Advisory Board recommendations. Mary Frances Archey recommended that when the faculty present curriculum changes to College Council, the description of the program should be updated to reflect the energy component.

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

B. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that proposals have been announced, and several will be presented to Council at the April 26 or May 10 meeting.

C. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee did not meet. The Subcommittee will host a teleconference on May 3 during which the product manager for SafeAssign will answer questions.

D. CURRICULUM

Rita Gallegos reported that the Subcommittee will be presenting approximately eight proposals at the April 26 meeting.

Proposal: Revise the Business Parallel program (004.1) as required for the Pa Transfer and Articulation (TAOC) agreement

Joann Hunter presented the proposal which will bring the Business curriculum into compliance with the Pennsylvania Transfer and Articulation (TAOC) agreement. The proposal lists the Major Field Electives for students who will be transferring to TAOC schools, as well as the current curriculum for students who will transfer to non-TAOC schools. The current Business curriculum is working well, and many of our students transfer to non-TAOC schools, therefore students will have the option of which curriculum they want to follow.

Students transferring to a TAOC school must take BUS 251, BUS 103, and BUS 104 as their Major Field Electives. They must complete a humanities elective and a science course with a lab. Students must also complete either MAT 165 or MAT 161 and MAT 202 or MAT 220.

A grid may appear in the catalog that would clarify the courses students will be required to complete. This would be the first time that a grid would be used in the catalog to explain course offerings for a program.

Marianne Trale moved to accept the proposal. Steve Wells seconded the motion and the motion passed unanimously.

Proposal: Revise the Chemistry program (035) as required for the Pa Transfer and Articulation (TAOC) agreement

Brenda Trelle presented the proposal which revises the Chemistry Program so that it is in compliance with the Pa Transfer and Articulation (TAOC) agreement. The following courses SPH 101, Oral Communication; CIT 111, Introduction to Programming: Java; and a humanities elective will replace two general electives. The number of credits to graduate will increase from 61 - 62 to 62.

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

Proposal: Land Administration (491)

Brenda Trettel and Gretchen Mullin-Sawicki presented the proposal which establishes a new program to train a workforce for the natural gas Marcellus Shale industry. Graduates will deal with the leasing and contract side of the industry. The work requires expertise in math, contract law, and estate and trust issues. Employees will also deal with leasing and analyzing conveyances.

The starting salary will likely be approximately \$60,000 and there is upward mobility. Employers include EQT and Range Resources. The program includes a co-op component in which students will work for EQT for 150 hours. Some courses are online. If students have a previously completed degree, they have a very good likelihood of getting a job. There are 18 students currently enrolled.

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

Proposal: Updating Syllabi Proposal

Gretchen Mullin-Sawicki and Brad Sandroek presented the proposal which updates the following courses with updated titles, learning outcomes and topics: EDD 100, Blue Print Reading; MFT 211, Material Safety and Equipment Overview; MFT 212, Basic Nanofabrication Processes; MFT 213, Nanofabrication Thin Film Technology; MFT 214, Lithography for Nanofabrication; MFT 215, Materials Modification for Nanofabrication; and MFT 216, Characterization, Packaging and Testing of Nanofabricated Structures.

The title of the proposal will change to "Updating EDD and MFT Syllabi Proposal" which is more descriptive and can be located by someone doing a search.

Rita Gallegos moved to accept the proposal with amendments. Vicki Rostis seconded the motion and the motion passed unanimously.

Proposal: Changes to Engineering Science (093)

Brad Sandrock presented the proposal which is the result of the Program Review based on last year's 5-year review. Mr. Sandrock will be contacting the schools that our students transfer to for additional information. In the meantime, the proposal includes updated program goals, deletes courses which are no longer being taught, and adds MAT 251, Differential Equations to replace MAT 252, Differential Equations with Linear Algebra.

Mary Frances Archey asked why there are six credits of general electives in the first semester. Why not direct students to restricted electives? Mr. Sandrock explained that engineering electives are dependent upon the school that a student would be transferring to. Some electives might not transfer.

