

HILLSBOROUGH COMMUNITY COLLEGE

Academic Affairs Committee (AAC)
District Administrative Offices, Room 125
September 17, 2004 - 9:30 a.m.

MINUTES

- Present** Ed Mitchell: Chairperson, Judith Alicea/At-Large, Gary Brannan/Cluster 4, Jacquelyn Cress/Cluster 14, Brian Fisk/At-Large DM, Bob Leonard/Cluster 6, Lou Lombana/Cluster 13, Sheila Merchant/At-Large YB, Michael Moats/Cluster 12, Joey Naftel/At-Large PC, Diorah Nelson/Cluster 1, Kathryn Pantelis/Cluster 3, Barry Silber/Cluster 5, Linda Tarrago/Cluster 10, Peggy Vaughn/Cluster 11, Diane Yeager/Cluster 7
- Not Present** Christina Acosta/Cluster 2, Bill Day/Cluster 9, Joanne Goot/Cluster 8
- Guests** Sabrina Shapiro
- Administrative Support** Sylvia Carley, Karen Griffin, Brian Mann
- Agenda** A motion was made by Joey Naftel and seconded by Brian Fisk to approve the agenda as presented. The motion passed unanimously.
- Chairman's Report** Mr. Mitchell nominated Joey Naftel to be the committee's vice-chair for this academic year. The AAC unanimously agreed.
- Administrative Report** Dr. Carley provided the committee with a brief explanation on the QEP (Quality Enhancement Plan). QEB is the process through which HCC will focus on student learning to increase student success. The process will have college-wide input and support. An external SACS committee will review the plan and approve or not approve it as the basis for our accreditation. HCC will have five years to implement and evaluate the plan prior to the SACS visit. Craig Johnson will be the college's coordinator for the QEP along with campus representation. Information is forthcoming regarding this process.
- Ms. Griffin noted that a list of course objectives received had been sent to all of the cluster chairs. The committee will be updated at each meeting as to the progress of this SACS-driven project. She told the AAC that although some courses are not being taught by full-time faculty, objectives should be developed by the cluster.
- The AAC was reminded of the learning outcomes assessment workshops presented by Peggy Maki scheduled for Thursday, September 23, 2004. Ms. Griffin encouraged everyone to come.
- Army Physical Readiness** A motion was made by Joey Naftel and seconded by Diorah Nelson to approve a proposed new course titled *Army Physical Readiness*. Ms. Shapiro noted that this ROTC course will be offered at USF and taught by the faculty their faculty. HCC will receive the FTE. The motion passed unanimously.

- Honors English** A motion was made by Diorah Nelson and seconded by Joey Naftel to approve a new course titled *Honors English Grammar and Usage*. The motion passed unanimously.
- Dual Enrollment** The AAC acknowledged the dual enrollment agreements between HCC and the Carpe Diem Academy and the Oldsmar Christian School.
- AAC Handbook** A motion was made by Joey Naftel and seconded by Diorah Nelson to approve the 2004-2005 Academic Affairs Committee as presented. It was noted that the only proposed change was that the chair serve two two-year terms with the possibility of re-election of an additional two, two-year term again after one academic year's break in office. Approval will be contingent on re-design of the forms. The motion passed unanimously.
- October Meeting** The committee was reminded that its October 15 meeting will be held at the Dale Mabry Campus. The location will be announced.
- Title III** Jan Schwartz provided the committee with an explanation of the Title III Grant. She noted that the first component of the grant is called "First Year." It will provide for seamless advising and ease of access to navigate all of HCC's resources to first year students. Under the first year component is orientation, the first interface with the student. Faculty mentors will be part of the advising process for the first student.
- The second component of the grant consists of math achievement. Bill Meisel, hired under the grant and currently an adjunct faculty member, is working with the math faculty to determine what students are achieving in which courses at what rate.
- The third component is information. HCC will be working the USF and the school board to import confidential student data to better understand entering students.
- All of these initiatives are presently underway at the Ybor City Campus. Dale Mabry initiatives will begin in the spring. Discussion followed.
- Adjournment** A motion to adjourn was made by Linda Tarrago and the committee seconded. The motion passed unanimously. The meeting adjourned at approximately 10:40 a.m.

