

# College Council Meeting Minutes August 23, 2012

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

### ATTENDANCE

#### Present

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

#### Absent

Rick Allison  
Nancy Jenkins  
Sharon Mills

#### Guests

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

### AGENDA ITEM I: WELCOME AND INTRODUCTIONS

Maryann Anderson welcomed members of Council and asked that each member introduce themselves.

### AGENDA ITEM II: ELECTION OF FACULTY MEMBERS ON COLLEGE COUNCIL

#### Election of Faculty Members on College Council to the following positions:

<b>Chair of College Council</b>	Chair
Maryann Anderson	Audrey Rosenthal - Secretary

<b>Secretary of College Council</b>	<b>Academic Planning</b>
Barbara Thompson	Stephen Wells - Chair
	Vicki Rostis - Secretary

<b>Chair and Secretary of the four Sub-Committees:</b>	<b>Assessment and Research</b>
	Carl Francolino - Chair
	Elizabeth Claytor - Secretary

**Curriculum**  
Rita Gallegos - Chair  
Marianne Trale - Secretary

**Academic Standards and Student Affairs**  
Evelyn Kitchens-Stephens -

### **AGENDA ITEM III: RESPONSIBILITIES OF SUB-COMMITTEES**

Maryann Anderson reviewed the responsibilities of each Subcommittee as outlined in the AFT Collective Bargaining Agreement, Article XXVII, Governance.

#### **Curriculum**

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

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

Academic Standards and Student Affairs is responsible for procedures related to admissions, advising, registration, testing, academic standards, grading and student retention.

#### **Academic Planning**

Academic Planning is responsible for reviewing bargaining unit positions and making recommendations regarding which positions might be filled. They are also responsible for program and discipline review and the academic calendar.

#### **Assessment and Research**

The responsibilities of Assessment and Research include reviewing and making recommendations regarding distance education, assessment, and creative initiatives.

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

Maryann Anderson distributed copies of the College Council protocol for members and guests of College Council. Members should be respectful, raise their hand to be recognized to speak, give notice if not able to attend, and be on time. After 2 consecutive absences, members may be replaced. Members are not permitted to send substitutes to represent them at College Council meetings. Subcommittee chairs should submit agenda items the Friday before Council meets. Council will discuss only those items on the agenda.

Guests are welcome to attend and notice of that should appear on each Council and Subcommittee meeting announcement. Guests should sit around the perimeter of the room until invited to present at which time they should move up to the table. Guests must sign the log so that their presence will be recorded in the minutes. Guests should limit their remarks to five minutes.

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

College Council meets at 2:30 PM the second and fourth Thursdays of each month in the Board Room of the Office of College Services. The Subcommittees meet the first and third Thursdays in conference rooms at the Office of College Services. All Subcommittee meetings start at 2:30 PM with the exception of Academic Planning which starts at 2:00 PM. The last day to submit proposals to Subcommittees for consideration by College Council is April 4, 2013.

### **AGENDA ITEM VI: UNFINISHE BUSINESS**

There was no unfinished business.

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

### **Embedded Librarian Project**

Erin Pierce, Librarian at the North Campus Library, presented information regarding the embedded librarian project. This project was specifically designed to deliver library service to those distance learning students who have been under-served.

Because more and more students are taking online courses, North Campus Library staff felt it was important to offer all of the services that are available to students on campus to students taking online courses. The service is most valuable for those courses in which there is an active research component.

Students are introduced via the course outline and Blackboard to the personal librarian for the course. Mrs. Pierce develops a guide of resources specific to the research project. She teaches students how to do research and is available via chat or email to answer specific questions.

Mrs. Pierce used four methods of assessment to determine the effectiveness of the service: a student survey, a faculty interview, a one-minute reflective piece written by students and a larger information literacy assessment piece.

She found that 11% of students contacted her directly, and 57% used the course-specific guide; therefore, 68% used the service in some way. 88% of students said they would like to have this service in other classes.

In the information literacy assessment, Mrs. Pierce compared embedded librarian students with the students from the college-wide assessment done in 2007. She selected three courses: ANT 102, SOC 120, and ENG 118. Each assessment was evaluated by 2 librarians. Results showed that in courses in which there was an embedded librarian, 92% of students passed the course as opposed to 76% in the general population. Also, only 8% of students failed in the courses in which there was an embedded librarian, as opposed to 24% in the general population. The percentage of students doing exemplary work soared from 11% to 41%. Mrs. Pierce concluded that:

- Students in online courses with a research component do better with a librarian embedded in their course.
- Embedded librarians support the general education goals of the College.
- Students want the support of a librarian, and will use that support if they understand they have access to it.

Currently this service is available for online courses taught by North Campus faculty; however, Librarians at other campuses have expressed an interest in participating in similar initiatives at their respective campuses.

### **Archived approved proposals, 2010-2012**

Over the summer, the staff from Fran Dice's office scanned the approved proposals from 2010 to 2012 and placed them on the U drive for access by CCAC faculty and staff. Prior to this, the only proposals available were original proposals that did not incorporate the changes made during the Subcommittee meetings as well as College Council. This was a large undertaking and Council members were grateful to have this valuable resource available.

Mary Frances Archey distributed the responses to the recommendations made in the Program and Discipline reviews conducted during the Spring semester.

Maryann Anderson reminded Subcommittee chairs to please send out announcements asking for faculty members. Please email the Subcommittee memberships to Barbara Thompson who will add them to the College Council websites.

There being no further business, the meeting ended at 4:48 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes September 27, 2012

## COLLEGE COUNCIL MEETING MINUTES September 27, 2012 Office of College Services Board Room

### ATTENDANCE

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

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

### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE AUGUST 23, 2012 MEETING OF COLLEGE COUNCIL**

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

### **AGENDA ITEM II: SUBCOMMITTEE REPORT**

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

Steve Wells distributed the timeline for hiring and the revised forms. Dr. Wells reminded Council members that when only the dates are changed on forms, the forms do not have to be approved by Council.

Highlights of the hiring timeline include:

- October 26 - Department Heads submit hiring requests to Deans
- November 8 - Prioritized list of hiring requests must be submitted to Academic Planning
- December 6 - Academic Planning hearing
- December 13 - Academic Planning submits recommendations to College Council

It is not known how many hires there will be this year, and if the Faculty Fellow Program will continue.

Dr. Wells presented some findings regarding hirings for August 2011 to August 2012. Last year there were 18 permanent hires; however, there were 20 vacancies due to retirements and other reasons. We are not quite keeping up.

The 18 new hires represent considerable cost saving to the College. Of the 18 new positions, 12 were hired at the Instructor level or below. Of those twelve, eight of the positions were teaching faculty, and four were Educational Technicians.

Dr. Wells added that full-time staffing in the core disciplines is still shrinking.

The Subcommittee tried to examine where there might be delays in hiring and discovered there was no one key factor. It can take eight months to finalize a position, but there is no one place where a bottleneck occurs. Positions can be posted, but hires cannot be made until the Board approves the budget.

There are some problem areas where it is extremely difficult to fill positions, such as HVAC and Massage Therapy. There was discussion regarding if there should be special considerations or allowances for programs that will disappear without full-time faculty. There was some discussion whether these positions should be filled automatically. While that would make hiring somewhat easier, Mary Frances Archey warned that the more positions guaranteed, the less review there is by governance. Council requested that the Subcommittee look at special circumstances and other hiring considerations.

There was also discussion regarding letters of retirement and if positions can be requested if the letter of retirement is in hand. A position is not vacant until the day a faculty member actually retires because a retirement can be rescinded. However, if there is a retirement for which the College has a letter of retirement in hand, then the information should be noted in the narrative that accompanies the hiring request.

#### **Program Review Submission Directions Document**

Steve Wells also distributed a process for Program Review. They are step by step directions similar to those for the Curriculum Subcommittee. The document will be posted on the Academic Planning website.

The only changes to the form were in numbers 6 and 8 in which 3 business days was changed to 5 business days.

Academic Planning also received program reviews for the Central Services Technician Program and Respiratory Therapy Program. Respiratory Therapy was a carryover from last year. They will be presented to College Council at the next meeting.

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

Evelyn Kitchens-Stephens reported that Fran Dice presented a proposal on directory information as it relates to the Family Educational Rights and Privacy Act (FERPA) of students. Because of FERPA, information regarding students is withheld from all agencies including those that could provide valuable opportunities to students. The proposal would allow information to be sent, but only to agencies carefully screened by the College. The Subcommittee requested that students have the option of opting out of their information being disseminated. Once that was added to the proposal, the proposal passed and will be presented to Council at the next meeting.

Charles Bostaph will be presenting a proposal on mandatory orientation. There are some concerns regarding enforcement.

## **C. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee has had one meeting. The Subcommittee will be exploring lecture capture options and the technology surrounding it. Mr. Francolino also discussed potential CIT internship possibilities with our IT Department. He also reported that there are not enough full-time faculty members on the Subcommittee and that there are several adjuncts who are interested in serving.

## **D. CURRICULUM**

Rita Gallegos reported that proposals on Surgical Technology and Multi Media Communications will be coming soon. The Subcommittee will also be dealing with the issue of General Education. Mrs. Gallegos questioned whether it should be sent back to the Initiator since there is some controversy. It was recommended that it go forward in the Subcommittee, and that the issues be considered in the hearing.

Carl Francolino commented that the proposal is about general education goals not about requirements of specific programs. The proposal has gone through the beginning governance process, it was announced, comments were made, and it now goes to Curriculum.

Mary Frances Archey commented that there are two different issues; one is how to refine general education goals, the other is what is included in the general education certificate. They are entirely different issues.

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

### **Last Day for Proposal Submissions for 2012-2013**

Maryann Anderson provided clarification regarding the last day that proposals can be submitted. The final day for Initiators to send out new proposals to the College Community for comment is April 11th. The proposal would then be heard at the April 18th Subcommittee meeting. Following approval at the Subcommittee level, the proposal would then go to College Council either April 25th or May 9th.

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

### **Group Photo**

Tanya Sander-Marks was present to take a group photo of the members of College Council for the College Council website.

### **President's Council**

Maryann Anderson reported that President's Council met on Sept 17th. Dr. Johnson discussed his efforts to share information about our college and community colleges in general on the state and national levels. Dr. Johnson has been sharing the financial situation as well as the goals of community colleges. Other issues presented included:

- Charles Blocksidge presented information about the Labor Management Institute.
- There will be a civil right audit in June 2013. Auditors from the Office of Civil Rights will be here for a week.
- Work Force Training has received a grant from the Trade Adjustment Assistance Community College and Career Training Initiative (TAACCCT-I) along with 14 other community colleges. Our portion will be used for mechatronics training.
- Rose DiCola from the Educational Foundation reported that the foundation has raised \$34 million for the Imagine and Achieve project. The goal is \$40 million.
- The Leadership Institute will be starting a new year. The goal is to develop new leaders for the future. Responding to a question, grant-funded employees can also participate.

Mary Frances Archey reported that the Math Cafés are open and operating. Dr. Archey encouraged faculty to send students as appropriate. She also reported that the college has received the Title III grant which will provide \$1.59 million over 5 years. The grant will provide tutoring and developmental reading and writing for students who are at the lower level. The College is looking to establish Learning Commons at each campus.

There being no further business, the meeting ended at 3:56 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes October 11, 2012

## COLLEGE COUNCIL MEETING MINUTES October 11, 2012 Office of College Services Board Room

### ATTENDANCE

#### Present

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

#### Absent

#### Guests

Mary Lou Fragale  
Richard Laurent  
Linda Radzvin  
Jason Trautman

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

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE SEPTEMBER 27, 2012 MEETING OF COLLEGE COUNCIL

Marianne Trale moved to approve the minutes of the September 27, 2012 meeting of College Council. Rita Gallegos 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 hearing originally scheduled for October 4th on mandatory orientation was rescheduled to October 18th. At that time, the Subcommittee will also hear a proposal by Jamie Poindexter on the 5-Year Comprehensive Student Development Assessment from the CCAC Offices of Financial Aid.

#### B. ASSESSMENT AND RESEARCH

Carl Francolino reported that the Subcommittee met and reviewed the lecture capture software, Panopto. This software allows students to review video recordings of lectures remotely, and focus on particular

content. The IT staff presented a very comprehensive demonstration to many interested faculty members.

Mr. Francolino mentioned that he was very impressed with how the software has matured in recent years. Our faculty have embraced Panopto to the extent that all 20 of the CCAC licenses are used.

Panopto can be used not only for distance learning courses, but also for face-to-face courses for which students may want to review demonstrations, lab assignments, or lectures. One downside of Panopto is the possibility of storage problems in the future.

The Subcommittee also discussed the CCAC calendar and the short amount of time between semesters during which the IT staff must accomplish such tasks as installing Blackboard updates or performing indexing in a short amount of time. Mr. Francolino expressed concern that there is not enough time to do many of these necessary tasks.