The following corrections will be made to the proposal:

Page 9, #1, "Analyze" should be shifted to the left one space.

Page 9, #3, "content-specific" should be hyphenated.

Page 9, #3, the sentence should read in part, ..."tools, software and simulations."

Page 9, Minimum Credits to Graduate, should be 64 - 69 rather than 65 - 69.

Carl Francolino move to accept the proposal with amendments. Vicki Rostis seconded the motion and the motion passed unanimously.

Proposal: Changes to Heating & Air Conditioning Program (312 and 313)

Art Miller presented the proposal and explained that the employees in the Heating and Air Conditioning (HAC) industry need specific computer skills. In HAC, students have taken CIT 600, Introduction to Windows, to learn those skills. Mr. Miller explained that a course was needed for HAC students that would teach students more specific computer skills. Mr. Miller therefore developed CIT 616, Computer Applications in Heating and Air Conditioning.

Carl Francolino mentioned that the CIT faculty had not had the opportunity to discuss the course, and perhaps it should be an HAC course rather than a CIT course. The CIT faculty are meeting next week and will have the opportunity to review the course at that time.

Evelyn Kitchens-Stephens moved to accept the proposal. Shirley Harr seconded the motion. Rick Allison moved to table the proposal so that the CIT faculty could review the course. Carl Francolino seconded the motion and the motion to table the proposal was unanimously approved.

Proposal: Green & Sustainable Building Design (490)

Brad Sandrock presented the proposal. Originally Mr. Sandrock thought this would be an Associate's degree program, however it evolved into a Certificate Program for those already working in the field, and who probably already have an Associate's degree. This program is a complement to civil engineering. Mr. Sandrock expects the program to be offered at the West Hills Center and South Campus. All courses in this program are existing courses with the exception of MET 130, Introduction to Renewable Energy Systems.

Mr. Sandrock further reported that many schools are offering green technology. There are many stand-alone certificates such as this one.

The following correction will be made to the proposal:

Page 5, the number of credits should be aligned.

Jane Greenwood moved to accept the proposal as amended. Elizabeth Claytor seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

Mary Frances Archey reported that Fran Dice will be able to store the final approved College Council proposals on a shared drive for access by the College community.

Dr. Archey is still investigating whether a secretary is available to place Subcommittee minutes on the College Council website utilizing CMS.

AGENDA ITEM IV: NEW BUSINESS

There was no new business.

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

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes April 26, 2012

COLLEGE COUNCIL MEETING MINUTES April 26, 2012 Office of College Services Board Room

ATTENDANCE

Present

Maryann Anderson
Mary Frances Archey
Elizabeth Claytor
John Dziak
Carl Francolino
Rita Gallegos
Jane Greenwood
Donna Imhoff
Nancy Jenkins
Evelyn Kitchens-Stephens
Audrey Rosenthal
Barbara Thompson
Marianne Trale
Stephen Wells

Absent

Rick Allison
Shirley Harr
Vicki Rostis

Guests

Max Blobner
Ricky Burgess
Stephanie Goloway
Mary Beth Johnson
Art Miller
Gretchen Mullin-Sawicki
Ralph Proctor
Allysen Todd
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 APRIL 12, 2012 MEETING OF COLLEGE COUNCIL

Carl Francolino moved to approve the minutes of the April 12, 2012 meeting of College Council. Steve 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 April 19 and heard two proposals, one of which involved changes to the guidelines for medical withdrawal. The Subcommittee voted unanimously to table the proposal because it lacked an appeal process that would address student funding. This motion to table would stay in place until a funding option is included in the proposal.

The Subcommittee felt that the proposal did not adequately take into consideration that students would be financially hurt if they withdrew because of injury or a medical reason, and that students should have the right to appeal to student accounts, an academic dean, or an entity of the College. Although insurance would be one remedy, the Subcommittee did not feel that was feasible. Also the proposal did not seem to be a compilation of the best practices from other colleges. Mary Frances Archey said there might be a proposal which would allow students to receive a college tuition credit for one year.

