

Division	Representative	Present	Absent
Arts and Sciences	Pam Hagan, President	X	
	Bob Stokem	X	
Business	Chris Fant	X	
	John Hoyle	X	
Health and Human Services	Joel Livesay, President-Elect	X	
	Tracey Sewell	X	
Industrial/Engineering Technologies	Jay Coffey	X	
	Joe Richards		X
Transitional Studies	Betsy Maynard	X	
Library	Barbara Scala	X	
Adjunct Faculty	Melissa Smith (Charlton Williams attended)		X

Guest: Sherry Vaughn

Agenda

Call to order and approval of minutes

The meeting of the Faculty Board was called to order at 9:30 a.m. The November 14, 2008 meeting minutes were approved without revision.

Status of Old Business

1. Ad hoc committee to establish a curriculum review committee

Joel Livesay, Faculty Board liaison, reported on the committee's progress. The committee has been flowcharting the process for approval of curriculum changes and new programs. Their goal is to submit a recommendation before summer break. Members of the ad hoc committee include: Judy Sieg (Chair), Kem Mahaffey, Marcia Schenck, Jeff Hunt, Dr. Joe Sidlowski, and Dr. Rita Melton.

2. Criteria for blocking access to web sites

Bob Stokem met with Pete Gallen and Bruce Cannon to discuss criteria for blocking web sites and to submit a list of examples that he had collected from faculty members experiencing problems. Faculty Board members agreed to continue monitoring this issue and to report problems to Pete Gallen as they are identified.

Other problems identified that will be discussed with the Information Technologies Department and Student Records include: difficulty of faculty and students in accessing WebAdvisor during registration and difficulty in reading WebAdvisor reports (i.e., section rosters). Pam Hagan and Bob Stokem will follow up on these issues.

3. Academic forgiveness policy/procedure

Faculty Board members reviewed a draft policy/procedure on academic forgiveness that Ron Jackson developed. Sherry Vaughn met with Faculty Board members to discuss the proposal in more detail. Ms. Vaughn requested Faculty Board's input to determine the need for the policy. Ms. Vaughn agreed to contact the Chief Academic Officers at other technical colleges to determine how many currently have an academic forgiveness policy. She will also contact Ron Jackson to determine how many SCC students might request academic forgiveness. Faculty Board members agreed to discuss the draft policy/procedure with their respective departments/divisions prior to the next Faculty Board meeting.

New Business

1. Academic calendar and exam schedule

Pam Hagan presented two recommendations related to the academic calendar and the designated exam periods for fall and spring terms:

- (a.) Include a study day for students between the last day of class and the exam period.
- (b.) Eliminate the designated exam period for fall and spring terms and extend the class days to the end of the exam period.

Following a discussion, Faculty Board members agreed to discuss the recommendations with their respective departments/divisions prior to the next meeting. Pam Hagan will discuss the recommendations with the academic deans.

2. Documenting faculty credentials

The Faculty Board was asked to appoint an ad hoc committee to study best practices and recommend a process for verifying and documenting faculty credentials in a format that is required by SACS. Pam Hagan asked board members to recommend program coordinators/department heads from each academic division to serve on this committee. Pam Hagan will notify committee members and serve as Faculty Board liaison.

3. Course substitution approval process

Jay Coffey presented a recommendation to change the current process for approval of course substitutions to allow either the program coordinator or department head to approve and submit the course substitution form to Student Records. Faculty Board members agreed to present this recommendation to department heads and academic deans for consideration.

4. Advisory committee meetings

Pam Hagan presented a recommendation to change the minimum number of advisory committee meetings per academic year from two to one. Faculty Board members agreed to present this recommendation to department heads and academic deans for consideration.

5. Representation for Cherokee and Tyger River Campuses

The Faculty Board discussed ways to insure that all faculty members, including those assigned to the Tyger River and Cherokee Campuses, are being represented. Division representatives will contact faculty at Tyger River and Cherokee Campuses to identify campus-specific issues that need to be presented. Board members agreed to schedule one meeting during the academic year at each campus.

Adjournment

The meeting was adjourned at 11:10 a.m.

Next Meeting

Friday, February 27, 2009
10:00 a.m.

East Building Conference Room E-56

Submitted:
Pam Hagan
02/09/2009