### **C. CURRICULUM**

#### **Proposal: Revision to the Surgical Technology (#530.1) Degree and the Surgical Technology (583.1) Certificate Programs to be compliant with the required core curriculum for Surgical Technology 6th Edition**

Rick Allison introduced the proposal by explaining the very busy year that Surgical Technology has had. The programs have not been accredited in 12 years, and received a call announcing that the accreditation team was coming in four months. Mr. Allison said the accreditation was the most demanding that he has ever seen.

He explained that the profession is changing dramatically, and many accreditation boards are requiring that the person who heads the program have a Master's Degree in the subject field. They will no longer accept someone with a nursing degree, even if that degree level is a Master's degree. The Team looked at everything with a critical eye, and the Department decided to incorporate the new requirements now which involved major revisions to the program.

Linda Radzvin explained the revisions outlined in the proposal.

- Basic patient care skills were moved from SUR 120 to SUR 110. It was felt that those skills should be possessed by anyone in any health care setting.
- An additional 2 hours of lab were added to SUR 120, Surgical Technology 2, increasing the credits for the second semester from 19 to 20. The listed topics and learning outcomes were revised for the course.
- An extra credit was added to SUR 230, Surgical Technology 3 which would total 17 credits for the third semester. The course increased from 6 to 7 credits by adding an additional 2 lab hours. The learning outcomes and listed topics were changed and advanced skills applications were added.
- The total credits for the degree increased from 69 to 71. The credits increased from 45 to 47-48 for the certificate.
- SUR 240, Surgical Technology 4, the catalog description changed from references to organ harvesting to references to organ procurement. The learning outcomes and listed topics were also changed.

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

#### **D. ACADEMIC PLANNING**

Steve Wells reported that the Subcommittee did not meet. All of the information regarding hiring has been disseminated. The dates on the forms on web site have not been revised, but will be shortly. Data for last year is not yet available. Jim Robertson will have that information available soon.

##### **Program/Discipline Review: Respiratory Therapy (RES) Program (Degree #540)**

Richard Laurent presented the program review. The Program was accredited March 2011, and the Department was informed of the results May 2011. The Program is accredited for 10 years. Rick Allison said that the accreditors did not make a single recommendation.

Students continue to do well on their board exams and students have a 100% placement rate. There was a recommendation from the department for ventilators and simulators. The department did receive one each through grant money, but an additional one each is needed. The department will again request grant money including money from Perkins.

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

##### **Program/Discipline Review: Central Services Technician #438**

This program does not have an outside accreditation. The department utilizes the Surgical Technology faculty on campus. The program consists of 2 courses SUR 110 and CST 112. These courses prepare students for an entry level position in a hospital dealing with surgical equipment, decontaminating the equipment, sterilizing it, and inventorying the equipment.

CST 103 prepares students to take the certification exam. Dr. Radzvin reported that the College is in negotiations with UPMC St. Margaret's Hospital to prepare their staff for certification by teaching CST 103. This may lead to educating other UPMC employees who now must be certified.

The program can only accommodate 5 students. There were no recommendations as a result of the program review.

Elizabeth Claytor moved to accept the program review. Audrey Rosenthal seconded the motion and the motion passed unanimously.

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

There was no unfinished business.

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

There was no new business.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes November 8, 2012

## COLLEGE COUNCIL MEETING MINUTES

November 8, 2012

Office of College Services Board Room

### ATTENDANCE

#### Present

Richard Allison  
Maryann Anderson  
Elizabeth Claytor  
John Dziak  
Carl Francolino  
Rita Gallegos  
Donna Imhoff  
Evelyn Kitchens-Stephens  
Sharon Mills  
Audrey Rosenthal  
Vickie Rostis  
Barbara Thompson  
Marianne Trale  
Stephen Wells

#### Absent

Mary Frances Archey  
Shirley Harr  
Nancy Jenkins

#### Guests

Ben Blazer  
Anne Louise Dailey  
Fran Dice  
Steven Dodin  
Gretchen Mullin-Sawicki  
Charles Noel  
Michael Sullivan  
Allysen Todd

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

### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE OCTOBER 11, 2012 MEETING OF COLLEGE COUNCIL**

Steve Wells moved to approve the minutes of the October 11, 2012 meeting of College Council. Marianne Trale seconded the motion and the minutes were approved as presented.

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

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

Evelyn Kitchens-Stephens reported that the November 1st meeting was cancelled. At the next meeting, the Subcommittee will hear a proposal on remote placement testing.

#### **Proposal: Directory Information (FERPA): add student mailing addresses and email addresses to CCAC's items included in directory information**

Fran Dice presented the proposal which would allow the College to disseminate a limited amount of students' directory information to interested parties vetted by the College. Mrs. Dice referred to the Family Educational Rights and Privacy Act (FERPA) of 1974 which was formerly known as the Buckley Amendment.

The College has always been very careful to protect grades and social security numbers of students, especially at this critical time when personal privacy is in danger of being violated. FERPA has been

amended by the Federal government several times to keep it relevant with the current climate. FERPA has determined that there are some pieces of information that will always be protected, and some directory information that can be public.

Directory information is information that would not be damaging to students if it became public. Currently we do not disclose any names and addresses; however, we have received requests for this information. There are politicians who would like to send letters of congratulations to our graduates just as they do for graduates of the state universities. The University of Pittsburgh has asked for this same information so they might recruit our graduates.

As the proposal read, postal and email addresses could be shared at the discretion of the college. Barbara Thompson asked who that meant, who could exercise the discretion. As a result, the proposal was amended to specify that directory information can be shared "at the discretion of the Assistant Dean of Academic Management."

Mrs. Dice added that by federal law, the College must notify students of their right to privacy, therefore Mrs. Dice sends an email at the beginning of every semester to each student which allows them to opt out of any directory information being disclosed. Students must complete a form that can be found on the College website which flags the student's record in Datatel if they do not want directory information disclosed.

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

## **B. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee did not meet. Upcoming topics for the Subcommittee include an update of the College-wide assessment, the annual online learning review and an internship program for CIT students.

## **C. CURRICULUM**

### **Proposal: Remove pre-requisite on GGY 202 - Historical Geology**

Steve Dodin presented the proposal which would remove the prerequisites of GGY 201, Introduction to Geology and GGY 203, Physical Geology for GGY 202, Historical Geology.

When the course, GGY 202, Historical Geology was first proposed in the 1970's, those prerequisites were appropriate; however, the current textbooks cover that material so the prerequisites are no longer needed.

There was a correction made to page 5 of the proposal. Learning Outcomes 1 should read "geology" rather than "geography."

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

### **Proposal: PSY 270 - Statistics for the Behavioral and Social Sciences**

Anne Louise Dailey presented the proposal. Dr. Dailey explained that this course previously existed; however, when the College went to a single catalog, the Math Department took over all statistics courses and felt this course was not needed. Now, to be in compliance with the Pennsylvania Transfer and Articulation Agreement (TAOC), this course is necessary.

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

**Proposal: Multimedia Web Programming (104.2)**

Mike Sullivan and Gretchen Mullin-Sawicki presented the proposal. The changes to the program came as a result of recommendations by the advisory council for the program. They also carefully considered recommendations from the Art Department so not to conflict with the graphic arts design program. Graphic arts creates the design for a website, whereas multimedia web programming puts the design onto the internet.

Dr. Mullin-Sawicki mentioned that there is an articulation agreement with Beatty Tech in which the College accepts three credits of their program into ours.

Vicki Rostis moved to accept the proposal. Carl Francolino seconded the motion and the motion passed unanimously.

**Proposal: Health & Physical Education (020.1) Proposal**

Gretchen Mullin-Sawicki presented the proposal which was the result of recommendations from a 5-year program review. During the program review, they received feedback from the Education Department that Track D should be revised. The revision included deleting EDU 201 and PSY 201 from the curriculum and replacing them with general education and psychology electives. This will allow students to select their own direction and perhaps make the program more transferrable.

Elizabeth Claytor moved to accept the proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

**Proposal: Maintenance Mechanics Technology (MMT) Proposal**

Gretchen Mullin-Sawicki presented the proposal which deletes courses in the building maintenance program that have not been offered in seven years or more. The Building Maintenance Technology Program is no longer offered, and the Facilities Maintenance Technology program has taken its place.

The proposal also updates one course MMT 130, Job Safety and First Aid, which is offered. The Catalog Course Description, Learning Outcomes and Listed Topics have been revised.

The following corrections were made to the revision for MMT 130:

Page 5, change "cardio pulmonary" to "cardiopulmonary" in the Catalog Course Description and Listed Topics 6.

Learning Outcomes 2, change "affect" to "effect."

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

**Proposal: Add THE 116, Physical Approaches to Acting 1 and THE 219, Physical Approaches to Acting 2**

Ben Blazer presented the proposal for the course THE 116, Physical Approaches to Acting 1 and THE 219, Physical Approaches to Acting 2 which have been running successfully as experimental courses for 4 semesters.

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

**Proposal: Addition of a new Transportation Security Administration Diploma (9 credits) and three new courses**

Barry Noel presented the proposal which was developed out of requests from Global Corporate College (GCC), an entity that has been selected by the Transportation Security Administration (TSA) to roll-out this program nationally. The diploma program consists of three courses on Homeland Security, Intelligence Analysis and Security Management, and Transportation and Border Security. The curriculum was designed by the GCC. Currently there are 68 TSA employees who are interested in taking the courses which will be taught at the airport. Upon completion of the courses, students may transfer directly into the Homeland Security Program offered by the College, if they choose. The program will be offered in the Spring to TSA employees. After that, the courses will be offered on the campuses to determine if there is interest from the general public.

There were corrections noted on page 5 of the proposal. Item 2 should read in part "...recognizes the untapped potential in the Transportation Security Officers (TSO's) employed at U.S. airports. The TSA believes providing educational opportunities will improve their skill set on the job while helping the TSA meet its goals of improved customer service, skilled employees and employee advancement."

There were additional corrections in the supplement:

Number 2 should read in part, "role and mission of the Transportation Administration."

Number 3 should start, "Explain risk assessment..."

Number 3 becomes number 4.

Number 4 becomes number 5.

Number 5 becomes number 6.

Additional spacing will be removed between numbers 4 and 5 and numbers 5 and 6.

Rick Allison pointed out the difficulty students have getting financial aid for the phlebotomy program because the program is only nine credits. Mr. Allison asked if it was possible to expand the credit offerings for this program. Mr. Noel explained that the program is from Global Corporate College and cannot be altered. When the program moves to the campuses, perhaps it could be altered at that time.

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

**Proposal: Program 043 Deletion**

Allysen Todd presented the proposal which will eliminate the Math Program. This is a result of so few math major graduates. There were only four graduates between 2006 and 2011. A recent program review as well as a consideration of what would have to be done to the program as a result of the TAOC agreement prompted the math faculty to conclude that the program should be eliminated. Students will still be able to take math courses and then graduate with a math and science associate of science degree which will transfer to four-year institutions. All math courses can stand alone, and nothing would be affected.

The title of the proposal will be changed to "Math Associate Degree 043 Program Deletion." This will allow the program to be searchable.

Barbara Thompson moved to accept the proposal as amended. Audrey Rosenthal seconded the motion and the motion passed unanimously.

#### **D. ACADEMIC PLANNING**

Steve Wells reported that the Subcommittee did not meet. The next meeting will be November 15th at which time the Subcommittee will hear the Math Program Review and the Tourism Management Program Review. The Subcommittee will then meet in executive session to consider hiring recommendations.

There have been 52 hiring requests submitted by the campuses and the Subcommittee is authorized to recommend 10 positions. There were 22 full-time positions lost last year. Since the hiring agreement is not being followed by the College, the Subcommittee does not feel bound to follow the agreement either, therefore retirement positions will not necessarily be recommended to be filled. The open hearing will be December 6th.

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

There was no unfinished business

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

##### **Revised Schedule for Program Reviews for 2012-2013**

Maryann Anderson distributed the new schedule for program reviews for this academic year. The list has been reviewed and updated by the Academic Deans.

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

Maryann Anderson reported that she attended the President's Council meeting on October 15th. The topics for discussions included the Math Cafés and preferred names to be used for students. There was a caution that test banks that may be used by faculty might not be secure. Human Resources presented the results of exit interviews with administrative staff. The leadership development group was surveyed, and their feedback indicated that communications could be increased. The intranet will be coming soon. The Foundation provided a report on the Imagine and Achieve campaign.