The College experiences a \$400,000 loss each year due to medical withdrawals. Donna Imhoff added that a study showed that there was a correlation between medical withdrawals and poor academic performance. Dr. Archey noted that with our current budget situation, it is important that this be resolved.

B. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee did not meet on April 19. There will be a meeting on May 3 with the product manager of SafeAssign. The meeting will start at 2:30 PM and all are invited to attend. Faculty members have voiced concerns about SafeAssign which is bundled with our Blackboard account. TurnItIn, is another plagiarism checking software package in which some faculty members have expressed an interest.

The Assessment and Research subcommittee would like to see an indication of how the SafeAssign product might be evolving and improving.

C. CURRICULUM

Proposal: Changes to Heating & Air Conditioning Program (312 and 313) (tabled 4/12/12)

The proposal was presented at the last meeting of College Council, and was tabled until the CIT faculty could address a new CIT course within the proposal. This new Heating and Air Conditioning (HAC) course deals with various computer functions that are important for HAC students to comprehend. The course was given a CIT alpha code, and the CIT faculty did not have time to review it. After further consideration, the course was assigned an HAC alpha code. The course in question is now HAC 120, Acquiring and Using HVAC Technical Documentation.

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

Rita Gallegos moved to approve the amended proposal. Elizabeth Claytor seconded the motion and the motion passed unanimously.

Proposal: Revise the Biology program (031.1) as required for the Pa Transfer and Articulation (TAOC) agreement

Brenda Trettel presented the proposal which would allow the Biology program (031.1) to be in compliance with the Pennsylvania Transfer and Articulation (TAOC) agreement. Under the agreement, a restricted elective was removed, a humanities elective was added and the course sequence was changed. The total number of credits decreased from 66 - 70 to 64 – 68.

In the original program description, the following learning outcome was removed, “Transfer to a four-year institution.” We no longer list this as a learning outcome.

When questioned why Biology 1 and Chemistry 1 are suggested to be taken together in the first semester, Dr. Trettel responded that TAOC requires more science and this is indicative of the sequence.

The following corrections were made to the proposal:

Page 8, the program description was corrected to read, “This program provides students with a broad college background and skills in biology for transfer eligibility to a four-year institution.”

Page 9, “Elective” was capitalized after “Humanities.”

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

Proposal: Revisions to ART113 and ART160

Max Blobner and Allysen Todd presented the proposal in which ART 113 and ART 160 were revised. The revisions were the result of a recent program review. Because of the program review process, it became evident that ART 113, Graphics Communications should be updated to stay current with the industry. The course needed to move from a mechanical, paste-up approach to graphics communication to a computer-based approach. ART 160, Portfolio would change to ART 260, Portfolio to indicate that students should not take the course until their third or fourth semester. Although there are no pre-requisites, prior to then, students do not have enough art work accumulated to successfully complete the course.

It was pointed out that ART 260 already exists. It is an art history course, European Art; therefore, another course number will have to be designated. Dr. Todd will discuss this with Fran Dice.

The following corrections were made to the proposal:

Page 1, Recommendation Abstract, Art 260 should be changed to another course number, as Art 260 already exists.

Page 6, Catalog Course Description, "Industry-proven" should be hyphenated.

Page 6, Learning Outcomes 3 and Reference, Resource, or Learning Material, "vector-based" should be hyphenated.

Page 9, Art 260 should be changed to another course number, as Art 260 already exists.

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

Proposal: Changes to the Ethnic and Diversity Studies Programs

Ralph Proctor presented the proposal which deletes courses in the program and changes the program from an Associate's degree program to a Certificate program.

In introducing Dr. Proctor, Allysen Todd explained that when Dr Proctor was hired by the College, he was committed to initiating a variety of ethnic courses, and to not develop a program solely devoted to African American culture. In the end, he found that there were too many courses. Students were taking the courses for personal interest and not for a degree. The changes to the program are the result of the recent program review.

In the proposal, the following courses would be deleted: ETH 201, Music of Black Americans: 1619 to Present; ETH 202, Introduction to Music in Africa and the Diaspora; and ETH 204, Oral History: Issues and Answers. These courses have not run in more than four years.