Approved

Chairman, Academic Affairs Committee

Date

HILLSBOROUGH COMMUNITY COLLEGE
Academic Affairs Committee (AAC)
Dale Mabry Campus, Student Services Room 108
October 15, 2004 - 9:30 a.m.

MINUTES

- Present** Ed Mitchell: Chairperson, Judith Alicea/At-Large, Gary Brannan/Cluster 4, Jacquelyn Cress/Cluster 14, Suzanne Crosby/Cluster 2, Bill Day/Cluster 9, Brian Fisk/At-Large DM, Bob Leonard/Cluster 6, Lou Lombana/Cluster 13, Sheila Merchant/At-Large YB, Nancy Mills/Cluster 7, Michael Moats/Cluster 12, Diorah Nelson/Cluster 1, Kathryn Pantelis/Cluster 3, Rise Sandrowitz/Cluster 8, Barry Silber/Cluster 5, Linda Tarrago/Cluster 10, Peggy Vaughn/Cluster 11
- Not Present** Joey Naftel/At-Large PC
- Guests** Ellen Cangi, Elisa Molano-Cook, Craig Johnson, Greg Miller
- Administrative Support** Sylvia Carley, Maridru Clark, Karen Griffin, Pam Heglar, Brian Mann
- Agenda** A motion was made by Rise Sandrowitz and seconded by Kathryn Pantelis to approve the agenda as presented. The motion passed unanimously.
- Administrative Report** Regarding discussion on the proposed change to the chairperson's length of service, Sylvia Carley suggested that additional discussion to clarify the change be continued at the next Technical Committee Review meeting.
- Craig Johnson provided the AAC with an overview of the QEP (Quality Enhancement Plan). The plan will be a major part of HCC's re-accreditation process. Although, it will involve everyone at the college, the plan will be faculty driven. The two principles of the process are institutional integrity and quality enhancement. HCC must have its final format ready by the summer of 2006 prior to the fall 2006 SACS visitation.
- Karen Griffin noted that course objectives are continuing to come in. Additionally, she stated that she recently attended a Florida Association of College Teachers workshop. One of the items discussed was alternative teacher certification programming. The guidelines will be officially approved by the State Board of Education during the week of October 18. She will bring a copy of what was passed to share at the next AAC meeting. Discussion followed.
- Pam Heglar advised the committee that Campus Cruiser (student email) should be up and running by the end of the fall term. The FX grade (for students who have stopped attending) is available for use.
- Minutes** A motion was made by Gary Brannan and seconded by Michael Moats to approve the September 17 minutes. The motion passed unanimously.
- Spanish** A motion was made by Suzanne Crosby and seconded by Bob Leonard to approve the re-activation of Conversational Spanish for Professional Programs. Discussion followed regarding transferability of the course. A motion to amend the course to transfer status was made by Suzanne Crosby. Bob Leonard seconded

the amendment. It was suggested that the course description include the verbiage that this course does not meet the university language requirement. The amendment passed unanimously. The original motion passed unanimously.

Police Academy A motion was made by Peggy Vaughan and seconded by Bob Leonard to acknowledge the new courses and course modifications to the police academy curriculum. The motion passed unanimously.

Internet Services A motion was made by Michael Moats and seconded by Diorah Nelson to approve the proposed modifications to the Internet Services Technology: Option 3, E-Commerce Support. The motion passed unanimously.

St. Petersburg College The AAC acknowledged an AS to BS articulation agreement between HCC and St. Petersburg College. The programs that will articulate are Computer Engineering, Computer Programming, Computer Information Technology, Database Technology, Digital Media/Multimedia Technology, Electronics Engineering Technology, Internet Services Technology, Manufacturing Technology and Networking Services Technology. Discussion followed. It was suggested that clarification be provided on the general education humanities course offering.

Adjournment A motion to adjourn was made by Michael Moats and seconded by the committee. The motion passed unanimously. The meeting adjourned at approximately 10:45 a.m.

Approved

Chairman, Academic Affairs Committee

Date

HILLSBOROUGH COMMUNITY COLLEGE

Academic Affairs Committee (AAC)
District Administrative Offices, Room 125
November 19, 2004 - 9:30 a.m.