There being no further business, the meeting ended at 4:30 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes December 13, 2012

## COLLEGE COUNCIL MEETING MINUTES

December 13, 2012

Office of College Services Board Room

### ATTENDANCE

#### Present

Richard Allison  
Maryann Anderson  
Mary Frances Archey  
Elizabeth Claytor  
Carl Francolino  
Rita Gallegos  
Shirley Harr  
Donna Imhoff  
Nancy Jenkins  
Evelyn Kitchens-Stephens  
Sharon Mills  
Audrey Rosenthal  
Barbara Thompson  
Marianne Trale  
Stephen Wells

#### Absent

John Dziak  
Vicki Rostis

#### Guests

Michelle Balfe  
Margaret Barton  
Doralee Brooks  
Christine Carr  
Reza Chitsazzadeh  
Joe Deblasio  
Frances Dice  
Nancy Grant  
Michelle Jackson  
Nancy Keilly  
Kyle Mosley  
Gretchen Mullin-Sawicki  
Jamie Poindexter  
Brad Sandrock  
Don Smith  
Allysen Todd  
Jynhae Tyler  
Elizabeth Vargo  
Stephanie Westfall  
Miriam Wilson

Maryann Anderson, College Council Chair, called the meeting to order at 2:32 PM and welcomed the many guests in attendance.

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE NOVEMBER 8, 2012 MEETING OF COLLEGE COUNCIL

Elizabeth Kitchens-Stephens moved to approve the minutes of the November 8, 2012 meeting of College Council. Marianne Trale seconded the motion and the minutes were approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. ACADEMIC PLANNING

##### Proposal: Recommendations for the Full Time Hiring Rankings, 2013-2014 AY

Steve Wells reported that the hearing to consider the recommendations for full-time hires occurred at the last meeting of the Subcommittee. As has happened the past few years, the Subcommittee did not distribute the hires necessarily evenly by campus. In establishing ranking, they considered the 52 submitted requests in terms of need, enrollment data, the number of full-time faculty in the department,

the full-time to part-time ratio, the campus ranking, narratives, safety implications, and growth in the field. The list of recommended hires, as amended and approved by College Council, appears at the end of these minutes.

Initially the Subcommittee was told the College could fund only 10 full-time positions. The number of hires was eventually increased to 20; however, the 20 includes a full-time Paramedic position that was already funded. The 20 positions also included 4 Nursing positions - 1 per campus. The Nursing Departments said they would have to limit enrollment if the positions were not filled. There are four Math positions recommended, two at Allegheny and one each at South and North. This was in light of an external evaluator's comments that we have substantial need for full-time faculty in Math. Also included was a Radiation Therapy position necessary for accreditation.

The Massage Therapy position at Allegheny Campus was not included in the 20 recommended positions. This may mean that the Program will not be able to continue; however, this position can be submitted next year.

Rita Gallegos asked if the DVS hire for Boyce Campus in position 10 and the English hire for Boyce Campus in position 40 could be switched. Because of subsequent circumstances based on hiring limitations for part-time faculty, as Department Head, she now has more need for the English hire. Joe Deblasio objected to the proposed amendment. Rick Allison moved to amend the list of recommended hires to accommodate this switch. Nancy Jenkins seconded the motion and the motion passed with 11 votes in favor and 2 votes opposed.

Donna Imhoff moved to accept the recommended list as amended. Shirley Harr seconded the motion and the motion passed 11 votes in favor and 2 votes opposed.

Steve Wells commented on the wonderful job that the Subcommittee does with this tremendous task.

#### **Proposal: 13FA Fall 2013 – Academic Calendar Amendment**

Fran Dice presented the proposal which would revise the Fall 2013 calendar which had been originally approved in 2009, to allow for a full week off for the Thanksgiving break. Originally the break had been approved for a Wednesday through Sunday Thanksgiving break with a mid-term 2-day break earlier in the semester. The full week is necessary so that the ITS Department can perform a much needed upgrade to the Datatel system. There has not been an upgrade in five years.

Mrs. Dice was asked why the upgrade could not be done during the semester break. She explained that the time period during the break is peak enrollment time, and they would not have time to test the system following the upgrade. The Thanksgiving break would be the least disruptive to the student process.

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

#### **Program/Discipline Review: Five Year Program Review: Tourism Management (423.3)**

Stephanie Westfall and Gretchen Mullin-Sawicki presented the program review. Mrs. Westfall is an adjunct faculty member as well as the general manager of the Hampton Inn and Suites at the Meadowlands.

Mrs. Westfall commented on the program's outstanding advisory board. One of members is Joe McGrath of Visit Pittsburgh who attested to the 52% current growth in the local hotel industry. Other board members include representation from Robert Morris and Youngstown State.

We are one of the few colleges to offer a degree program in tourism. Most of the other programs are Hospitality programs. Previously the program was a certificate program, but is now an Associate's Degree program. For the past two years, there has been only one graduate for each year. There is a lot of interest in the program, but the program suffers from a lack of marketing. There is a perception that the program covers only tourism, but it is really more event planning.

The strengths of the program include a great deal of interest from the professional community, and that all courses can be taken online. The weaknesses include a lack of marketing as well as course titles that do not accurately reflect what is taught. One of the recommendations is to pursue software programs that could be incorporated into the curriculum.

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

#### **Program/Discipline Review: Math Program (043) Review**

Allysen Todd presented the program review and noted that the math degree was eliminated at the previous meeting of College Council. The Math Department has been involved over the last five years with launching some very successful initiatives. These include the commencement of the Math Cafés, student success coaches, establishing math enrichment classes for students scoring very poorly on placement tests, and course pairings.

Dr. Todd noted the comments from the external evaluator regarding the serious lack of full-time Math faculty. She also mentioned that the transferability of math courses and the calculus sequence are being reviewed.

Elizabeth Claytor moved to accept the program review. Rita Gallegos seconded the motion and the motion passed unanimously.

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

Evelyn Kitchens-Stephens reported that at the last meeting of the Subcommittee, the mandatory orientation proposal was rejected. The Subcommittee felt the proposal needed more detail, and that the process could put too much burden on some departments. The process also would be difficult to articulate in the Student Handbook.

At that same meeting, the Remote Compass Testing Proposal was approved and will be presented to Council at the January 24th meeting.

#### **Proposal: Comprehensive Student Development Services Assessment-Office of Financial Aid**

Jamie Poindexter presented the 5-year assessment of the College's Financial Aid process. Assisting Mrs. Poindexter were the Directors and Assistant Directors of Financial Aid system wide, which Mrs. Poindexter introduced.

Mrs. Poindexter said that financial aid is governed by Federal regulations and administered by the Department of Education, and an annual assessment is necessary to ensure that we are in compliance. One of the functions of the Financial Aid administrators is to take federal law, and format it into good business practices.

A priority this year is debt management. The College is concerned about our federal default rate. When students secure federal loans and then default on them, this negatively impacts the College. Debt management is a major concern nationwide as fraud rings of students are securing federal loans and

then disappearing. Identity theft is another major concern. Mrs. Poindexter said that the country is facing a debt crisis and an easy place to cut funds is student loans and financial aid.

Mrs. Poindexter discussed a study she conducted to determine if our decline in enrollment was a result of the higher number of students on financial aid suspension. She did not find a correlation between the two. What she did find was that students utilized loans or a different source of funding when financial aid was not available.

Mrs. Poindexter was questioned about financial aid and online learning. She explained that students must take 51% of their courses on campus. This is a Pennsylvania State limitation. Federal aid has no limit.

Mrs. Poindexter was also questioned about our default rate which is 9.9%. The national default rate is just over 8%. If our default rate reaches 15%, we will be forced to disburse funds in two segments.

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

Rick Allison distributed the official College Council Colored Paper Guide.

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

Carl Francolino reported that the last meeting of Assessment and Research was cancelled.

Mr. Francolino said that we need to look at online learning that is being underwritten by corporations such as Microsoft. This will have an effect on our enrollment.

The annual review of online learning is not yet ready because of a delay getting statistics from Institutional Research,

### **D. CURRICULUM**

#### **Proposal: American Sign Language Interpreting (915.1) Proposal**

Gretchen Mullin-Sawicki and Michelle Balfe presented the proposal. They emphasized how critical the program is. National certification is now required and this program is the only program in Western Pennsylvania to enable interpreters to sit for that certification. Although you must have a Bachelor's degree to sit for the exam, many students come to us already having the degree.

The program was spearheaded by the deaf community because of the huge demand. Currently the program includes only educational interpreting in which the interpreter is assigned to a student in a classroom. This proposal will broaden the program to include community interpreting. Community interpreters make \$50 per hour with a 2 hour minimum. The admissions requirements have been increased and changes have been made to the curriculum.

Nancy Jenkins moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

#### **Proposal: Welding (316.3) Proposal**

Gretchen Mullin-Sawicki presented the proposal which makes several changes to the welding curriculum. Restricted electives are reduced from six to three, and general electives replace those restricted electives. Revisions were made to Welding 208 to eliminate the lab and replace it with advanced blueprint reading. Welding 224 has been revised. The curriculum has been revised to ensure that students can transfer into the Manufacturing Welding track in Engineering.

The following corrections were made to the proposal:

Page 14, "WLD 224 Pipe 3 Downhill Pipe welding" should read "WLD 224 Pipe Welding 3 - Downhill."

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

**Proposal: Electronic Engineering Technology (300) Proposal**

Reza Chitsazzadeh presented the proposal which would eliminate courses which are no longer offered, establish program objectives and initiate a new three-credit course on microcontrollers. If this is successful, the Department may develop a new program for macro controllers. All of this is the result of recommendations from their advisory board.

The following corrections were made to the proposal:

Pages 12 and 13, MIT 240, Scientific and Industrial Instrumentation is listed twice.

Page 15, Learning Outcomes 6, add "and" between "digital" and "analog."

Professor Chitsazzadeh remarked that electronics and manufacturing enrollment is now very good.

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

**Proposal: DIT-201 Dietetic Supervised Practice 1: Revisions of Course Learning Outcomes, Prerequisites and Course Description**

Elizabeth Vargo presented the proposal which would list the learning outcomes, prerequisites and the course description of DIT 201, Dietetic Supervised Practice 1. This course is a practicum course, and the accrediting body, the Accreditation Council for Education in Nutrition and Dietetics, requires these changes.

The following corrections were made to page 6, Listed Topic 9, "gastrointestinal" was misspelled and the colon after "such as" will be removed.

Nancy Jenkins moved to accept the amended proposal. Sharon Mills seconded the motion and the motion passed unanimously.

**Proposal: Revision of Program Title (#050) from Computer & Information Science to Computer Information Systems and Addition of CIT244 to List of Restricted Electives**

Rick Allison presented the proposal. He explained that when looking at the Pennsylvania Transfer and Articulation Agreement (TAOC) information on other Computer and Information Science programs in the state that we are not an information science program. We are an information systems program, and the title of the program is misleading. We do not use higher levels of math in this program which is a key component in other programs in the state. It will still be a transfer program, and the name change will not impact transferability. The program description would change and CIT 244, Object-Oriented Programming would be added as a restricted elective if approved by Council.

Evelyn Kitchens-Stephens moved to accept the proposal. Marianne Trale seconded the motion and the motion passed with one abstention.

**Proposal: CIT-620 Revisions to the Course Title, Prerequisites, Course Description, Learning Outcomes and Listed Topics**

Nancy Grant and Rick Allison presented the proposal which would update CIT 620. The title of the course would change from "Developing Web Pages: Front Page" to "Developing Web Pages Using Web Authoring Software." Front Page is outdated and the use of a generic reference in the title allows for

many web authoring software packages to be taught. Along with the change to the course title, the prerequisites, course description, learning objectives and listed topics would also be changed.

Nancy Jenkins moved to accept the proposal. Carl Francolino seconded the motion and the motion passed unanimously.

**Proposal: Course Revisions to CIT111 & CIT130 and New Course CIT244**

Don Smith presented the proposal which would change three Java courses. CIT111, Introduction to Programming: Java would be updated to focus on core programming concepts. The subject is evolving and topics are more complex. The revisions would allow the course to serve as a spring board to upper level programming courses.

CIT 130, Object-Oriented Programming 1: Java would be updated. It is taught using Java, and should address new concepts that were not identified in the former course outline.

CIT 224, Object-Oriented Programming 2 is a new course which would offer Java at a higher level. It is currently taught along with C++. The revision will allow students to make the leap more easily to new concepts.

Corrections to the proposal include:

Page 14, Learning Outcomes #7, "Impliment" should be "Implement."

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

**AGENDA ITEM III: UNFINISHED BUSINESS**

There was no unfinished business.

**AGENDA ITEM IV: NEW BUSINESS**

There was no new business.

