

# Academic Affairs Council

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## MEETING MINUTES

Date: Friday, March 6, 2020

Time: 10:45 a.m.

Place: ADM Board Rm 309

### I. Call to order

Cindy Meyer called to order the regular meeting of the Academic Affairs Council at 10:45 a.m. on Friday, March 6, 2020, in Thomas ADM Board Room 309.

### II. Roll Call

*The following council members were present: Michael Champion, Gary Hall, Brandy Mendoza, Jim Roomsburg, Dr. Michael Murders, Justin Murphree, Dr. Cindy Meyer, Mandi Haynes, Linda Bates, Susan Spicher, Susan Wache, Dr. Sterling Claypoole, Caroline Hammond, Genevieve White, Amy Sturdivant, Benjamin Cagle, Justin Guerin, Sam Allen, Vicki Badgley, Dr. James Yates, Lillian Ellen, Ray Winiecki, Jennifer Baine, and Dr. David Carty.*

*The following council members were excused: Philip Shackelford, Ken Bridges*

*The following council members were absent: Shannon Forrest, Zanna Linder, Teresa Hampton*

*The following guests attended the meeting: Dr. Bentley Wallace, Karsten Tidwell, Jayna Winiecki, and Michele Hildreth (Recorder)*

### III. Approval of minutes from the previous meeting:

Micheal Champion made a motion to approve the minutes of the council meeting held on Friday, February 7, 2020 at 10:46 a.m. Dr. David Carty seconded the motion. The minutes were approved.

### IV. Old Business

- A. Curriculum Proposal Process Task Force will meet Friday March 13, 2020

### V. Chair Information Sharing – Cindy Meyer, Chair

#### A. Planning Council from February 2020

1. Discretionary Leave
  - a. Will not carry over into upcoming year
  - b. There are 3 days identified current fiscal year
2. Merit Bonus in 2.50 APM - Clarification added
  - a. 'Satisfactory or Above'
3. English II elimination and replace Composition I with Laboratory
  - a. question regarding why Composition I with a Laboratory has BSTD and not ENGL prefix, College Algebra with Laboratory – that change will need a curriculum change and will be addressed in the future
  - b. does this Laboratory have academic credit – No, just fees
  - c. moved up to Cabinet
4. Merge Distance Learning and Library to form Academic Support Committee
  - a. moved up to Cabinet
5. President Wallace discussed:
  - a. importance of everyone knowing and understanding Revenue for the College and its connection to Program Activities – important aspect of Budgeting Process

- (which is on-track)  
b. being pleased with overall activity and processes of the College

## VI. Other Councils

- A. No Report

## VII. VPAA Information Sharing – Michael Murders

- A. Coronavirus

## VIII. Standing Committee Reports

### A. Actions

1. Academic Standards Committee – *Susanne Wache, Chair*
  - a. Unanimously adopted the minutes of Jan. 17
2. Assessment Committee – *Genevieve White, Chair*
  - a. Motion: Assessment Committee is bringing forth a revised Academic Assessment Manual for approval.  
*Vote: Approved*
3. Curriculum Committee – *Linda Bates, Representative*
  - a. Motion: Change prerequisite for BLAW 2013 LEGAL ENVIRONMENT OF BUSINESS from ENGL 1123 to ENGL 1113.  
*Vote: Approved*
  - b. Motion: Change to GPS for Entertainment and Media Arts  
*Vote: Approved*
  - c. Motion: Change to Microbiology course ID from MBIO 1124 to BIOL 2174  
*Vote: Approved*
  - d. Motion: Create a Certificate of Proficiency in Education  
*Vote: Approved*
  - e. Motion: Create a Technical Certificate in Education  
*Vote: Approved*
  - f. Motion: Change Early Education from minimum 2.5 GPA to 2.0 GPA  
*Vote: Approved*
  - g. Motion: Change Education from minimum 2.7 GPA to 2.0 GPA and add course options for students seeking Middle or Secondary Education  
*Vote: Approved*
  - h. Motion: CGS change CSCI ‘requirement’ to ‘choice’; choice is between CSCI and Social Science. AA change CSCI ‘requirement’ to ‘choice’; choice is between CSCI and Social Science – but Social Science will be a choice in first semester, but mandatory in third semester if not taken in the first semester.  
*Vote: Approved*
  - i. Motion: History and Social Science change from mandated courses to freedom choice for any history and social science courses for AA of 6 credit hours and for CGS of 3 credit hours.  
*Vote: Approved with below amendments*  
*Motion: to amend the original motion change to read: History and Social Science change from mandated courses to freedom of choice for any 6 credits of history and any 6 credits of social science courses and 3 credits of either history or social science*