It is also recommended to delete the Associates Degree program and to keep the Certificate program as an add-on degree.

The following amendment was made to the proposal:

Page 15, add "Other electives with department approval."

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

D. ACADEMIC PLANNING

Program/Discipline Review: External Accreditation Summary Report for Court Report Associates Degree (327.2) and Court Reporting Certificate (329.2)

Mary Beth Johnson presented the program review. Mrs. Johnson reported that the program has received the highest commendation from the National Association of Court Reporters. She explained that rather than having the program replaced by technology, the program embraces technology. She described the many personal success stories of students who have completed the program.

The program is able to place 100% of the graduates, in part because of the relationship that Mrs. Johnson has with VITAC in Canonsburg which is a company that provides closed captioning nationally. Graduates make \$60 to \$80 per hour doing closed captioning. Court reporters are paid as independent contractors who are paid on a per-page basis. They make \$25,000 to \$50,000 to start.

Mrs. Johnson has requested Perkins grant funding for 20 iPads for students. There are free apps available for iPad use in court reporting that are very important learning tools.

Milton Hall 436 on Allegheny Campus is a dedicated classroom. Milton 512 is a shared classroom. It would be helpful if both were dedicated classrooms.

Jane Greenwood moved to accept the program review. Audrey Rosenthal seconded the motion and the motion passed unanimously.

Program/Discipline Review: Speech

Allysen Todd introduced Ricky Burgess who presented the proposal. Dr. Todd said the work on the program review was very much a collaborative effort.

Mr. Burgess discussed his background and how his mastery of communication skills has saved him from a life that would have been much different. He explained that some of our minority students have hard skills but lack soft skills which include how to effectively communicate. Speech is becoming more important and not less. This is why Mr. Burgess is such a strong advocate that speech be a part of every program. He is encouraged that many of the TAOC program requirements include speech.

Among the recommendations are updated technology in classrooms, adjustable lecterns and an additional full-time speech faculty member at North Campus.

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

Program/Discipline Review: Five Year Program Review of the Early Education and Child Development Programs:

Early Education and Child Development Associate Degree (621.4)

Early Education and Child Development Certificate (622.4)

Child Development Diploma (623.4)

Children with Special Needs Diploma (624.4)

Child Care Diploma (655.3)**Early Childhood Director Core Certificate (654.3)**

Stephanie Goloway presented the program review and discussed how much has changed in the field of education over the last five years. There have been 57 proposals that have gone through College Council during that time.

The program is becoming accredited; therefore, the next program review will be the summary report from the accreditation team.

Recommendations include the following:

- a full-time faculty member at South Campus and one at Allegheny Campus.
- an EDU coordinator
- special EDD/EDU advisors at each campus
- dedicated classroom space and updated equipment
- software to track student clearances

The discipline is in flux in the state of Pennsylvania, and there is no comprehensive TAOC agreement. Pieces of the agreement have been completed, but the agreement has not been finalized.

Donna Imhoff moved to accept the program review. Rita Gallegos seconded the motion and the motion passed unanimously.

AGENDA ITEM III: UNFINISHED BUSINESS

Mary Frances Archey reported that Tanya's Sander-Marks' secretary will post the Subcommittee minutes to the College Council website. All Subcommittee minutes should be sent to Barbara Thompson who will forward them as a group the last day of each month to Mrs. Sander-Marks. This applies to minutes for this academic year.

AGENDA ITEM IV: NEW BUSINESS

The last College Council meeting of the academic year will be held on May 10. Lunch will be served at noon and the meeting will start at 12:30 PM.