There being no further business, the meeting ended at 5:45 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

**Prioritized Hiring Recommendations—As Approved by College Council—12-13-2012**

1	Radiation Therapy/Allied Health	Allegheny	37	Nursing	Boyce
2	Nursing	North	38	ITS Ed Tech	South
3	Math	South	39	Ed Tech Nursing	Allegheny
4	Nursing	South	40	DVS	Boyce
5	Math	Allegheny	41	History/Political Science	South
6	Nursing	Boyce	42	Nursing	Allegheny
7	Biology	South	43	Diagnostic Medical Sonographer	Boyce
8	English	Allegheny	44	Theater Ed Tech	South
9	Math	North	45	Math	Allegheny
10	English	Boyce	46	Physics Ed. Tech	Boyce
11	Speech/Journalism	North	47	Nursing	South
12	DVS	Allegheny	48	Nursing	Boyce
13	Nursing	Allegheny	49	Art	South
14	Civil Engineering	South	50	Speech	South
15	Chemistry/Physics Ed. Tech	Boyce	51	Philosophy	South
16	Paramedic	Boyce	52	Nursing	South
17	Music	Allegheny			
18	Math	Allegheny			
19	English	South			
20	Biology	Allegheny			
21	Massage Therapy	Allegheny			
22	Nursing	North			
23	Allied Health Ed. Tech	Boyce			
24	Math	South			
25	Art	Allegheny			
26	Counseling	North			
27	Paramedic	Boyce			
28	Allied Health	South			
29	Philosophy	Allegheny			
30	Nursing	North			
31	Radiologic Technology	Boyce			
32	Early Childhood/EDU	South			
33	Graphic Comm./Art/Humanities	Allegheny			
34	Counseling	Boyce			
35	Music	South			
36	Math	Allegheny			

# College Council Meeting Minutes February 14, 2013

## COLLEGE COUNCIL MEETING MINUTES February 14, 2013 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison	Carl Francolino	Lillian Briola
Maryann Anderson	Shirley Harr	Neil Jones
Mary Frances Archey	Nancy Jenkins	Gus Kellermann
Elizabeth Claytor		Ron Logerco
John Dziak		Gretchen Mullin-Sawicki
Rita Gallegos		Jill Oblak
Donna Imhoff		
Evelyn Kitchens-Stephens		
Sharon Mills		
Audrey Rosenthal		
Vickie Rostis		
Barbara Thompson		
Marianne Trale		
Stephen Wells		

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

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE JANUARY 24, 2013 MEETING OF COLLEGE COUNCIL

Evelyn Kitchens-Stephens moved to approve the minutes of the January 24, 2013 meeting of College Council. Vicki Rostis seconded the motion and the minutes were approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. ASSESSMENT AND RESEARCH

Elizabeth Claytor made the report in the absence of Carl Francolino. The Subcommittee met last week and Dwight Bishop presented the online learning annual review. Dr. Bishop commented that there is a much greater rate of increase in online learning classes than anticipated. The report will be presented to College Council on February 28th.

#### B. CURRICULUM

Rita Gallegos, Curriculum Subcommittee Chair, introduced the proposals accepted by the Curriculum Subcommittee

#### **Proposal: Establish Paramedic Certificate and Degree Programs**

Lillian Briola, Neil Jones, Jill Oblak and Rick Allison presented the proposal which would move the paramedic program from non-credit to the credit area. This was on the recommendation of the

Commission on Accreditation of EMS Programs (CoAEMSP). In order for paramedics to sit for the credentialing exam, the program must offer credits.

This program is available to current Emergency Medical Technicians (EMT's) and will allow them the option of completing a certificate or continuing on for an AS degree. In Western Pennsylvania, only Butler Community College offers the certificate program. The University of Pittsburgh offers a Bachelor's program. The program will be working with the University of Pittsburgh to establish the transferability of credits.

The paramedic field is physically demanding; therefore, it is advantageous that students earn credits that might be transferred to other medical fields when paramedics can no longer function.

The Paramedic faculty position for Boyce campus was approved, posted and there are applicants.

Maryann Anderson questioned why the course descriptions were the same for Paramedic Clinical 1, 2 and 3. Jill Oblak explained that the Learning Outcomes and Listed Topics were different, and that distinguishes each from the other.

Mrs. Anderson also pointed out that the program descriptions are the same for both the certificate and the associates degree programs except for one sentence which appears on page 14 of the proposal, "The Associate of Science ...further education."

As a remedy, a sentence will be added after the first two paragraphs on page 7 of the proposal which will describe the purpose of the certificate.

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

**Proposal: Revision to the Computer Assisted Tomography Program Course Syllabi (#445.1)**

Gus Kellermann presented the proposal which revises the learning outcomes in proper Bloom's taxonomy format for the four courses in the Computer Assisted Tomography Program. Mr. Kellermann commented that during the program review process he realized that the current original common syllabi were not available; therefore, they were developed and Bloom's taxonomy was applied. It is a mandate of the College that syllabi for all courses must be posted to be in compliance with Middle States.

The program is for those who are already practicing as certified technologists, and alternates between Allegheny and Boyce campuses.

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

**Proposal: Revision to the Magnetic Resonance Imaging Program Course Syllabi (#446.1)**

Gus Kellermann presented the proposal which revises the learning outcomes in proper Bloom's taxonomy format for the courses in the Magnetic Resonance Imaging (MRI) Program. Mr. Kellermann commented that during the program review process he realized that the current original common syllabi were not available; therefore, they were developed and Bloom's taxonomy was applied. It is a mandate of the College that syllabi for all must be posted to be in compliance with Middle States.

When asked, Mr. Kellermann explained the difference between an MRI and a cat scan. He explained that the magnet used is extremely powerful. If you have any metal in your body, you may not have an MRI. He mentioned that the courses are complex with mathematical calculations, and include a great deal of math and physics.

Vicki Rostis moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

**Proposal: Welding, Gas and Oil Certificate (319) Proposal**

Gretchen Mullin-Sawicki and Ron Logreco presented the proposal for a certificate program in welding especially for the oil and gas industry. The program was recommended by the advisory board for the program and by local industry.

Mr. Logreco spoke of the rich gas area in western Pennsylvania in which gas wells are being drilled and capped. The closest processing plants are in New Orleans; however, a plant is being built in Beaver County. All of the gas will be sent to Beaver County via pipeline. All of the pipeline which is being laid must be welded as the pipes lay in their fixed position. It takes four to six hours to join one pipe. Welders make \$25 to \$30 per hour; however, because of physical demands, welders can work only 10 or 15 years. Mr. Logreco emphasizes to students that they will need a back-up career, and there are a very limited number of management positions available in the industry.

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

**C. ACADEMIC PLANNING**

**Proposal: Five Year Program Review: Stationary Operating Engineers**

Gretchen Mullin-Sawicki presented the proposal. This program is the union equivalent of the Facilities Maintenance Program. The Stationary Operating Engineers will allow some non-union students into the program, but not many. The enrollment in the Facilities Maintenance Program is low; therefore, some students are incorporated into the union program if a Facilities Management course does not run.

Dr. Mullin-Sawicki mentioned that there are no full-time faculty members in the program, but she was assisted in the preparation of the program review by the external evaluator who also teaches in the program. They did notice that there are two courses that are not being offered; therefore, students are not graduating. It is recommended that those courses either be offered, or dropped from the program. Other recommendations include offering a stipend for an adjunct to complete Appendix E and I for the program, establish minimum hire criteria for faculty, integrate stationary engineers into the facilities maintenance advisory board since they are parallel programs, and update the program descriptions to reflect the amount of green technology that is part of the program.

Vicki Rostis moved to accept the program review. Sharon Mills seconded the motion and the motion passed unanimously.

**Proposal: Program Review for Computed Assisted Tomography (CAT) Program (Certificate #445.1)**

Gus Kellermann presented the program review for the CAT certificate program. The assessment found that nearly 75% of students in this program are students who have graduated from other CCAC allied health programs and are returning to increase their skills. Board scores and job placement are excellent. The program is very successful. Starting salaries range from \$57,000 to \$65,000 per year. Mr. Kellermann said that radiologists are becoming more dependent on the technologists, and that Tele-radiology is increasing in popularity. Radiologists are sometimes contracted out and could be situated across the country or even in another country.

Recommendations include increasing the amount of compensation for the adjunct faculty, increasing the marketing of the program, increasing the number of e-learning rooms available, increasing the amount of

administrative support available to gain contracts for imaging programs, and increasing the amount of recognition that the personnel in clinical sites receive for all of the volunteer work they do to assist in training our students.

Vicki Rostis moved to accept the program review. Donna Imhoff seconded the motion and the motion passed unanimously.

**Proposal: Program Review for Magnetic Resonance Imaging (MRI) Program (Certificate #446.1)**

Gus Kellermann presented the program review. The program began in 1995 and graduated nine students. As of 2012, the program has trained 195 technologists and is very successful.

The recommendations are the same as for the Computer Assisted Tomography Program.

When questioned about open MRI's Mr. Kellermann said that they are still in their infancy stage, and provide an image that is not quite as sharp as a closed MRI, but still quality. They will be perfected as time goes on.

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

**Proposal: Program Review for Radiologic Technology (RAD) Program (Degree #558)**

Gus Kellermann presented the program review. He explained that he started with two clinical sites and seven students. He knew the only way to grow was to reach out to colleagues working in the profession, so he went door to door to find clinical sites. We now have 150 students and many clinical sites. This is the largest radiologic technology program on the east coast and one of the largest in the country.

In 2009/2010 the College was contacted by the University of Pittsburgh Medical Center informing the College that they were considering seven schools to take over their very successful x-ray program. Mr. Kellerman was able to quickly put together an impressive proposal and the College was awarded the program. The proposal had to include a plan to transition their existing students from their hospital-based program to our college-based program. We utilize all of their clinical sites and have retained one of their faculty members.

Mr. Kellermann is focused on student success, and sees students in study groups being tutored and utilizing the Math Cafe. All of that is helping with the students' board scores. A new digital lab is currently under construction at Boyce Campus.

Among the recommendations is the need for another full-time faculty member.

Barbara Thompson moved to accept the program review. Sharon Mills seconded the motion and the motion passed unanimously.

**D. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

Evelyn Kitchens-Stephens reported that the Subcommittee heard the Mandatory Student Orientation proposal and the proposal for LPN's to enter our Nursing program at the beginning of the second semester. Both were approved and will be presented to College Council at the February 28th meeting. The proposal for remote course placement testing is still being revised. There is nothing scheduled for the upcoming meeting.

**AGENDA ITEM III: UNFINISHED BUSINESS**

Mary Frances Archey distributed responses to the recommendations of five program reviews completed during the Fall 2012 semester.

**AGENDA ITEM IV: NEW BUSINESS**

There being no further business, the meeting ended at 4:41 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes February 14, 2013

## COLLEGE COUNCIL MEETING MINUTES February 14, 2013 Office of College Services Board Room

### ATTENDANCE

#### Present

Richard Allison  
Maryann Anderson  
Mary Frances Archey  
Elizabeth Claytor  
John Dziak  
Rita Gallegos  
Donna Imhoff  
Evelyn Kitchens-Stephens  
Sharon Mills  
Audrey Rosenthal  
Vickie Rostis  
Barbara Thompson  
Marianne Trale  
Stephen Wells

#### Absent

Carl Francolino  
Shirley Harr  
Nancy Jenkins

#### Guests

Lillian Briola  
Neil Jones  
Gus Kellermann  
Ron Logerco  
Gretchen Mullin-Sawicki  
Jill Oblak

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

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Vicki Rostis moved to accept the proposal. Donna Imhoff seconded the motion and the motion passed unanimously.

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**Proposal: Five Year Program Review: Stationary Operating Engineers**

Gretchen Mullin-Sawicki presented the proposal. This program is the union equivalent of the Facilities Maintenance Program. The Stationary Operating Engineers will allow some non-union students into the program, but not many. The enrollment in the Facilities Maintenance Program is low; therefore, some students are incorporated into the union program if a Facilities Management course does not run.

Dr. Mullin-Sawicki mentioned that there are no full-time faculty members in the program, but she was assisted in the preparation of the program review by the external evaluator who also teaches in the program. They did notice that there are two courses that are not being offered; therefore, students are not graduating. It is recommended that those courses either be offered, or dropped from the program. Other recommendations include offering a stipend for an adjunct to complete Appendix E and I for the program, establish minimum hire criteria for faculty, integrate stationary engineers into the facilities maintenance advisory board since they are parallel programs, and update the program descriptions to reflect the amount of green technology that is part of the program.

Vicki Rostis moved to accept the program review. Sharon Mills seconded the motion and the motion passed unanimously.

**Proposal: Program Review for Computed Assisted Tomography (CAT) Program (Certificate #445.1)**

Gus Kellermann presented the program review for the CAT certificate program. The assessment found that nearly 75% of students in this program are students who have graduated from other CCAC allied health programs and are returning to increase their skills. Board scores and job placement are excellent. The program is very successful. Starting salaries range from \$57,000 to \$65,000 per year. Mr. Kellermann said that radiologists are becoming more dependent on the technologists, and that Tele-radiology is increasing in popularity. Radiologists are sometimes contracted out and could be situated across the country or even in another country.