*for Associate of Arts - for a total of 15 credit hours. Motioned by Jennifer Baine and Seconded by Caroline Hammond*

- j. Motion: Change Phlebotomy curriculum and CP from MLSC 1014 Phlebotomy/Lab, MLSC 1042 Phlebotomy Practicum, HCIT 1003 Medical Terminology, and CSCI 1003 Computers and Information Processing to MLSC 1007 Phlebotomy.

*Vote: Approved*

- k. Motion: Change CSCI 2143 to BTEC 2143 course name and number

*Vote: Approved*

- l. Motion: Change CSCI 1003 to Introduction To Computers Course Name

*Vote: Approved*

4. Distance Learning Committee – *Genevieve White, Chair*

- a. No Report.

5. Faculty Affairs Committee – *Susan Spicher, Chair*

- a. No Report.

6. Library Committee – *Gary Hall, Vice Chair*

- a. No Report.

**B. Discussions**

1. Academic Standards Committee – *Susanne Wache, Chair*

- a. Discussed merger academic standards-curriculum committee. Current decision is to not attempt merger of the two committees.
- b. Discussed procedure of reporting the decisions on the Academic Forgiveness cases to the vice president of academic affairs.

2. Assessment Committee – *Genevieve White, Chair*

- a. Next week is assessment week.

3. Curriculum Committee – *Linda Bates, Representative*

- a. No Report.

4. Distance Learning Committee – *Genevieve White, Chair*

- a. No Report

5. Faculty Affairs Committee – *Susan Spicher, Chair*

- a. Getting ready to create a central location on MyCampus for forms frequently used by faculty. By 3/13/20 need to have submission of forms you would like to have in this central location. Specific Human Resources forms will continue to be housed on the Human Resources portion of my campus.
- b. Need input regarding Faculty Advising. Names of people who are interested in faculty advising, Ideas regarding procedures, etc.

6. Library Committee – *Gary Hall, Vice Chair*

- a. No Report

**C. Committee Announcements**

1. Academic Standards Committee – *Susanne Wache, Chair*

- a. No Report

2. Assessment Committee – *Genevieve White, Chair*

- a. No Report

3. Curriculum Committee – *Linda Bates, Representative*
  - a. No Report.
4. Distance Learning Committee – *Genevieve White, Chair*
  - a. No Report
5. Faculty Affairs Committee – *Susan Spicher, Chair*
  - a. Now publishing a Dean’s List on the website each semester. (Thank You Dr. Murders).
  - b. Next Faculty Lunch and Learn will be on Tuesday, March 31st at 12:15 in Whitfield 231.
6. Library Committee – *Gary Hall, Vice Chair*
  - a. No Report

**IX. Announcements**

- i. May 14 at 7 p.m.: Spring Commencement
- ii. April 2 at 5:30 p.m.: Dr. Wallace Reception at ECC
- iii. April 9 at 12 p.m.: Donor and Scholar Luncheon
- iv. April 16 at 6:30 p.m.: An Evening with the Stars at ECC (Tickets are \$100/person)  
\*Honorees are Friend of the College - The Systems Group and the Hays Family.  
Outstanding Alumni are Trustee and Real Estate Developer & Land Management Owner Kerri Brown and Chief of Police Kenny Hickman

**X. Adjourn**

The Academic Affairs Council Meeting was adjourned at 11:45 p.m. by Dr. Cindy Meyer.

*Prepared by: Michele Hildreth*