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

Respectfully submitted,
Barbara Thompson
College Council Secretary

College Council Meeting Minutes May 10, 2012

COLLEGE COUNCIL MEETING MINUTES May 10, 2012 Office of College Services Board Room

ATTENDANCE

Present

Richard Allison
Maryann Anderson
Mary Frances Archey
Elizabeth Claytor
John Dziak
Carl Francolino
Rita Gallegos
Jane Greenwood
Shirley Harr
Donna Imhoff
Nancy Jenkins
Evelyn Kitchens-Stephens
Audrey Rosenthal
Vickie Rostis
Barbara Thompson
Marianne Trale
Stephen Wells

Absent

Guests

Geno Anitori
Don Breitbarth
Lillian Briola
Fran Dice
Mary Beth Doyle
Jamie Hightower-Poindexter
Esther Mason
Ken Moore
Joseph Nese
Helen Ortman
Della Pappas
Maureen Pavlik
Allysen Todd
Brenda Trettel
Elizabeth Vargo
Lillian Briola

Maryann Anderson, College Council Chair, called the meeting to order at 12:35 PM. Mrs. Anderson thanked Mary Frances Archey for providing lunch.

AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE APRIL 26, 2012 MEETING OF COLLEGE COUNCIL

Marianne Trale moved to accept the minutes of the April 26, 2012 meeting of College Council. Shirley Harr seconded the motion and the minutes were approved as amended.

AGENDA ITEM II: SUBCOMMITTEE REPORTS

A. ASSESSMENT AND RESEARCH

Carl Francolino reported that at the last meeting, the Subcommittee met to discuss the Blackboard service SafeAssign with the product manager. SafeAssign, a plagiarism checking service, is provided free of charge to Blackboard customers. SafeAssign has been plagued with a bottleneck of submissions that Blackboard has not been able to handle. SafeAssign can process 40 to 50 pages per minute; however, last December there were 1 million submissions. There have been times when the queue was weeks long which would have delayed reporting to a time after the semester was over. Those at SafeAssign have promised to fix the bottleneck, are estimating what they can now handle, but have yet to test it.

Mr. Francolino believes the product will be better as it matures. Elizabeth Claytor, the Subcommittee secretary, expressed her lack of confidence in the product.

B. CURRICULUM

Proposal: Deletion of Diagnostic Medical Sonography (DMS) Certificate Programs

Geno Anitori presented the proposal which would delete the Diagnostic Medical Sonography Certificate Program. The program for the Associate's degree would remain. Mary Frances Archey pointed out that the state and federal governments are looking for shorter programs in which students can become degreed; therefore, it seems that the Associate's program would be deleted and the Certificate program would remain. This is an exception; however, because students are not interested in the Certificate Program. Information about the Certificate Program occupies a lot of space in the catalog and is confusing, especially as both the Certificate and Associate's programs have three tracks.

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

Proposal: Change of co-requisites and pre-requisite courses in the Occupational Therapy Assistant Program (#587)

Lillian Briola presented the proposal. While preparing for a self-study, Dr. Briola discovered courses that should be modified.

BIO 162, Anatomy and Physiology 2 would be added as a co-requisite to OTA 102, Occupational Therapy in Pediatrics. This change is necessary because students are required to integrate a greater understanding of anatomy and physiology into the study of children.

A pre-requisite, OTA 201, Occupational Therapy in Physical Disabilities would be added to OTA 202, Occupational Therapy in Mental Health. These courses expand upon each other as students learn a client-centered approach in which clients are considered as people and not as bodies.

OTA 201, Occupational Therapy in Physical Disabilities would be added as a prerequisite to OTA 203, Occupational Therapy in Aging Populations. OTA 201 will help students to understand chronic conditions in the aging population, such as arthritis, so students can apply the concepts.

OTA 201, Occupational Therapy in Physical Disabilities was added as a prerequisite and OTA 202, Occupational Therapy in Mental Health and OTA 203, Occupational Therapy in Aging Populations were added as co-requisites to OTA 204, Occupational Therapy Professional Issues. In OTA 204, students select an area of specialization to do an evidence-based practice. With the addition of the prerequisites and co-requisites, students would be better prepared.

OTA 201, Occupational Therapy in Physical Disabilities would be a prerequisite for OTA 212, Occupational Therapy Fieldwork 1 Mental Health so that students would be better prepared for their fieldwork.

OTA 201, Occupational Therapy in Physical Disabilities would be a prerequisite for OTA 213, Occupational Therapy Fieldwork 1 Aging Populations so that students would be better prepared for their fieldwork.