Recommendations include increasing the amount of compensation for the adjunct faculty, increasing the marketing of the program, increasing the number of e-learning rooms available, increasing the amount of

administrative support available to gain contracts for imaging programs, and increasing the amount of recognition that the personnel in clinical sites receive for all of the volunteer work they do to assist in training our students.

Vicki Rostis moved to accept the program review. Donna Imhoff seconded the motion and the motion passed unanimously.

**Proposal: Program Review for Magnetic Resonance Imaging (MRI) Program (Certificate #446.1)**

Gus Kellermann presented the program review. The program began in 1995 and graduated nine students. As of 2012, the program has trained 195 technologists and is very successful.

The recommendations are the same as for the Computer Assisted Tomography Program.

When questioned about open MRI's Mr. Kellermann said that they are still in their infancy stage, and provide an image that is not quite as sharp as a closed MRI, but still quality. They will be perfected as time goes on.

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

**Proposal: Program Review for Radiologic Technology (RAD) Program (Degree #558)**

Gus Kellermann presented the program review. He explained that he started with two clinical sites and seven students. He knew the only way to grow was to reach out to colleagues working in the profession, so he went door to door to find clinical sites. We now have 150 students and many clinical sites. This is the largest radiologic technology program on the east coast and one of the largest in the country.

In 2009/2010 the College was contacted by the University of Pittsburgh Medical Center informing the College that they were considering seven schools to take over their very successful x-ray program. Mr. Kellerman was able to quickly put together an impressive proposal and the College was awarded the program. The proposal had to include a plan to transition their existing students from their hospital-based program to our college-based program. We utilize all of their clinical sites and have retained one of their faculty members.

Mr. Kellermann is focused on student success, and sees students in study groups being tutored and utilizing the Math Cafe. All of that is helping with the students' board scores. A new digital lab is currently under construction at Boyce Campus.

Among the recommendations is the need for another full-time faculty member.

Barbara Thompson moved to accept the program review. Sharon Mills seconded the motion and the motion passed unanimously.

**D. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

Evelyn Kitchens-Stephens reported that the Subcommittee heard the Mandatory Student Orientation proposal and the proposal for LPN's to enter our Nursing program at the beginning of the second semester. Both were approved and will be presented to College Council at the February 28th meeting. The proposal for remote course placement testing is still being revised. There is nothing scheduled for the upcoming meeting.

**AGENDA ITEM III: UNFINISHED BUSINESS**

Mary Frances Archey distributed responses to the recommendations of five program reviews completed during the Fall 2012 semester.

**AGENDA ITEM IV: NEW BUSINESS**

There being no further business, the meeting ended at 4:41 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes February 28, 2013

## COLLEGE COUNCIL MEETING MINUTES February 28, 2013 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison		Dwight Bishop
Maryann Anderson		Charles Bostaph
Mary Frances Archey		Renee Clark
Elizabeth Claytor		Frank Kaufman
John Dziak		
Carl Francolino		
Rita Gallegos		
Shirley Harr		
Donna Imhoff		
Nancy Jenkins		
Evelyn Kitchens-Stephens		
Sharon Mills		
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 FEBRUARY 14, 2013 MEETING OF COLLEGE COUNCIL

Marianne Trale moved to approve the minutes of the February 14, 2013 meeting of College Council. Audrey Rosenthal seconded the motion and the minutes were approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. CURRICULUM

Rita Gallegos, Curriculum Subcommittee Chair, had no proposals to present but reported that a chemistry proposal will be presented at the next meeting of College Council, and there will be 10 proposals at the following meeting.

#### B. ACADEMIC PLANNING

Steve Wells, Academic Planning Chair had no proposals to present; however, there will be a Drafting and Design Program Review presented at the next meeting.

#### C. ACADEMIC STANDARDS AND STUDENT AFFAIRS

Evelyn Kitchens-Stephens reported that the Subcommittee did not meet the previous week because there were no new proposals; however, they are expecting the 5-year Assessment of Counseling Services and the Admissions Five-Year Comprehensive Student Development Services Assessment at the next meeting. Dr. Kitchens-Stephens then introduced Charles Bostaph to Council.

**Proposal: Mandatory Student Orientation**

Charles Bostaph presented the Mandatory Student Orientation proposal, which would require first-time degree-seeking students to participate in an on-campus or online orientation sometime before they register for their second semester.

Dr. Bostaph reported on the many studies which indicate that students who complete orientation have significantly higher QPA's and retention rates than those students who do not. The proposed orientation takes 30 to 45 minutes to complete. To view the program, go to the CCAC website <http://www.ccac.edu> and enter "Online Student Orientation" in the search box.

Dr. Bostaph said 4 years ago only 9% of students attended orientation, last year there were 23% and this year 28%. At Westmoreland Community College, 60% of their students attend orientation. At Westmoreland, orientation is mandatory; however, students are not tracked. Dr. Bostaph said that 70% attendance is our goal. Students who have not attended orientation will have their records flagged and will receive reminders in the mail.

Donna Imhoff asked why students can complete an entire semester before taking mandatory orientation, and wondered if this will set students up for failure? If orientation is mandatory, why not require it before students are permitted to register? Carl Francolino asked if the orientation could be tied to the placement test. Evelyn Kitchens-Stephens replied that lengthening the testing session would be too taxing on students.

After much discussion, it was decided to end the last sentence of the proposal after the word "register." This would require removing the words "for a second semester." The last line of the proposal would then read, "Students must complete a CCAC Student Orientation before they can register." The Operational Plan will also change. Number 4 will read: "The on-campus list of new students will be generated from Appointment Central which will be down-loaded into an excel file. Student Life and other Student Services Offices will track those students attending on-campus orientations." Numbers 5 and 6 will be deleted.

The online orientation can be viewed at <http://www.atschoolorientation.net/intake.ASPX?ReturnURL=2fCCAC> (Note: this link does not work on www.ccac.edu)

Elizabeth Claytor moved to accept the proposal as amended. Marianne Trale seconded the motion and the motion passed unanimously.

**Proposal: Admission Policy Change for LPN Entry**

Patty Paul presented the Admission Policy Change for LPN Entry proposal. The proposal would allow Licensed Practical Nurses (LPN's) to enter into the second semester of the first year of Nursing. Previously LPN's would take a 3-credit transition course, and start the first semester of the second year of nursing. Ms. Paul said that the change is needed because of a recent revision in the Nursing curriculum. Critical content that had been presented in the first semester of the second year has been moved to the second semester of the first year. By allowing LPN's to continue starting the first semester of the second year, they would miss that content. The content is pharmacology and medical/surgical which comprise the majority of the NCLEX boards. The LPN's would miss too much content to be successful.

Vicki Rostis pointed out that while the Nursing faculty did approve this change in January, it was not unanimous. Some faculty feel that LPN's should be given more credit, because in reality, they do many nursing tasks. The dissenting nurses feel that LPN's should be individually evaluated to determine if they should start in the first or second level.

Sharon

Sharon Mills moved to accept the proposal. Nancy Jenkins seconded motion which passed with 11 votes in favor, 1 vote opposed and 1 abstention.

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

Carl Francolino presented the Subcommittee Report and then introduced Dwight Bishop.

##### **Online Learning Annual Review**

Dwight Bishop presented the online learning review. Highlights from Dr. Bishop's report include:

- Online learning saw a moderate 5% growth for the 2011-2012 academic year.
- Online courses account for 17.5% of CCAC registrations and 34.8% headcount.
- 17% of online students are out-of-county.
- There were approximately 5,000 questions involving online learning or Blackboard support.
- Staff facilitated 240 one-on-one learning sessions and 10 workshops for faculty.
- The testing center at Allegheny Campus proctored 2,400 tests. This was a 55% decrease from the previous year.
- The average class size increased from 21.9 to 24.1 students.
- 89% of students with a Blackboard account used it at least once per week.
- An ITS survey found that most students would like to see all of their Instructors use Blackboard.
- Six degrees and six certificates are available entirely online and 29 degrees and 15 certificates are available mostly online.

Recommendations include:

- Allow for remote placement testing for online students.
- Redesign the Online Learning Student Handbook.
- Upgrade Blackboard from version 6 to 9.1. This is scheduled for May. The upgrade and clean-up has not been done in 10 years

The full report can be found at

[http://cms.ccac.edu/files/PDF\\_Document/74bbf3d76a9f41238432368b8259768b.pdf](http://cms.ccac.edu/files/PDF_Document/74bbf3d76a9f41238432368b8259768b.pdf) (note: this report is no longer available on the website)

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

There was no unfinished business.

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

There was no additional new business.

There being no further business, the meeting ended at 5:21 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

## College Council Meeting Minutes April 11, 2013

**COLLEGE COUNCIL MEETING MINUTES  
APRIL 11, 2013  
Office of College Services Board Room**

### ATTENDANCE

Present	Absent	Guests
Richard Allison		Rong Cao
Maryann Anderson		Kathleen Kane
Mary Frances		Gretchen Mullin-Sawicki
Archey		Barry Noel
Elizabeth Claytor		Charles Poetain
John Dziak		Brad Sandrock
Carl Francolino		Allysen Todd
Rita Gallegos		Brenda Trettel
Shirley Harr		
Donna Imhoff		
Nancy Jenkins		
Evelyn Kitchens- Stephens		
Sharon Mills		
Audrey Rosenthal		
Vickie Rostis		
Barbara Thompson		
Marianne Trale		
Stephen Wells		

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

### **AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE FEBRUARY 28, 2013 MEETING OF COLLEGE COUNCIL**

Stephen Wells moved to approve the minutes of the February 28, 2013 meeting of College Council. Evelyn Kitchens-Stephens seconded the motion and the minutes were approved as amended.

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

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

Stephen Wells reported that the Subcommittee met on April 4<sup>th</sup> and heard the program review for Music. At their next meeting, they expect to hear the program reviews for Biology, Criminal Justice and Philosophy.

**Proposal: Five Year Program Reviews: Architectural Drafting & Design (270.1), Basic Computer-Aided Drafting (717.1), Computer-Aided Drafting & Design Technology (422), Mechanical Drafting & Design Technology (276.1)**

Gretchen Mullin-Sawicki and Brad Sandrock presented the program reviews. Mr. Sandrock referred to the recommendations within the review and commented that 95% of them have already been completed or are in the process of being completed.

The recommendations include:

- Changing the physics sequencing due to a pre-requisite change of Technical Math 1 from a co-requisite to a pre-requisite.
- Expand the Engineering Labs – this has been accomplished due to a Hillman grant.
- Request more active recruitment – this has been addressed by the Marketing Department's production of a flyer on the Science, Technology, Engineering and Mathematics (STEM) programs.
- Request Perkins to include drafting programs within the graduate completion programs.
- Purchase a plotter instead of leasing one. A plotter has been purchased, which would have been done sooner, but because of the cost, it was considered a capital purchase.
- Update the EDD syllabi which will be addressed later in this meeting.

The Subcommittee recommended that the budget for the department be maintained for supplies, especially for items that support their 3D printer.

Carl Francolino moved to accept the program review. Shirley Harr seconded the motion and the motion passed unanimously.

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

Evelyn Kitchens-Stephens reported that the Subcommittee met on April 4th and accepted a Nursing proposal. A Counseling proposal is forthcoming.

## **C. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Subcommittee met and received an update from IT of summer activities. Mr. Francolino said that he hopes to have an update of online learning, and any changes slated for this Fall.

## **D. CURRICULUM**

### **Proposal: Revise learning objective, #6 in the Chemistry program (035.1)**

Brenda Trettel and Rong Cao presented the proposal which would change one of the learning objectives in the Chemistry program from, "Evaluate technical references critically and use peer review scientific literature effectively," to "Evaluate technical references critically and apply concepts in peer-reviewed scientific literature." It was recommended that "in" be replaced with "from" in the sentence so that Learning Objective #6 would read, "Evaluate technical references critically and apply concepts from peer-reviewed scientific literature."

Marianne Trale moved to accept the revised proposal. Vicki Rostis seconded the motion and the motion passed unanimously.

### **Proposal: Revise the prerequisite in the course CHM 111, Introductory Chemistry Lab and also add a co-requisite**

Brenda Trettel and Rong Cao presented the proposal which would add CHM 110, Introductory Chemistry as a pre-requisite and a co-requisite to CHM 111, Introductory Chemistry Lab. CHM 111 is a 1-credit lab course, and the department does not want students to register for the lab without having the content knowledge which is presented in CHM 110, Introductory Chemistry.

Shirley Harr moved to accept the proposal. Sharon Mills seconded the motion and the motion passed unanimously.