MINUTES

- Present** Ed Mitchell: Chairperson, Judith Alicea/At-Large, Gary Brannan/Cluster 4, Brian Fisk/At-Large DM, Donna Gleason/Cluster 9, Vic Harke/Cluster 14, Carole Harvell/Cluster 8, 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, Barry Silber/Cluster 5, Linda Tarrago/Cluster 10, Peggy Vaughn/Cluster 11, Diana Yeager/Cluster 7.
- Not Present** Christina Acosta/Cluster 2, Theresa Waggoner/Cluster 13
- Guests** Thelma Miller-Anderson, Janet Sibol, Sheryl Sippel, Bill Underwood, Fred Webb
- Administrative Support** Kathy Cecil, Karen Griffin
- Agenda** A motion was made by Brian Fisk and seconded by Michael Moats to approve the agenda as presented. The motion passed unanimously.
- Administrative Report** Karen Griffin shared the work plan of the Council on Instructional Affairs with the AAC. With regard to strategic planning, the council has nine topics planned for the year. They are college readiness, post secondary articulation rights, teacher education, accountability issues, baccalaureate degrees at community colleges, general education, school code re-write, faculty development and faculty authored textbooks (potential conflict of interest with the expansion of “.com” publishing). Ms. Griffin noted that she signed up for college readiness, teacher education and teacher education.
- A draft of the new course, change in course and course deletion form for review and comment, and a copy of the updated course objective list were distributed to the committee.
- Kathy Cecil noted that the FX grade can be entered on-line; however, the last date of attendance must be entered manually.
- Minutes** A motion was made by Peggy Vaughan and seconded by Bob Leonard to approve the October 15, 2004 minutes. The motion passed (1 abstention).
- American Literature** A motion was made by Diorah Nelson and seconded by Joey Naftel to approve the proposed modification of AML 2050, American Literature III. The motion passed unanimously.
- Prep Math** A motion was made by Kathryn Pantelis and seconded by Diorah Nelson to approve the proposed modifications to MAT 0002C, MAT 0012 and MAT 0024C. The purpose of the changes is to bring the curriculum more in line with state requirements. Regarding grade forgiveness, it was noted that for the fall '04 and spring '05 terms no grades of D or F will be given. Four credit hours will be forgiven and one credit hour will be a grade of F. Exceptions will have to be addressed for the VA students.

Because an SLS prefixed course is required if a student tests at prep level, it was suggested that the math studies skills course be advertised as an option for students.

Ms. Griffin commended the math cluster on their hard work in restructuring the prep math curriculum. The motion passed unanimously.

General Physics The proposal to modify PHY 2048, General Physics w/Calculus I was removed from the agenda.

Environmental Science A motion was made by Gary Brannan and seconded by Joey Naftel to approve the program modification to the Environmental Science Technology program and associated new GIS (Geographic Information Systems) courses. The motion passed unanimously.

Pest Control Operations A motion was made by Gary Brannan and seconded by Michael Moats to approve the proposed new Applied Technology Diploma (ATD) titled Pest Control Operations and its associated new courses. Rationale for the ATD was provided to the committee. The motion passed unanimously.

Irrigation Tech. A motion was made by Gary Brannan and seconded by Diorah Nelson to approve the proposed new College Credit Certificate (CCC) titled Irrigation Technology and associated new courses. Rationale for the CCC was provided to the committee. The motion passed unanimously.

Opticianry A motion was made by Judy Alicea and seconded by Brian Fisk to approve the modification to the Opticianry program. The motion passed unanimously.

Inter-institutional Agreement The AAC acknowledged the Articulation Agreement by and between Hillsborough District Schools, Hillsborough Community College and the University of South Florida. It was suggested that the course number changes be noted in the agreement. Discussion followed regarding dual enrollment. Ms. Griffin will bring a copy of the dual enrollment brochure to share at the next AAC. The link for state dual enrollment report will be provided. Additionally, the dual enrollment cabinet report will be sent to the committee.

Adjournment The meeting adjourned at approximately 10:45 a.m.

Approved

Chairman, Academic Affairs Committee

Date

HILLSBOROUGH COMMUNITY COLLEGE

Academic Affairs Committee (AAC)

District Administrative Offices, Room 125

January 21, 2004 - 9:30 a.m.