The learning outcomes for OTA 212, Occupational Therapy Fieldwork 1 Mental Health were changed so they would be measureable and more in line with Bloom's taxonomy. Maryann Anderson pointed out that a change in learning outcomes was not mentioned in the abstract; therefore, members of College Council

were not looking for errors. In the future it would be better for the presenter to return to Council if something should be corrected that is not indicated in the abstract.

Dr. Briola said that there was no change to the sequence of courses. Some topics were changed, some topics were combined, but none were eliminated.

The following correction was noted:

Page 24, Learning Outcome 1 is missing a period at the end of the line.

Evelyn Kitchens-Stephens moved to accept the proposal as amended. Nancy Jenkins seconded the motion and the motion passed unanimously.

Proposal: Dietetic Technician Associate Degree Program Changes (#590)

Elizabeth Vargo presented the proposal in which there would be changes made to the program description for the Dietetic Technician Associate Degree Program. The accreditation agencies have changed their names; therefore, the program description must be changed to reflect this.

In addition, DIT 104, Foods would be split into a course on foods and a separate lab on foods. This is important so that a student's skill with handling food can be assessed separately rather than being combined with a general knowledge regarding food. The existing course is four credits. The new courses would be a three-credit course, plus a one-credit course for the lab.

The following corrections were noted:

Page 10, Rationale for changes, the word "separate" is misspelled twice.

Page 12, Learning Outcomes 3 should read is part, "Define federal, state and local food laws and regulations as applied to..."

Page 12, Learning Outcomes 5, "Devise" is misspelled.

Page 15, Learning Outcomes 1, there is an extra space before "Read."

Page 15, Course Number, the "?" will be removed after the course number has been verified by Fran Dice.

DIT 105 is offered as a distance education course. Barbara Thompson asked how the lab was handled. Mrs. Vargo replied that students are responsible to find their own laboratory sites according to a set of criteria.

Steve Wells move to accept the proposal as amended. Elizabeth Claytor seconded the motion and the motion passed unanimously.

Proposal: Dietary Manager Certificate Program Changes (#591)

Elizabeth Vargo presented the proposal, similar to the previous one, in which there would be changes made to the program description for the Dietary Manager Certificate Program. The accreditation agencies have changed their names; therefore, the program description must be changed to reflect this.

In addition, DIT 104, Foods would be split into a course on foods and a separate lab on foods, DIT 105. The new courses would be a three-credit course, plus a one-credit course for the lab.

The same corrections for the Associate Degree Program above apply to this program.

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

C. ACADEMIC PLANNING

Program/Discipline Review: Five Year Program Review of the Paralegal certificate (605.2) and program (604.2)

Joe Nese presented the program review for the Paralegal certificate and program. The recommendations for the program include the following:

Mr. Nese recommends that the number of licenses for the online tool, Westlaw, be increased. Currently, the College is paying \$566 per month. Boyce Campus has 25 licenses. An extra 15 licenses for Boyce Campus would cost a total of \$615 which is an increase of \$50 per month. There are 125 licenses at Allegheny Campus, which is sufficient.

There is a new, more user-friendly version of Westlaw which will be released soon that would cost \$642.93.

There is also a recommendation for a full-time faculty member at Allegheny Campus. This would make coordination between the two campuses easier.

Boyce is the only campus that has a law library. Even though students want to do all of their work online, it is important that they learn to use the resources in print form as well. It would be helpful if Allegheny Campus purchased basic research tools for the Library. These resources are often available as discards from law libraries. Barbara Thompson suggested that Mr. Nese contact Dennis Hennessey, the Department Head of the Library at Allegheny Campus regarding this. Mrs. Thompson was sure that Mr. Hennessey would look at this request favorably.

Mr. Nese would like to add a co-op course. This would give students work experience so they might have an easier time finding a position. It is very hard to find a paralegal position in Pittsburgh because of the abundance of law schools. Students are able to find jobs in non-traditional areas such as insurance compliance areas, banks, settlement companies, and health care.

Vicki Rostis moved to accept the program review. Nancy Jenkins seconded the motion and the motion passed unanimously.