**Proposal: Revisions of CJC 101, 124, 151, 152, 203, 206, 207 and 209 Master Course Syllabi to comply with the Pa Transfer and Articulation (TAOC) agreement for Criminal Justice**

Barry Noel presented the proposal which would change the Learning Outcomes in seven courses so they are in compliance with the Pennsylvania Transfer and Articulation (TAOC) Agreement.

The following corrections were made to the proposal:

Page 5, Learning Outcome #7, the comma should be removed after the word, "misconduct."

Page 25, Listed Topics #10, "organization" should not be capitalized.

Page 28, Catalog Course Description was revised to read in part, "This course is designed to provide students with an overview of the U.S. correctional system, its history, development and contemporary practices. The philosophy, ethical dilemmas..."

Stephen Wells moved to accept the proposal as amended. Rita Gallegos seconded the motion and the motion passed unanimously.

**Proposal: Calculus Revision**

Charles Poetain presented the proposal. Mr. Poetain discussed how the content of calculus classes has changed over the years which necessitates redesigning the sequence of calculus topics over the three calculus courses. The proposal would allow for transcendental functions and their inverses to be introduced early in Calculus 1. Vector field theory would be introduced into Calculus 3. Other topics would be redistributed throughout the three courses. Without these changes, our calculus courses would eventually not be transferrable.

The following corrections were made to the proposal:

Page 5, Catalog Course Description, the sentence should start with "This is," so the sentence would read in part, "This is a course designed for students..." Also, in the last line of the Catalog Course Description, the word, "Fundamental" is misspelled.

Page 15, Catalog Course Description, the sentence should start with "This is," so the sentence would read in part, "This is a continuation of MAT 202..."

Page 15, Learning Outcomes #7 "Define and" should be deleted so the sentence would read, "Evaluate line integrals and surface integrals."

Nancy Jenkins moved to accept the proposal as amended. Barbara Thompson seconded the motion and the motion passed unanimously.

**Proposal: Deletion of MAT190**

Allysen Todd presented the proposal. MAT 190 has not been offered in a long time. Advisors ask about it because students find it listed in the catalog and want to take the course being under the impression that it is an easy math course. It is still listed as a suggested course in the curricula of Graphic Communications and Early Education and Child Development. Those programs should come before the Curriculum Subcommittee to have MAT 190 removed as a suggested course.

Carl Francolino moved to accept the proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

**Proposal: Co-requisite Revision of MAT251**

Kathleen Kane presented the proposal that would eliminate the co-requisite status of MAT 251. MAT 250 and MAT 251 may be taken together, but it is not necessary that they be co-requisites. They may be taken independently of each other. The current status sometimes causes registration problems for students.

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

**Proposal: Architectural Drafting & Design Technology (270.2)**

Brad Sandrock presented the proposal and explained that it is a result of their 5-year review. It is necessary to change the sequence of courses because MAT 114 is a pre-requisite for PHY 113 and both are listed to be taken in the first semester. The proposal moves PHY 113 to the second semester.

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

**Proposal: Computer-Aided Drafting & Design Technology (422.1)**

Brad Sandrock presented the proposal which would change the sequence of courses for Computer-Aided Drafting and Design Technology. This was the result of the 5-year program review. PHY 113 would move from the third to the second semester so that technical electives can be met.

Stephen Wells moved to accept the proposal. Nancy Jenkins seconded the motion and the motion passed unanimously.

**Proposal: Nanofabrication Technology (709) Certificate**

Brad Sandrock presented the proposal which adds program goals and enhances the program description for this certificate which is held at Pennsylvania State University. North Campus was also added as a location.

Elizabeth Claytor moved to accept the proposal. Marianne Trale seconded the motion and the motion passed unanimously.

**Proposal: Basic Computer-Aided Drafting (717)**

Brad Sandrock and Gretchen Mullin-Sawicki presented the proposal which was the result of the 5-year program review. The result of the proposal would be to move EDD 150, Introduction to Architectural Modeling to the first semester and SET 105, Technical Computing to the second semester.

Sharon Mills moved to accept the proposal. Nancy Jenkins seconded the motion and the proposal passed unanimously.

**Proposal: Mechanical Drafting and Design Technology (276.1)**

Brad Sandrock and Gretchen Mullin-Sawicki presented the proposal which was the result of the 5-year program review. The result of the proposal would be to move PHY 113, Technical Physics to the second semester. MAT 114, Mathematics for the Technologies 1 is now a pre-requisite of PHY 113 rather than a co-requisite.

Stephen Wells moved to accept the proposal. Nancy Jenkins seconded the motion and the motion passed unanimously.

**Proposal: Engineering Drafting & Design (EDD) Syllabi Updates Proposal**

Brad Sandrock and Gretchen Mullin-Sawicki presented the proposal which was the result of the 5-year

program review. The Learning Outcomes of 12 courses were examined and found to be too numerous. The Learning Outcomes were also rewritten to be compatible with Bloom's Taxonomy. EDD 130, Solid Modeling Techniques was also deleted.

The following correction was made to the proposal:

Page 14, Catalog Course Description, a comma was added after "Linear or angular."

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

Rita Gallegos mentioned that there are seven proposals upcoming.

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

There was no unfinished business.

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

Maryann Anderson reported on the President's Council meeting of March 19, 2013. Mrs. Anderson said that most of the topics discussed have already been dealt with and included the Learning Commons, opening of the K. Leroy Irvis building, workforce programs, the AFT wage reopener, the Robert Mills Labor Management Institute and the Big Read.

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

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes April 25, 2013

## COLLEGE COUNCIL MEETING MINUTES April 25, 2013 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison	Donna Imhoff	Tara Zirkel
Maryann Anderson	Barbara Thompson	Kristin Spiker
Mary Frances Archey		Liz Strenkowski
Elizabeth Claytor		Anne Louise Dailey
John Dziak		Brenda Trettel
Carl Francolino		Kathy Mayle
Rita Gallegos		Barry Noel
Shirley Harr		Allysen Todd
Nancy Jenkins		Cheryl Graham
Evelyn Kitchens-Stephens		Sandra Bobick
Sharon Mills		JoAnn Avoli
Audrey Rosenthal		
Vickie Rostis		
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 APRIL 11, 2013 MEETING OF COLLEGE COUNCIL

Rita Gallegos moved to approve the minutes of the April 11, 2013, meeting of College Council. Marianne Trale 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 nursing program is utilizing a new point system, but it provides an incomplete picture of how the several factors would work together. There is disagreement among the nursing faculty regarding the use of placement tests. This proposal was tabled until May 2, 2013, when a new proposal for an admissions plan will be brought forward.

#### **Proposal: Admissions Five-Year Comprehensive Student Development Services Assessment**

The review of the Admissions Five-Year plan was presented by Kristin Spiker – Allegheny Campus, Tara Zirkel – South Campus, and Liz Strenkowski – Boyce Campus.

The motion to hear the proposal was made by Stephen Wells. It was seconded by Carl Francolino. Each year for the past four years, the Admissions Staff has worked on one critical aspect of their program to improve services for incoming students to offer additional educational opportunities and increase

matriculation rates. The focus this year has been on Enrollment Express and the matriculation rates. Recommendations for this division include the addition of one or two floating recruiters. More staff is needed because in one six-month period, there were 450 outreach events covered by eight individuals. Increased staff is needed to reach out to the large population that we serve. A second recommendation is that the college purchase computer tablets because of the increased use of web applications, interactions with students, and contacts with school and business leaders. Third, it is recommended that admissions staff be included in development of policy and policy changes. Fourth, there is a need for an ESL administrator because of the need to support a growing population for whom English is not their first language.

A question was raised concerning the budget request in terms of real dollars. The answer is that Dean Kennedy and IT are researching needs and costs. The hardware that is purchased must interface with the rest of the campus. There is also the possibility of searching for grant money to cover the cost of purchasing computer tablets.

Stephen Wells inquired about the types of policy changes that were referenced earlier. The response was that the nursing staff wants to be involved in the development of marketing pieces and working with the marketing department to roll out more marketing information. The nursing department would like to have at least one meeting with the marketing department per semester to discuss marketing strategies and initiatives. Anything that pertains to international students should be carefully examined.

The Learning Commons and Learning Assistance Centers will be an important part of the test preparation process. Prospective students will be able to access the math cafes with a guest login pass that will be valid for 2 weeks. This pass may be valid for a longer period of time in the future. These services are and will continue to be important as part of the quality assurance and grading scale for the nursing program.

The report was unanimously accepted.

## **B. ASSESSMENT AND RESEARCH**

Carl Francolino reported that the Assessment and Research Committee received a report from Online Learning as well as an update from IT. There will be a scheduled outage of services from noon May 16, 2013 through May, 19, 2013. IT will work with service packs to correct problems which will enhance quality. There will be professional development offered with material from various textbook publishers' cloud-based services at the Summer Professional Development workshops in June 2013. There also will be online orientation commencing in the fall 2013 term. Stephen Wells inquired about the content of the orientation, and the council was directed to contact Dr. Bostaph and the directors of Student Life for this information. It is important that we upgrade our services because the increasing use of videoconferencing uses a great deal of bandwidth.

Mary Kate Quinlan stated to the Assessment and Research Committee that beginning work for the college's next Middle States review will begin in the fall 2013 term.

### **Discussion of Mandatory Orientation.**

Evelyn Kitchens-Stephens observed that there is a misconception that students must complete mandatory orientation in order to register for classes and take the placement tests. There is a growing belief that the steps in the process are that new students contact admissions, proceed to registration, participate in test preparation work, complete orientation, receive evidence from registration that they completed orientation, take their placement tests, see their adviser, and register for classes. There is

some confusion around the new process which leads some staff to believe that new students should not take their placement tests before the mandatory orientation.

Dean Archey pointed out that College Council did not pass a policy that mandated test preparation before the placement tests. Therefore, we cannot implement such a policy at this time. Our aim for fall 2013 is that 70% of new students complete mandatory orientation.

Evelyn Kitchens-Stephens stated that there are disconnects and places where the policy is missing pieces. These missing pieces and disconnects are creating confusion. Dean Archey questioned whether our college community is ready for such a tight policy. She stated that preparation for placement is a deliberate pathway. We need more communication. Orientation can be moved to second position in the process for new students, thereby taking place after the initial contact with registration rather than much later in the process.

By the beginning of fall 2013, some students will have been in the pipeline since January 2013. It is possible for these individuals to go to the Math Cafes to do placement work. There will be a meeting on either May 3 or May 9, 2013, to discuss changes and how to get everyone on the same page. It was noted that Enrollment Express no longer exists.

### **C. CURRICULUM**

#### **Proposal: Revise Global Studies program (103) and add POL 204, Comparative Studies course**

Rita Gallegos reported that the Global Studies proposal will be moved to the May 9, 2013, meeting at the request of Brenda Trettel.

#### **Proposal: Add two new courses, BIO 121-Principles of Sustainability and BIO 230-Research Methodology and Quality Assurance**

Audrey Rosenthal made a motion to hear the Biology 121 proposal, and Vicki Rostis seconded the motion.

Spokespersons for the proposal were Brenda Trettel and Sandy Bobick. The proposed changes are required because of the Transfer Articulation Oversight Committee Agreement. Certain degree programs offered by CCAC must articulate with courses taught at the state universities and Carlow University. K. Leroy Irvis (KLI), the new science building is a LEED certified building. LEED stands for Leadership in Energy and Environmental Design, and it is part of CCAC's sustainability program. The upgraded course, developed by a knowledgeable adjunct teacher, includes field trips, guest speakers, and discussion of current news on the topic of sustainability.

Biology 230 is a requirement for the Biotech Certificate program. It emphasizes the reading of current literature in the field of biotechnology and application of the scientific method.

There is a correction on page 7, #4 – “sources” should read “reviews”. Page 5 – “vs” should be followed by a period which is missing in #7. On page 4, under Learning Outcomes, delete “connections” and replace with “Describe the challenges that population growth introduces for resolving sustainability issues.”

The report was unanimously approved with the recommended changes.

#### **Proposal: Add a prerequisite to BUS 130, Business Communications and ACC 104, Financial Accounting**

Evelyn Kitchens-Stephens made a motion to hear the proposal, and Shirley Harr seconded the motion.

Changes in prerequisites are recommended because students complete ACC 104, but they may not have the correct math skills. They also need English 101 as a prerequisite because of their writing deficiencies. Corrections in the submitted document are: page 10 – Catalog Course Description – spelling of “effective” and page 5 – there is a typographical error in #7 under listed topics – “Accounting.” It is recommended that some former prerequisites be reinstated. For example, there are no prerequisites for ACC100.

The report was unanimously approved with the recommended changes.