MINUTES

- Present** Ed Mitchell: Chairperson, Gary Brannan/Cluster 4, Suzanne Crosby/Cluster 2, Bill Day/Cluster 9; Vic Harke/Cluster 14, Carole Harvell/Cluster 8, 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, Barry Silber/Cluster 5, Linda Tarrago/Cluster 10, Peggy Vaughn/Cluster 11, Diana Yeager/Cluster 7, James Young/Cluster 13.
- Not Present** Christina Acosta/Cluster 2, Judith Alicea/At-Large, Brian Fisk/At-Large DM,
- Guests** Emery Alford, Honora Berninger, Cheryl Borman, Ann Butterfield, Ginger Clark, Gregory Comnes, Antoinette D'Oronzio, Richard Gaspar, Barbara Goldstein, Jill Hall, Roxanna Marcus, Joan Perillo, Richard Remington, Catherine Robinson, Brenda Jean Sieffert, Robert Yanez
- Administrative Support** Sylvia Carley, Maridru Clark, Karen Griffin, Pamela Heglar, Brian Mann
- Agenda** A motion was made, and then seconded by Michael Moats to approve the agenda as presented. The motion passed unanimously.
- Administrative Report** Ed Mitchell reminded the committee of the course objective project. He noted that the spreadsheet located in public folders indicates which courses have current objectives. He asked the AAC representatives to work with the cluster to determine which ones are missing. The appropriate format for objectives should reference what the student would learn from the course.
- Dr. Carley spoke to the AAC regarding the national Lumina Grant project. HCC will be addressing its college preparatory coursework and the student's ability to get into college-level courses upon completion, completion and graduation rates, and transfer issues.
- Ms. Griffin told the committee that Dr. Peggy Maki will be presenting at two student learning outcomes workshops on Thursday, January 27, 2005, at the Dale Mabry Campus.
- She thanked the clusters that turned in their course objectives. Regarding the nomination of a faculty member from each cluster to serve on a learning outcomes committee and credentials committee, Ms. Griffin will send a reminder notice to those clusters that have not responded.
- Cluster 2** A motion was made by Suzanne Crosby and seconded by Joey Naftel to approve proposed new courses titled, Honors Introduction to Ethics and Graphics Design: Implementation. It was suggested that the course objectives for the ethics course be re-stated as objectives rather than a course description and be placed on the course objective form for re-submission. The graphics arts syllabi and course objective forms will be corrected and resubmitted. A motion to table the Cluster 2 proposals was made by Suzanne Crosby. The motion passed (1 abstention).

College Prep

A motion was made by Diana Yeager and seconded by Joey Naftel to approve the proposed modification of ENC 0010C, ENC 0020C, REA 0001C and REA 0002C. The purpose of the changes is to reduce the number of credit hours of each course from 5 to 4 credit hours and to change the course descriptions. Discussion followed. The courses are being proposed as "C" courses (combination lecture/lab).

Ms. Griffin told the committee that as a result of prep program review in March 2004, recommendations were developed by both the faculty and the administration. Copies of the administrative proposal were distributed to the AAC. She noted that the administrative proposal did not contain a "C" course component.

Mr. Young noted that the counseling cluster agreed that these proposed changes should be well received by the student. However, new strategies need to be addressed to help students develop their schedules. Requiring study skills courses will help students progress through the prep process.

Dr. Carley agreed that everyone is working toward and is committed to the student. She reiterated that in working with the cluster, thirteen recommendations were developed. All recommendations were agreed to with the exception of the "C." The faculty can use the laboratory experience, if they desire, but are asked to work out a way to operate their classes without having a required "laboratory" component attached to the course.

Discussion followed regarding the information provided to the committee about the proposals. Mr. Mitchell reminded the AAC of the specifics of the proposals. A call for the question was made. The motion passed (11 yes, 2 abstentions).

Nursing: ADN

A motion was made by Rise Sandrowitz and seconded by Joey Naftel to approve the proposed new nursing course titled, Transition Nursing Process I. It was suggested that the lab fee form be completed and submitted as support documentation. The motion passed unanimously.

A motion was made by Rise Sandrowitz and seconded by Linda Tarrago to approve the proposed course deletions. The motion passed unanimously.

A motion was made by Rise Sandrowitz and seconded by Joey Naftel to approve the proposed modification to the Nursing – ADN Transition Option. The motion passed unanimously.

**Occupational
Therapy Assistant**

A motion was made by Bill Day and seconded by Rise Sandrowitz to approve the deletion of the Occupational Therapy Assistant program and its associated courses. Rationale for the proposals was provided to the committee. The motion passed unanimously.