Program/Discipline Review: Developmental Studies Discipline Review

Allysen Todd introduced the discipline review for developmental studies. Dr. Todd referenced the national attention that developmental studies has received regarding the importance in the success of students. Rita Gallegos and Don Breitbarth presented the discipline review.

Mrs. Gallegos discussed the need for more full-time faculty, as well as the need to have equity across the campuses of students' access to reading and writing labs.

Allegheny Campus has a reading computer lab, and Boyce Campus has a reading/writing lab that is very heavily used. Neither North nor South has labs.

Mrs. Gallegos expressed the need for software, specifically Wise Soft which would cost the College about \$3,000 per site. There are approximately seven sites.

From the Conclusions and Recommendations section, Mrs. Gallegos pointed out that registration for the DVS discipline increased 48% between 2006 and 2010. From 2005 to 2009, the percentage of CCAC students who enrolled in, and successfully completed developmental reading courses, was slightly higher than both the national and state benchmarks.

Steve Wells pointed out that on page 38 of the review; there is an excellent description of the instructional method that is used in developmental studies. Dr. Wells felt that this excellent description explained the process necessary for our developmental students to learn and succeed.

Rita Gallegos moved to accept the discipline review. Marianne Trale seconded the motion and the motion passed unanimously.

Program/Discipline Review: Computer and Information Technology Career Programs

Carl Francolino and Helen Ortman presented the program review. Mr. Francolino reported that he along with other faculty in the discipline looked at the 2006/2007 program review, the recommendations and how they have been incorporated, and the necessary changes that have been made to keep pace in this field.

The recommendations deal mostly with decisions regarding fine-tuning courses and programs. The recommendations address a few courses that do not run, and are not likely to be needed again. The faculty are examining the sequence of courses, and ensuring that the topics covered in each course are in compliance with standards set by the Association of Computing Machinery.

As side comments, Mr. Francolino and Ms. Ortman mentioned that students are afraid to take programming courses. Students also lack confidence in their ability to speak in front of others. Mr. Francolino believes that students should be required more often to make formal presentations, and that Speech should be part of every discipline.

The faculty are also looking at specific courses and questioning if they should be within the CIT Department. For instance, Computer Forensics might be better tied to CJC; or ecommerce should be tied to Business. Mr. Francolino added that the College CIT Department is very responsive, and do a great job of keeping the software used by students up to date.

Vicki Rostis moved to accept the program review. Jane Greenwood seconded the motion and the motion passed unanimously.

Steve Wells especially thanked faculty members Gino Anitori and Ray Martin for serving on Academic Planning. Mr. Martin was especially helpful answering questions related to our libraries.

D. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the proposal for the Medical Withdrawal changes was rejected unanimously by the subcommittee which determined that the proposal, although revised somewhat, was still piecemeal and that it was significantly different from the original proposal. Therefore, the subcommittee decided that the proposal was not clear, needed to be announced to the college community for review, and needed to be made more comprehensive and include all of the entities affected by the proposal.

Proposal: Comprehensive Student Development Services Assessment report

Esther Mason, Della Pappas and Mary Beth Doyle, Student Services Directors, presented the assessment report which details the assessment process for Student Development. The report shows a tremendous increase in the number of students that are seen. Ms. Mason cited the Fall semester 2011 during which more than 14,000 students were seen system-wide.

The Directors indicated the importance of technology which can often provide students with independence. As an example, Kurzweil 3000 reads text to students. Every computer at the College has this software imaged. It is now also web-based. Student Development staff have looked at the Echo SmartPen which records lectures, and can be paused when a faculty member digresses in his lecture. They have tried Kindel, but did not feel that it met expectations.

Under recommendations is the need for more staffing, which is critical. The staff provides service not only to the campuses, but most of the centers as well. The Directors were reclassified and placed at Grade 14, while other Directors are Grade 15. The Directors are requesting that this be corrected. Additional space, updated assistive technologies, and adaptive equipment are needed at all campuses for consistent and effective services. The Directors also spoke of the importance for professional development, and have been hindered by the lack of funds available.