**Proposal: Discontinuing Co-Requisites status for both NUR 110/NUR 120 and NUR 220/NUR230 courses**

A motion was made to hear the proposal and seconded. This proposal was presented by Kathy Mayle. The situation is that a student who fails one of these pairs of courses, NUR 110/120 or NUR 220/230, then leaves the college, and later returns to the college, does not have to re-take the course. NUR110 has a clinical component, and NUR120 consists of a laboratory as well as a classroom experience. A returning student must re-apply if he/she wants to return to the program.

The report was unanimously approved with the recommended changes.

**Proposal: Change in Women’s Study Certificate**

Rita Gallegos motioned that council hear the proposal, and Carl Francolino seconded the motion. Cheryl Graham presented the proposal. A review of assessment revealed that there are courses that are never offered, new courses are needed, and the existing courses should be re-ordered.

It was pointed out that on page 7 – “\*” should be replaced with superscripts. And, on page 8, under program objectives, the bullets should be eliminated. Also, on page 7, periods instead of semicolons should appear at the end of each item in the list under objectives. On page 9, a question was raised regarding the prerequisite for Women as Writers. Is it English 101? The answer was yes.

The report was unanimously approved with the recommended changes.

**Proposal: Revise PSY 290, Research Methods and Applications course to include the prerequisite of PSY 270, Statistics for the Behavioral & Social Sciences**

Nancy Jenkins motioned that council hear the proposal, Steve Wells seconded the motion.

Anne Louise Dailey presented the proposal. There is a definite need for a course in research statistics and a re-ordering of the courses. A recommended change refers to an item on page 6, #2. “...science studies, [and] ethical principles of research.” Also on page 6, in the Catalog Course Description, line 4: Topics include research ethics, establishing construct plus internal and external validity, sampling techniques, research error, control variables and data analysis by statistical methods. Students will also study methods of conducting a literature review, generating ideas and hypothesizing, collecting, grouping, analyzing and reporting research findings; experience running labs and debriefing “live” subjects.”

The report was unanimously approved with the recommended changes.

**Proposal: Editorial change of the Drug and Alcohol (414.1) diploma**

Sharon Mills motioned that council hear the report, and Vicki Rostis seconded the motion.

An editorial change was proposed to remove a restricted elective from one semester to another.

The report was approved as amended with one abstention.

**Postponement.**

Stephen Wells reported that Massage Therapy and Phlebotomy will be heard on May 9, 2013.

**D. ACADEMIC PLANNING****Program/Discipline Review: Music Program Review**

Evelyn Kitchens-Stephens motioned that council hear the proposal; Rita Gallegos seconded the motion.

There is a need to upgrade the common core curriculum for music. Yearly assessments were not completed because there is only one full-time music position filled and a host of adjuncts. Also, it was stated that there is limited employment for an Associate of Arts degree in music.

Stephen Wells commented on developmental recommendations on page 61. There is need for a full-time position at South as well as Allegheny, and space at West Hall would be ideal. On pages 56 – 61, note that specific soundproofing practice areas and acoustical upgrades at Boyce are important.

It is recommended that the course title “Harmony” be changed; harmony has a different connotation than what is meant by the college.

The report was unanimously approved as amended.

**Program/Discipline Review: Five Year Program Review of the Criminal Justice program (600.5)**

Carl Francolino motioned that council hear the proposal; Shirley Harr seconded the motion.

The proposal was presented by Barry Noel. The Criminal Justice program has seen tremendous growth in enrollment within the last ten years, 2003 – 2013. The program has also grown in diversity with more minority and female enrollment. CCAC is offering the Pittsburgh Urban Magnet Project training in agreement with the City of Pittsburgh as well as Civil Service Test preparation. The latter preparation will begin in fall 2013 and occur once a month at all campuses.

Recommendations are that the college hire a full-time teacher at the Allegheny Campus. Much of the equipment for the program was purchased through Perkins grant funding. In this field, our most popular program is Law Enforcement. Corrections/computer forensics and homeland security are second and third.

The report was unanimously approved as amended.

**Program/Discipline Review: Program Review for the Health Information Technology Program (#550.3)**

Vicki Rostis motioned that council hear the proposal; Marianne Trale seconded the motion.

Rick Allison presented the proposal.

By way of introduction, JoAnn Avoli pointed out that this program is one of the oldest in the system having begun in 1967. There are two problems that the program is facing. Electronic records keeping enables people to work from home, and few departments exist in medical facilities where students can have clinical experiences. Therefore, student placements are a challenge. Audrey Rosenthal noted that a job that can be done at home can be outsourced.

CCAC grads do not take all of the National Board Exams, and some employers are not requiring them which makes it difficult for CCAC to require them. The tests are widely available online, all year round.

Dean Archey suggested that we consider placing the board examinations as a requirement in the last course. Rick Allison stated that the deans concur with this idea. If we add a fee to the course, the fee must be approved by the president's cabinet. The surgical technology program already requires that students take the board tests for their program. Maryanne Anderson noted that the state professional organization will reimburse students for now, but this could change. Dean Archey noted that when students do not take licensure examinations, it is not a good statistic for the college. We should be mindful of this fact as our Middle States evaluation is approaching. Audrey Rosenthal observed that our students are test phobic, including our international students. Jo Ann Avoli stated that some students do not want to have face-to-face contact. They prefer to work online and at home. They see online as advantageous to them.

The report was unanimously approved.

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

There was no unfinished business.

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

Mary Frances Archey spoke of the pre-negotiations work group which is an academic advising work group. According to the AFT collective bargaining agreement, such a work group may be created. Whatever decisions this group makes will be brought forward to College Council for its consideration.

Dr. Archey also suggested that two documents be attached to these minutes: [Perspectives on Community College Communications](#), a national agenda, and [Focus on Student Success and Completion](#). *(Note: The two links in this document are no longer available at www.ccac.edu)*

The next meeting will be held on Thursday, May 9, 2013, beginning at 12:00 PM.

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

Respectfully submitted,  
Elizabeth Claytor, Substitute for  
Barbara Thompson  
College Council Secretary

# College Council Meeting Minutes May 9, 2013

## COLLEGE COUNCIL MEETING MINUTES May 09, 2013 Office of College Services Board Room

### ATTENDANCE

Present	Absent	Guests
Richard Allison	John Dziak	JoAnn Avoli
Maryann Anderson		Jacqueline
Mary Frances Archey		Cavalier
Elizabeth Claytor		Ebony English
Carl Francolino		Caroline Evans
Rita Gallegos		Norman Johnson
Shirley Harr		Srujana Kanjula
Donna Imhoff		Heather Klenovich
Nancy Jenkins		Scott Mayberry
Evelyn Kitchens-Stephens		Kathy Mayle
Sharon Mills		Joseph Nese
Audrey Rosenthal		Allysen Todd
Vickie Rostis		Brenda Trettel
Barbara Thompson		Kalina White
Marianne Trale		
Stephen Wells		

Maryann Anderson, College Council Chair, called the meeting to order at 12:35 PM. Mrs. Anderson thanked Mary Frances Archey for providing the food for what is traditionally a very long meeting.

### AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE APRIL 25, 2013 MEETING OF COLLEGE COUNCIL

Rick Allison moved to approve the minutes of the April 25, 2013 meeting of College Council. Stephen Wells seconded the motion and the minutes were approved as amended.

### AGENDA ITEM II: SUBCOMMITTEE REPORTS

#### A. CURRICULUM

**Proposal: Revise Global Studies Program (103) and add POL 204, Comparative Studies course**  
Srujana Kanjula and Brenda Trettel presented the proposal. The Global Studies program provides students with skills to work more easily in an independent and global world. The revisions as proposed would move the program from a diploma program to a certificate program. The revisions are based upon the transferability of courses and what is being taught at local universities such as the University of Pittsburgh, LaRoche, Chatham and Point Park. Mrs. Kanjula noted a lack of a course on comparative politics, consequently POL 204, Comparative Politics has been added in the second semester. The language elective is important for obvious reasons.

Carl Francolino noted that there was no study of culture and Mrs. Kanjula stressed to Council that this represents a beginning and that more revisions will follow. At the recommendation of Evelyn Kitchens-Stephens, SOC 211, Racial and Ethnic Minorities will be added as a restricted elective.

The following corrections were made to the proposal:

Page 7, number 3 under, "Upon successful completion of the program, the graduate will:" remove "knowledge of world history and develop," so the line reads in part, "Develop the ability to place events in an..."

Page 10, the last line of the Catalog Course Description, "between" has been changed to "among."

Page 10, Learning Outcomes number 10; add the word "conducting" so the line reads in part, "... concepts and steps in conducting research in political science."

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

**Proposal: Revise the Biology program's (031.2) TAOC restricted electives to better fit the requirements of the Pa Transfer and Articulation (TAOC) agreement and add program objective number 5**

Brenda Trettel and Kalina White presented the proposal which revises the restricted electives of the biology program to better match the requirements of the Pennsylvania Transfer and Articulation Agreement (TAOC). BIO 175, Microbiology; BIO 240, Environmental Biology and BIO 133, Environmental Science would be removed and replaced with BIO 121, Principles of Sustainability; BIO 230, Research Methodology and Quality Assurance and BIO 201, Botany. These three courses that are being added have not run lately. Because they will now be required courses in order to graduate, the courses should run with sufficient enrollment.

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

**Proposal: Revision of course title, description, content and corequisites for PTA-203 Prevention and Treatment of Athletic Injuries to PTA-203 Specialty Topics in Physical Therapy**

Norm Johnson, PTA Program Coordinator, and Rick Allison presented the proposal. Last year, the Federation of State Boards of Physical Therapy (FSBPT) completed its Practice Standards Settings Review which is conducted every five years. As a result of the review, the cut scores for the National Physical Therapy Examination have been raised. This is because Physical Therapist Assistants (PTA's) are more autonomous and are dealing with more acute patients. Patients are spending less time in hospitals and the PTA's are now seeing patients at home without supervision. PTA's, therefore, need to be well trained. The changes outlined in this proposal will accomplish that.

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

**Proposal: Revision of course MDR-203 Health Information Technology Directed Practice 2**

Rick Allison and JoAnn Avoli, Health Information Technology (HIT) Program Coordinator, presented the proposal which is the result of the five-year program review. The proposal involves revising the course description, learning outcomes, listed topics and the number of credits for MDR 203, Health Information Technology Directed Practice 2.

These changes are in part necessary because so many hospitals have closed, and those that are open are using electronic health records with employees working from their homes. This makes it very difficult to find clinical sites. This is not only true in this region, but nationally also. The program is growing and the

need is increasing as more precise coding is required for medical records. Simulation software is used to compensate for the lack of clinical sites.

Stephen Wells moved to accept the proposal. Sharon Mills seconded the motion and the motion passed unanimously.

**Proposal: Change of Math and Physics Courses in the Nuclear Medicine Technology (NMT) Program of Studies (#555.1)**

Rick Allison presented the proposal on behalf of Carl Mazzetti, Nuclear Medicine Technology (NMT) Program Coordinator, which is the result of the Joint Review Committee for Nuclear Medicine Technology (JRCNMT). In order for the program to retain accreditation, the following changes need to be made: MAT 108, Intermediate Algebra is to be made a pre-requisite of the program, and MAT 111, College Algebra and PHY 100, Basic Physics are to be included in the program.

A question was raised by Stephen Wells regarding a letter in the packet which indicated that PHY 100, Basic Physics was to be a pre-requisite; however, the program director had successfully argued to include that within the program.

Carl Francolino moved to accept the proposal. Vicki Rostis seconded the motion and the motion passed unanimously.

**Proposal: Revision of the Medical Assistant Programs (#419 & #535)**

Bonnie Gregg, Medical Assistant (MDA) Program Coordinator, and Rick Allison presented the proposal which would revise the Medical Assistant Program from a diploma program to a certificate program. In doing so the credit totals of several of the courses would change with the addition of increased content. This is the result of recommendations from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Learning objectives for several courses were revised so that they are in compliance with Bloom's taxonomy. MDA 101, Medical Transcription was added, so that students have a skill set that employers want.

The program also offers a degree program with the addition of general education courses added to the core courses. These general education courses include a course in human growth and development for students to better interact with patients seen in office settings, oral communication so that graduates can express themselves more effectively and business for office management skills. Additionally three courses which have not been offered in several years would be eliminated. Mrs. Gregg noted that students will be required to be certified in two or three years.

The following corrections were made to the proposal:

Pages 6 and 11, 5th paragraph, "Accreditation" is changed to "Accreditation."

Page 13, Fourth Semester, BIO 107 which is also Pharmacology should be added to ALH 125, Pharmacology.

Page 17, Co-Requisites, change MDA 106 & MDA 106 to MDA 106 & MDA 107.

Page 20, Catalog Course Description, delete "is" so the description begins, "This course introduces medical assisting..."