- Economics and
MAN 2604** A motion was made by Linda Tarrago and seconded by Joey Naftel to approve the modification of ECO 1000, ECO 1013, ECO 1023 and MAN 2604. The motion passed unanimously.
- Hospitality
Administration** A motion was made by Linda Tarrago and seconded by Joey Naftel to approve the proposed new AA emphasis in Hospitality Administration Management. Discussion followed. The motion passed (1 abstention).
- Business
Administration** A motion was made by Linda Tarrago and seconded by Rise Sandrowitz to approve the deletion of the Customer Service option and the modification of the International Business option of the Business Administration program. The motion passed unanimously.
- Automotive
Service** A motion was made by Peggy Vaughan and seconded by Diorah Nelson to acknowledge the proposed new PSAV program title Automotive Service Technology and its associated coursework. Course objectives will be submitted on the appropriate form. The motion passed unanimously.
- Computer Science** A motion was made by Michael Moats and seconded by Joey Naftel to approve the deletion of the computer science courses listed on pages 80 to 86. The motion passed unanimously.
- A motion was made by Michael Moats and seconded by Joey Naftel to approve moving the statement regarding prerequisites back into the course description for those courses listed on the agenda. The motion passed unanimously.
- A motion was made by Michael Moats and seconded by Diorah Nelson to approve the proposed course modifications listed on pages 88 through 147. The motion passed unanimously.
- Computer
Programming/
Electronics Eng.** A motion was made by Michael Moats and seconded by Diorah Nelson to approved the proposed program modifications to Computer Programming and to Electronics Engineering Technology. The motion passed unanimously.
- Adjournment** A motion to adjourn was made by Peggy Vaughn and seconded by Michael Moats. The meeting adjourned at approximately 11:25 a.m.

Approved

Chairman, Academic Affairs Committee

Date

HILLSBOROUGH COMMUNITY COLLEGE

Academic Affairs Committee (AAC)
District Administrative Offices, Room 125
February 18, 2005 - 9:30 a.m.

MINUTES

- Present** Ed Mitchell: Chairperson, Christina Acosta/Cluster 2, Judith Alicea/At-Large, Gary Brannan/Cluster 4, Bill Day/Cluster 9; Jacquelyn Cress/Cluster 14, Brian Fisk/At-Large DM, Bob Leonard/Cluster 6, Sheila Merchant/At-Large YB, Michael Moats/Cluster 12, Joey Naftel/At-Large, Diorah Nelson/Cluster 1, Rise Sandrowitz, /Cluster 8, Barry Silber/Cluster 5, Linda Tarrago/Cluster 10, Peggy Vaughn/Cluster 11, Diana Yeager/Cluster 7, James Young/Cluster 13.
- Not Present** Kathryn Pantelis/Cluster 3
- Guests** Vince Scialli, Fred Webb
- Administrative Support** Sylvia Marion Carley, Karen Griffin, Pamela Heglar, Brian Mann
- Agenda** A motion was made by Peggy Vaughan and seconded by Bob Leonard to approve the agenda as presented. The motion passed unanimously.
- Administrative Report** Ed Mitchell asked the committee to turn to the first page of the agenda and noted that the cluster minutes are not being posted in a timely fashion. Regarding minutes, he suggested that the AAC Handbook be modified to read, "A cluster member will take minutes at each cluster meeting and a draft will be forwarded to the cluster members within five class days. The cluster chair will send the cluster approved minutes via to the appropriate academic administrator's office within 10 class days after the cluster meeting for posting in the designated cluster public folder. Paper copies will be provided to each library." A motion was made by Bill Day and seconded by Joey Naftel to approve the handbook modification. Discussion followed. A call for the question was made. The motion was unanimously defeated.
- A motion was made by Michael Moats and seconded by Peggy Vaughan to amend the handbook to read: "A cluster member will take minutes at each cluster meeting. The cluster chair will submit draft minutes with action items to the AAC chair, the cluster members and the curriculum assistant within five days after the cluster meeting. Final approved minutes will be forwarded to the AAC chair, cluster members, the curriculum assistant and the cluster's administrative liaison within 30 days after the cluster meeting for posting in the designated cluster public folder. Paper copies will be provided to each library." It was agreed that the draft minutes will include the cluster membership. The motion passed (1 abstention).
- A motion was made by Michael Moats and seconded by Bob Leonard that the handbook include a statement that the cluster agenda and notice of each meeting will be sent to the AAC chair, cluster members, the curriculum assistant and the cluster's administrative liaison at least five working days prior to the cluster meeting. A call for the question was made. The motion passed (3 no, 2 abstentions).
- Administrative Update** Sylvia Carley noted her attendance at a SACS leadership presentation in Atlanta. HCC will be visited by the SACS representative this coming summer. The representative will be looking at HCC's draft of compliance and the topic for the QEP. A QEP charrette will be conducted shortly on each campus.

