

# HILLSBOROUGH COMMUNITY COLLEGE

Academic Affairs Committee (AAC)  
District Administrative Offices, Room 125  
September 16, 2005 - 9:30 a.m.

## MINUTES

- Present** Brian Fisk: Chairperson, Judith Alicea/At-Large BR, Gary Brannan/Cluster 4, Jacquelyn Cress/Cluster 14, Donna Solovan-Gleason/Cluster 9, Bob Hervey/At-Large DM, Sheila Merchant/At-Large YB, Ed Mitchell/Cluster 10, Michael Moats/Cluster 12, Joey Naftel/At-Large PC, Diorah Nelson/Cluster 1, Michael Reichard/Cluster 11, Barry Silber/Cluster 5, Sheryl Sippel/Cluster 3, Maria Bautista-Smith/Cluster 8, Steve Wall/Cluster 2, Kimberly Williams/Cluster 6, Diana Yeager/Cluster 7
- Not Present** Bill Day/Cluster 9, Scottie Fingar/Cluster 8, Vic Harke/Cluster 14, James Young/Cluster 13
- Administrative Support** Sylvia Carley, Maridru Clark, Karen Griffin, Pamela Heglar
- Guests** Gwen Parsons, Judy Nolasco, Jason Turner, Fred Webb
- Agenda** A motion was made by Diorah Nelson and seconded by Joey Naftel to approve the agenda as presented. The agenda items will be renumbered. Referencing the new number "7., Other," the verbiage "Addition of AS Degree Option" will be changed to read: "New AS Degree." The motion passed unanimously.
- Chairman's Report** Brian Fisk welcomed the committee. He noted that Sheila Merchant has agreed to serve as vice-chair for this academic year.
- Administrative Update** Sylvia Carley reported that several college-wide activities coming forward are from general education, SACS and QEP. The administration will present data to the faculty on areas that will require reports. Reports on developmental education, excess student hours and academic freedom have already been provided to APAGA.
- Pam Heglar told the committee that student email is being piloted. Training will be available through Campus Cruiser.
- Karen Griffin noted that faculty wishing to make faculty development presentations should contact Brian Mann or her for assistance. As part of faculty development, the General Education Committee will be offering workshops on teaching the *Connections* course.
- The new General Education Committee has convened. This committee will be ongoing and will assess general education on a continual basis. It will be exploring direct quantitative measures of assessment.
- Minutes** A motion was made by Diorah Nelson and seconded by Judith Alicea to approve the minutes of the June 17 meeting. The motion passed unanimously.
- Environmental Science** A motion was made by Gary Brannan and seconded by Joey Naftel to approve the proposed new Environmental Science Technology, Advanced Water Treatment AAS degree option. Fred Webb provided rationale for the proposal to the AAC. The motion passed unanimously.

A motion was made by Gary Brannan and seconded by Ed Mitchell to approve the proposed new water treatment courses. The motion passed unanimously.

**Cluster 12**

A motion was made by Michael Moats and seconded by Ed Mitchell to approve the proposed course modifications (pp. 102-113). The motion passed unanimously.

A motion was made by Michael Moats and seconded by Joey Naftel to approve modification of Digital Media/Multimedia Technology, Internet Services Technology and Internet Services Technology: E-Commerce Support: CCC (pp. 114-120). The forms (page 114, 116) will be corrected to read: SPC 1006 instead of SPC 1106, the Change in Program box will be checked and the degree box will be corrected to read: Associate in Applied Science instead of Associate in Science. Karen Griffin reminded the AAC that the rationale section should be filled out when completing a proposal form. The motion passed as amended (1 no, 2 abstentions).

A motion was made by Michael Moats and seconded by Diorah Nelson to approve the proposed new Networking Services Technology: Unix/Linux System Administrator College Credit Certificate. The form needs the initiator's signature. The motion passed unanimously.

**AS Degree**

A motion was made by Gary Brannan and seconded by Joey Naftel to approve a new AS degree for Aquaculture, Environmental Science Technology: Environmental Technician and Environmental Science Technology: Environmental Laboratory Technician. The motion passed unanimously.

A motion was made by Ed Mitchell and seconded by Joey Naftel to approve a new AS degree for Business Administration: International Business Management and Culinary Management. The motion passed unanimously.

A motion was made by Michael Moats and seconded by Gary Brannan to approve a new AS degree for the programs listed on pages 126, 128, 132-138, 146-159). It was brought to the attention of the AAC that the motion is invalid as the forms are not signed. There will be no action at this time.

The proposal to approve a new AS degree for Early Childhood Management was tabled due to lack of representation.

**Geriatric Care**

The new PSAV program titled Geriatric Care Assistant and the associated new PSAV courses were acknowledged by the AAC. It was noted that this program falls under the state category of Family Consumer Science as opposed to health sciences.

**Other**

A motion was made by Barry Silber and Ed Mitchell to reconsider the proposal to establish a new AS degree for Early Childhood Management. The motion passed unanimously. A motion by Barry Silber and seconded by Ed Mitchell was made to approve the new AS degree for Early Childhood Management. The motion passed unanimously.

**Adjournment**

A motion was made by Ed Mitchell and seconded by Kimberly Williams to adjourn the meeting. The motion passed unanimously. The meeting adjourned at approximately 11:00 a.m.

**Approved**

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Chairman, Academic Affairs Committee

Date