Page 38, number 5, add the word "in" so the line reads in part, "CLIA - waived tests in chemistry..."

Page 51, Listed Topics, number 5, delete "Collect" so the line reads, "Overdue payments."

Page 52, Listed Topic, number 12, delete "Respect" so the line reads, "Cultural diversity."

Page 52, Listed Topic, number 13, revise the line to read, "Adapting communication to the individual's ability to understand."

Page 52, Listed Topic, number 14, revise the line to read in part, "Using effective and correct..."

Page 52, Listed Topic, number 15, revise the line to read in part, "Recognizing and responding to verbal..."

Page 52, Listed Topic, number 16, change "Use" to "Using."

Donna Imhoff moved to accept the proposal as amended. Elizabeth Claytor seconded the motion and the motion passed unanimously.

**Proposal: Cosmetology Management Program (#222.2) Deletion**

Rick Allison presented the proposal which would eliminate the Cosmetology Management Program. This program was never successful, and has not run in many years.

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

**Proposal: Revise the Social Work Technician Program (630.3) to include the requirements as mandated by TAOC. In addition, the TAOC changes include the revision of courses, addition of courses, deletion of courses and certificates and the addition of a new certificate**

Ebony English and Brenda Trettel presented the proposal which would allow our social work program to be in compliance with the requirements of TAOC. The proposal reflects the changes in the field of Social Work.

The following certificates would be eliminated: Social Work Specialist, Social Work Specialist: Case Management, Social Work Specialist: Family Intervention and Social Work Specialist: Geriatrics, as well as deleting the following three courses: SOW 104, Law and Social Welfare; SOW 107, MH/MR Perspectives and Programming Principles; and SOW 115, Social Work Practicum 2. Mrs. English said that there are those who have gone through the Social Work Specialist certificate programs and declare themselves to be Social Workers. She discussed the importance of title protection. The new certificate is called the Social Work Foundations certificate. There are also several courses that have been revised and added.

The previous program had a high concentration of sociology courses. The current proposal would greatly increase the number of liberal arts courses. The surrounding universities that reviewed it were very pleased. CIT 100 was eliminated because it was found that most students are computer literate. Math 165 is recommended but not required. Statistics can be taken at the transferring school.

The following corrections were made to the proposal:

Page 3, Social Work Technician, North should be added as a location.

Page 8, North should be added as a location.

Page 8, the second sentence of the program description should have "Bachelor of Social Work" inserted before BSW.

Page 8, the graduate will, number 6 should read, "Utilize technology including web-based resources, for the purpose of education, advocacy, research and practice."

Page 8, "Course Competencies" should be "Social Work Core Competencies."

Page 8, the Social Work Core Competencies should be an enumerated list.

Page 8, Social Work Core Competencies, number 10 to the end should read, "Engagement, Assessment, Intervention and Evaluation of social work practice (Current Council on Social Work Education, 2008). The 10 core competencies are learned in each social work course and are assessed by the instructor through multiple methods."

Page 8, delete "See the graduation...printable PDF form."

Page 10, under Recommended Social Science Electives, add SOC 211, Racial and Ethnic Minorities.

Page 14, Catalog Course Description should begin, "This course is a survey of American..."

Page 14, Learning Outcomes, number 8, "self-awareness" should be hyphenated.  
Page 21, Learning Outcomes, number 2 should end with a period.  
Page 21, Learning Outcomes, number 3, should read, "Identify key social values with regards to social policy."  
Page 24, Listed Topics, number 11, "urban" should not be capitalized.  
Page 24, Listed Topics, number 12, "systems" should not be capitalized.  
Page 27, Listed Topics, number 3, "NASW" should be changed to, "National Association of Social Workers (NASW)."  
Page 28, Listed Topics, number 6, "activism" should not be capitalized.

Marianne Trale moved to accept the proposal as revised. Vicki Rostis seconded the motion and the motion passed unanimously.

**Proposal: Revise PAL program (604.2), PAL certificate (605.2) and the PAL 135, Employee Benefits course and delete the PAL 208, Constitutional Criminal Procedure course**

Joe Nese who is the coordinator of paralegal program and Brenda Trettel presented the proposal which would include PAL 403, Co-operative Education as a restricted elective. Mr. Nese stressed the importance of this course in increasing a student's chance of employment. PAL 208, Constitutional Criminal Procedure is being deleted because the content is available in CJC 203, Evidence and Procedure. PAL 135, Employee Benefits would be revised to reflect the changes in this field. Some catalog descriptions were also changed because they did not coincide with what was being taught in the corresponding courses.

The change are the result of the five-year Program Review and input from the advisory board for the program.

The following corrections were made to the proposal:

Page 8, remove, "See the graduate checksheet for this program in printable PDF format."  
Page 19, Catalog Course Description, the next to the last sentence should read in part, "...employment compensation and benefits, employment evaluation through termination of employment."  
Page 19, Learning Outcomes, number 1 should read, "Demonstrate an understanding of employment issues."  
Page 19, Learning Outcomes, number 3 should read, "Identify tools and remedies available to address employment issues."  
Page 19, Learning Outcomes, number 4 should read, "Describe the controversial area of the right to privacy versus the right to monitor the workplace."  
Page 19, Learning Outcomes, number 5 should end with "workers compensation."  
Page 19, Listed Topics, number 10, should read in part, "Disability and Survivors Benefits..."

Nancy Jenkins moved to accept the proposal as revised. Elizabeth Claytor seconded the motion and the motion passed unanimously.

**Proposal: Labor & Management Studies (LMS) Certificate**

Jackie Cavalier presented the proposal which would establish a certificate program in labor management studies. The impetus for the program came from the lecture series supported by Robert Mill. Barbara Thompson reminded Mrs. Cavalier that the idea was not new. The Philip Murray Institute of Labor Studies was started by the late Lou Pappalardo and continued until his death.

Because of the popularity of the Robert M. Mill Lecture Series, attendees asked if a certificate program with limited enrollment could be started. The program would have a cohort of 10 students representing

labor and 10 representing management with a balanced approach, and be funded by an endowment. The program would be 15 credits from 5 courses.

The following correction was made to the proposal under course LMS 109, unnumbered page, Catalog Course Description should begin in part, "This course that offers an overview of comparative organizational systems, as well as trends and practices..."

Marianne Trale moved to accept the revised proposal. Sharon Mills seconded the motion and the motion passed with 12 votes in favor and 2 abstentions.

**Proposal: Changes to the Biotechnology Degree Program (416.4)**

Sandy Bobick and Allysen Todd presented the proposal which would make major changes to the Biotechnology Degree Program. The changes were recommended by the advisory board. The title for BTC 103 would change from Bioinformatics/Quality Assurance to Bioinformatics. BIO 230, Research Methodology and Quality Assurance would be added which would increase the semester credits to 17. CHM 110 and 111, Introduction to Chemistry and lab would be replaced with CHM 151 or 120, General or Bio-organic Chemistry.

The following corrections were made to the proposal:

Page 3, South is deleted as a campus where this is offered.

Page 7, after the program description, the line should read, "Upon successful completion of the program, the graduate will:"

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

**Proposal: Changes to the Biotechnology Certificate Program (417.3)**

Sandra Bobick and Allysen Todd presented the proposal. This certificate program was designed for those who already have a biology degree; therefore, the English requirement was removed. BTC 103, Informatics was revised and BIO 230, Research Methodology and Quality Assurance was added.

The following correction was made to the proposal:

"Upon successful completion of the program, the graduate will:, number 3, should end, "...oral and written communications."

Sharon Mills moved to accept the revised proposal. Rita Gallegos seconded the motion and the motion passed unanimously.

**Proposal: Changes in 3 Biotechnology Courses**

Sandra Bobick and Allysen Todd presented the proposal which would make changes in 3 Biotechnology Courses. The co-requisites would be changed for BTC 101, Biotechnology Lab 1; topics related to quality assurance would be removed from BTC 103; and learning outcomes and topics would be changed for BTC 202.

The following corrections were made to the proposal:

Page 5, Catalog Course Description, second sentence, "Basic" should be capitalized.

Page 5, Catalog Course Description, third sentence should begin, "Special concepts."

Page 9, Catalog Course Description, third sentence should end, "...with software provides practical experience."

Page 9, Catalog Course Description, fourth sentence should read in part, "...transcriptomics, quantitative polymer chain reaction (PCR) analysis..."

Page 9, Learning Outcomes 2 should start, "Use biological databases containing..."

Page 9, Learning Outcomes 3 should read, "Retrieve information from biological databases."  
Page 9, Learning Outcomes 9, change "RT-PRC" to "Real-time Polymer Chain Reaction (RT-PCR)."

Donna Imhoff moved to accept the revised proposal. Vicki Rostis seconded the motion and the motion passed unanimously.

**Proposal: Deletion of General Studies AA degree program (087) & Liberal Arts & Sciences AA degree program (002)**

Allysen Todd presented the proposal which would delete the General Studies and Liberal Arts and Sciences AA degrees. Dr. Todd explained that these are not useful to either the career or transferring student and are confusing. Very few students have graduated with these degrees over the years. This is an attempt to clean up the catalog.

Steve Wells moved to accept the proposal. Elizabeth Claytor seconded the motion and the motion passed unanimously.

**B. ACADEMIC PLANNING**

**Program/Discipline Review: Program Review for Massage Therapy (MAS) Program (Certificate #403.1)**

Norm Johnson, Massage Therapy (MAS) Program Coordinator, presented the program review. The Massage Therapy certificate is offered at Boyce Campus and includes 17 credits. There are four massage therapy courses and the remainder are first aid and CPR courses. Students who are not able to complete the Physical Therapist Assistant program will sometimes move into this program. The majority of the students are working in the healthcare field and taking these courses to enhance their skills. The program has had a 95% matriculation rate since it started in 2000. The program has recently been reviewed by the National Certification Board of Therapeutic Massage and was designated an Assigned School for Nationally Certified Massage Therapists and Bodyworkers.

Dr. Johnson mentioned the strong support that he receives from the Boyce Campus library and AV services.

The primary weakness of the program is a lack of a dedicated space. Approximately 800 to 1000 feet are needed. The program review found the budget to be adequate.

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

**Program/Discipline Review: Program Review for Phlebotomist (PHB) Program (Certificate #513.1)**

Rick Allison and Bonnie Gregg, Phlebotomist (PHB) Program Coordinator, presented the program review for the Phlebotomist Certificate Program which is offered at South Campus. There were no recommendations for changes. Enrollment, placement and the retention rate are all good.

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

**Program/Discipline Review: PHL Discipline Review**

Scott Mayberry and Allysen Todd presented the proposal for the Philosophy Discipline Review. The department is growing and another full-time faculty member is needed at South Campus. Only 36% of courses are taught by full-time faculty.

Vicki Rostis moved to accept the program review. Elizabeth Claytor seconded the motion and the motion passed unanimously.

**Program/Discipline Review: Five Year Program Review of the Biology program (031.1)**

Heather Klenovich and Caroline Evans presented the Biology Program Review. Of note is the decline in the number of courses taught by full-time faculty. Enrollment is high and increasing, in part because of the number of nursing students enrolled. South and Boyce Campuses are getting new labs. Allegheny Campus and West Hills Center recently opened their new labs. North Campus will soon need a new lab. The lab at North Campus is 25 years old.

Marianne Trale moved to accept the program review. Nancy Jenkins seconded the motion and the motion passed unanimously.

**C. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

Evelyn Kitchens-Stephens, Chair of Academic Standards and Student Affairs reported that the Quality Assurance/Grading Scale Change Proposal was withdrawn because it was under nursing faculty purview and would be outlined in the Nursing Student Handbook.

**Proposal: Nursing Division Point System Change**

Kathy Mayle presented the proposal which outlined a new system for determining students to be accepted into the nursing program which includes a GPA combined with a point system. The attrition rate is high among nursing students, and another filter is needed. The PAX test was found to be culturally biased and with the National Council Licensure Exam (NCLEX) expected to increase in difficulty in April, students with the best chance of succeeding must be identified. The College must maintain an NCLEX passing rate of at least 80% or be put on probation. Currently we are at 82.79%.

With an attrition rate over 28% in the first semester, Barbara Thompson inquired why nursing faculty were not urging their students to utilize tutoring. This past year, North Campus had an excellent Nursing tutor who was very much under-utilized.

Vicki Rostis moved to accept the proposal. Marianne Trale seconded the motion and the motion passed unanimously.

**D. ASSESSMENT AND RESEARCH**

Carl Francolino reported on various IT activities scheduled for the summer and that Mary Kate Quinlan had attended a meeting to discuss assessment.

**AGENDA ITEM III: UNFINISHED BUSINESS**

There was no unfinished business.

**AGENDA ITEM IV: NEW BUSINESS**

There was no new business

There being no further business, the meeting ended at 5:23 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary

