

HILLSBOROUGH COMMUNITY COLLEGE
Academic Affairs Committee (AAC)
Dale Mabry Campus, Social Science Building, Room 127
March 11, 2005 - 9:30 a.m.

MINUTES

- Present** Ed Mitchell: Chairperson, Christina Acosta/Cluster 2, Gary Brannan/Cluster 4, Bill Day/Cluster 9; Brian Fisk/At-Large DM, Vic Harke/Cluster 14, Bob Leonard/Cluster 6, Sheila Merchant/At-Large YB, Michael Moats/Cluster 12, Joey Naftel/At-Large, Diorah Nelson/Cluster 1, Kathryn Pantelis/Cluster 3, Michael Reichard/Cluster 11, Risë Sandrowitz, /Cluster 8, Linda Tarrago/Cluster 10, Theresa Waggoner/Cluster 13
- Not Present** Judith Alicea/At-Large, Barry Silber/Cluster 5, Peggy Vaughn/Cluster 11, Diana Yeager/Cluster 7, James Young/Cluster 13
- Guests** Linda Horton, Susan McClung
- Administrative Support** Sylvia Marion Carley, Karen Griffin, Pamela Heglar, Brian Mann
- Agenda** A motion was made by Diorah Nelson and seconded by Brian Fisk to approve the agenda as presented. The motion passed unanimously.
- Chairman's Report** Ed Mitchell noted that it is time for elections of a new chairman of the AAC and new at-large members. Vic Harke and Kathryn Pantelis will serve on the Nominations Committee. Dr. Merchant and Michael Reichard will work on the AAC Handbook revisions.
- Risë Sandrowitz provided the AAC with an update regarding guidelines for writing student centered outcomes objectives. She noted that volunteers from each campus and most of the disciplines were represented in the preparation of the guidelines. They can be used in the associate in arts, associate in science and associate in applied science pre-majors and programs. The first draft has been distributed for the subcommittee's review.
- The AAC was provided an overview of Bloom's Taxonomy which was used to assist in the development of guidelines. Ed Mitchell suggested that once the final report has been received and approved by the AAC, the guidelines can be made part of the handbook. The information can be distributed by email and posting to public folders.
- Administrative Update** Pam Heglar told the committee a faculty committee is working on the campus cruiser portal system. It should be available for the summer.
- Two sets of consultants will visit HCC after spring break to work on the campus card and to evaluate students with disabilities services.
- On April 5, HCC will be conducting two high school open house sessions. The Ybor and Dale Mabry Campuses will host one, and the Brandon and Plant City Campuses will host the other.
- Regarding teacher education, Sylvia Carley told the committee that HCC has applied for funding for a Teacher Education Institute. If funding is approved to be effective July 1, the program should start in the fall
- The committee is invited to attend a learning community's workshop given by Dr. Susan Hentz on April 8, at the Dale Mabry Campus in room 106.

This academic year, HCC received \$80,000 from the Lumina Foundation for the Achieving the Dream project. Another proposal (due May 1) will be submitted and if approved, HCC could receive \$400,000 during the next four years to work on areas that the college has identified as critical.

Karen Griffin advised the committee of a college-wide charrett to be held on Friday, April 1, on each campus to identify topics for the QEP – SACS initiative. She encouraged everyone to attend.

Brian Mann noted that he heard that the Perkins Grant has been funded by the state and that his office is currently working with the University of South Florida on an AS to BSAS articulation agreement.

The Jobs for Florida Future grant has three programs HCC has requested funding for. They are (1) RN partnership program with Tampa General Hospital. Approximately 48 individuals (Tampa General employees and adults in transition) will be accepted into the program, (2) Automotive Technology program at the Ybor Campus, and (3) Certified Nursing Assistant.

Minutes

A motion was made by Brian Fisk and seconded by Diorah Nelson to approve the minutes of the February 18, meeting. The motion passed (1 abstention).

**Interdisciplinary
Travel Study**

A motion was made by Bob Leonard and seconded by Joey Naftel to approve a proposed new course titled Interdisciplinary Travel Study/Service Learning. It was noted that this course can be taught by different disciplines. The motion passed unanimously.

Open Water Diver

A motion was made by Bill Day and seconded by Joey Naftel to approve a proposed new course titled Open Water Diver. The motion passed unanimously.

**Sign Language
Interpretation**

A motion was made by Bill Day and seconded by Diorah Nelson to approve the course and program modifications associated with the Sign Language Interpretation program. The motion passed unanimously.

Legal Assisting

A motion was made by Sheila Merchant and seconded by Joey Naftel to approve the establishment of a new advanced technical certificate titled Paralegal/Legal Assisting. The motion passed unanimously.

Hospitality Mgmt.

A motion was made by Linda Tarrago and seconded by Diorah Nelson to approve the proposed modification of HFT 1000, Lodging Management requiring current CPR certification as a co-requisite. The motion passed unanimously.

A motion was made by Linda Tarrago and seconded by Joey Naftel to approve the proposed course modifications requiring college level skills in eight hospitality management courses. The motion passed (1 abstention).

Adjournment

A motion to adjourn was made by Joey Naftel and seconded by Brian Fisk. The meeting adjourned at approximately 10:37 a.m.

Approved

Chairman, Academic Affairs Committee

Date