Barbara Thompson moved to accept the report. Audrey Rosenthal seconded the motion and the motion passed unanimously.

Proposal: Change in Minimum GPA of Entering LPN and Advanced Placement Students

Maureen Pavlik presented the proposal. With the recent elimination of the Pax exam to determine those students who qualify to enter the Nursing program, the Nursing Department has relied on students' GPA as a gauge. The current GPA minimum is 2.5. This proposal would raise the GPA minimum to 2.8 which is consistent with most schools. This would go into effect immediately.

Vicki Rostis moved to accept the proposal. Shirley Harr seconded the motion and the motion passed unanimously.

Proposal: Add a question on the final grade roster for each "F" grade awarded indicating the student failed the course due to non attendance

Jamie Hightower and Fran Dice presented the proposal. The addition of a question on the final roster asking if an "F" grade was for non-attendance, will help identify financial aid recipients who did not attend class; therefore, did not earn their financial aid.

Attendance is very important to Title IV funds, and the College is required by the Department of Education to question attendance. The College must return funds to the government for those students who withdraw from classes short of the 60% point of the semester. What is difficult to identify are those students who just disappear and don't withdraw. Instructors need to report those students who just stop coming to class, as well as the date when they last attended. The question on the final roster in this proposal will help to identify those students.

There was considerable discussion whether this question was stated in a manner that would identify only those financial aid students who disappear. A student may have attended most classes, but may have violated the instructor's attendance policy, and be identified as receiving an "F" due to non-attendance. Mrs. Dice may have to present another proposal at a later date that would refine this question.

Carl Francolino moved to approve the proposal. Audrey Rosenthal seconded the motion and the motion passed with 13 votes in favor and 1 abstention.

Proposal: "W" deadline date~align with 60% Title IV reporting deadline

Fran Dice presented the proposal. Currently the deadline for students to withdraw from classes is the 66% mark of the semester. Students can remain enrolled to the 65th% mark, and then withdraw and keep their financial aid. The proposal would move the date when students would need to withdraw to the 60% point of the semester. This is in alignment with all but one community college in the state. The actual difference is 4 days.

Jane Greenwood moved to accept the proposal. Rita Gallegos seconded the motion and the motion passed 11 votes in favor, 1 vote opposed and 2 abstentions.

AGENDA ITEM III: UNFINISHED BUSINESS

Barbara Thompson reminded Subcommittee secretaries to please send their minutes to her throughout the summer as word document attachments. She will forward them to Tanya Sander-Marks to be posted.

Mary Frances Archey discussed the medical withdraw proposal that has not passed through Academic Standards and Student Affairs. She reported a meeting between her, John Dziak and Maryann Anderson. They concluded that anything dealing with finances is managerial.

Dr. Archey pointed to a proposal that was passed by College Council in 2007 that allowed for a partial withdraw from classes. On the basis of that proposal passed by College Council there was a motion by Shirley Harr and a second by Rick Allison to change "college" to "classes" on page 28 of the current catalog which will read, "The student's physician will need to document the condition that requires a student to leave classes," rather than, " The student's physician will need to document the condition that requires a student to leave the college." This will align the paragraph to agree with the first sentence which reads in part, "If a student experiences health problems that require withdrawal from classes..." All were in favor of this change.

AGENDA ITEM IV: NEW BUSINESS

Maryann Anderson distributed the list of initiatives that College Council has completed. The list numbers 70 proposals, which represents a tremendous amount of work. Mary Frances Archey and Donna Imhoff commented on how important this list is in locating issues that have been resolved. Maryann Anderson thanked everyone for all the good work accomplished this year.

Carl Francolino expressed concern about the academic appeals process. He cited a situation in which a complaint had been settled, but still went forward. Mary Frances Archey and Donna Imhoff commented on the importance of the appeals process, even when an issue has been decided. Due process is vital, and in the long run protects the College from possible litigation which occurs on a regular basis. All appeals must be heard even if the issue has been settled.

Maryann Anderson reminded Council that the minutes from this meeting will be approved via email and to please respond.

There being no further business, the meeting ended at 4:25 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary