

## ACADEMIC AFFAIRS STAFF MEETING MINUTES

**Meeting Date:** 4/20/09

**Location:** SSB 315

**Time:** 10:00am

**Present:**

Lynn Dale  
Rita Melton  
Mark Roseveare  
Joe Sidlowski  
Daryl Smith  
Sandy Winkler  
Edna Howard  
Barbara Wilson  
Sherry Vaughn

**Members Absent:**

**Guests:**

<b>Key:</b> <i>R = Resolved</i> <i>PR = Partially Resolved</i> <i>I = Information Only</i> <i>CF = Carry Forward</i>				
<b>Item Discussed</b>	<b>Discussion</b>	<b>Committee Action/Recommendations</b>	<b>Status</b>	<b>Follow-Up</b>
<b>1. Old Business</b>	<u><b>Policy &amp; Procedures</b></u> <ul style="list-style-type: none"> <li>• III-10.17 Audio Visual Equipment Use</li> <li>• IV-190.1 Advisory Committees Brief discussion - carried forward to the next staff meeting</li> </ul>		CF  CF	
<b>2. New Business</b>	<u><b>Advisory Committee Meetings</b></u> <ul style="list-style-type: none"> <li>• The Faculty Board has recommended that the College only have one [required] advisory committee meeting per year</li> <li>• Performance Indicator reporting requirements does not dictate a specific number of advisory committee meetings be held each year, but do require that specific targeted information be captured; the <i>4AB Checklist and Survey</i> must be completed each year</li> </ul>		I	

	<ul style="list-style-type: none"> <li>• SACS does not require a specific number of meetings</li> <li>• State Policy and Procedure requires a minimum of one advisory committee meeting per year</li> <li>• Mrs. Vaughn shared with the group that she had contacted the other technical colleges concerning the number of advisory committee meetings they have each year. Results from this request vary widely – some colleges require one meeting, some two and another recommends as many as three</li> <li>• Our procedure will be revised to reflect one required meeting (with two meetings recommended). We will be clarifying the language in the procedure to better define the differences between an academic program advisory committee and a support service/area advisory committee.</li> </ul> <p><b><u>Approved Timeline for Submittal of BSP (dual credit) Grades for 2009SP and 2009FA</u></b></p> <ul style="list-style-type: none"> <li>• Handout provided</li> <li>• 2009SP – All BSP grades forwarded to SCC – 5/20/09 SCC will forward BSP grades to secondary schools 5/27/09</li> <li>• 2009FA – All BSP grades forwarded to SCC – 12/18/09 SCC will forward BSP grades to secondary schools 1/8/10</li> </ul> <p><b><u>BSP (dual credit) – High School Technology Students</u></b></p> <ul style="list-style-type: none"> <li>• The College is receiving requests/referrals for high school students having completed all required high school units to attend technology courses on SCC campuses</li> <li>• The current program codes used for Best Start (dual credit) nor the existing General Studies Transfer certificate will accommodate these students</li> <li>• The program code “AA. <i>dual</i> “will be used to identify these high school technology course students</li> <li>• This program designation will allow students to utilize lottery tuition assistance and will provide a workable means for the College to track these students</li> </ul>			
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	<ul style="list-style-type: none"> <li>• High school/career center students who qualify for this option will be referred by the appropriate SCC Department Head</li> <li>• Department Heads will submit the completed “Technology Student Referral Form” to the Admissions Center and to Counseling Services</li> <li>• The form is available in Public Folders – Academic Affairs</li> <li>• Deans were asked to share this information during departmental/divisional meetings.</li> </ul> <p><b><u>New Policy &amp; Procedures</u></b></p> <ul style="list-style-type: none"> <li>• IV-20.1 Experiential Learning Credit</li> <li>• IV-10.20 Lab Support</li> <li>• IV-10 Make Up Testing</li> <li>• IV-80 Dual Enrollment</li> <li>• Deans were asked to review with their areas and bring their input to the next staff meeting</li> </ul> <p><b><u>Laptop and Projector Checkout from Library</u></b></p> <ul style="list-style-type: none"> <li>• Discussion held</li> <li>• Consensus of the group was to check out laptops and projectors to faculty and staff for short term loan from the Library, instead of from Media Services. Some laptops should also be available for a longer loan period (perhaps for a semester)</li> </ul> <p><b><u>Laptops for Adjuncts</u></b></p> <ul style="list-style-type: none"> <li>• Adjuncts and their need for laptops discussed</li> <li>• The number of available laptops are limited on campus</li> <li>• It’s preferred that adjuncts use their own laptops if they have one</li> <li>• Adjuncts who need a laptop for an extended period of time should discuss with their department head</li> <li>• After a lengthy discussion the group decided it would be best to explain options at the Adjunct Faculty Orientation</li> </ul>		CF	
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	<p><b><u>Media Cart Turn-In</u></b></p> <ul style="list-style-type: none"> <li>• With the completion of Phase 1 of the A/V Classroom Project, any unused Media carts should be turned in to Cindy Knight in Media Services for reallocation</li> <li>• Reminder: As the existing carts age and break, their components will not be replaced or repaired unless covered by departmental funds</li> </ul> <p><b><u>Blocking of Websites/Online Services</u></b></p> <ul style="list-style-type: none"> <li>• Group discussion held</li> <li>• Mark Roseveare informed the group that he hopes to send out a list of sites and Internet services identified by IT that use an inordinate amount of the College Internet bandwidth</li> <li>• Each academic area should review the list and let him know if access to them by students is needed to achieve curriculum or educational goals</li> </ul> <p><b><u>Course Syllabi Links on WebAdvisor</u></b></p> <ul style="list-style-type: none"> <li>• Concerns with keeping online syllabi current was discussed</li> <li>• Department Heads are responsible for making sure the syllabi posted online are correct and up-to-date</li> <li>• Deans to discuss this issue with their areas</li> <li>• A link will be added to the <i>Course Info</i> page under WebAdvisor for accessing syllabi</li> <li>• This will be discussed further at the June staff meeting</li> </ul> <p><b><u>New College Website Migration</u></b></p> <ul style="list-style-type: none"> <li>• Current information related to academic programs is being copied from the College Catalog</li> <li>• Other Information from the old site that fits in with the purpose of the new website is also being moved to the new site</li> <li>• A link will be sent to department heads so they can review and make sure their information is correct</li> <li>• Date for going live has not been set but will be soon</li> </ul>			
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<b>Adjournment</b>	<p>There being no further business or discussion the meeting was adjourned:</p> <p style="text-align: center;">Submitted by: <i>Edna Howard, Administrative Specialist</i></p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">Meeting Chair</p> <p style="text-align: center;"><i>Sherry Vaughn, VP of Academic Affairs</i></p>			