Regarding the prep reading and writing AAC recommendations, she told the committee that in addition to their recommendations, pilot "lecture w/laboratory as strategy" courses were approved by the President's Cabinet. The Nelson-Denny exit requirement for reading will be removed as it is not used at any other community college, and in three years our students will be in the 75% range and that data will be provided to the reading and writing faculty during that 3-year period. Dr. Carley will be working with the prep cluster and the deans to work through the implementation process.

Pam Heglar noted that the Portal System has been installed. Information regarding the system will be distributed in the near future.

Brian Mann told the committee that a new AS to BS articulation with the University of South Florida is being finalized and will be coming before the AAC soon.

Karen Griffin spoke on student outcomes and the CCSSE project. Ed Mitchell asked for volunteers to serve on an AAC subcommittee, chaired by Rise Sandrowitz to develop samples on how to write student centered outcomes. He asked that a status report be provided by the March AAC meeting with samples to vote on by the April meeting.

Minutes

A motion was made by Bob Leonard and seconded by Joey Naftel to approve the minutes of the January 21, 2005 meeting. The minutes will be corrected to reflect that Bill Day and James Young were in attendance. The motion passed (1 abstention).

Old Business

A motion was made by Christine Acosta and seconded by Peggy Vaughan to approve the proposed new courses titled, Honors Introduction to Ethics and Graphic Design: Implementation. The motion passed unanimously.

A motion was made by Christine Acosta and seconded by Bob Leonard to approve the modifications to GRA 1111C and GRA 1156C. The motion passed unanimously.

Vet Technology

A motion was made by Gary Brannan and seconded by Joey Naftel to approve the proposed new program titled, Veterinary Technology and the associated new courses. Fred Webb provided the committee with rationale for the program. Discussion followed. The motion passed unanimously.

Articulation

The Inter-institutional Agreement between HCC's Fire Fighting Program and Fire Science Technology Program and the Statement of Agreement between HCC and Erwin Technical/Brewster Adult Technical Center were acknowledged by the AAC.

Adjournment

A motion to adjourn was made by Peggy Vaughn and seconded by Judy Alicea. The meeting adjourned at approximately 11:20 a.m.

Approved

Chairman, Academic Affairs Committee

Date

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 Nafel/At-Large, Diorah Nelson/Cluster 1, Kathryn Pantelis/Cluster 3, Michael Reichard/Cluster 11, Risè 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

HILLSBOROUGH COMMUNITY COLLEGE

Academic Affairs Committee (AAC)

Dale Mabry Campus, Student Services Building, Room 108

April 15, 2005 - 9:30 a.m.

MINUTES

- Present** Ed Mitchell: Chairperson, Judith Alicea/At-Large, Gary Brannan/Cluster 4, Bill Day/Cluster 9; Brian Fisk/At-Large DM, Ellen McAvoy/Cluster 8, Sheila Merchant/At-Large YB, Michael Moats/Cluster 12, Maribeth Mobley/At-Large/PC, Diorah Nelson/Cluster 1, Kathryn Pantelis/Cluster 3, Michael Reichard/Cluster 11, Barry Silber/Cluster 5, Kimberly Williams/Cluster 6, Diana Yeager/Cluster 7
- Not Present** Christina Acosta/Cluster 2, Vic Harke/Cluster 14, Bob Leonard/Cluster 6, Joey Naftel/At-Large, Risë Sandrowitz/Cluster 8, Linda Tarrago/Cluster 10, Peggy Vaughn/Cluster 11, James Young/Cluster 13
- Administrative Support** Kathy Cecil, Maridru Clark, Karen Griffin, 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 election ballots for the new AAC chair will distributed on the campuses on Monday, April 18. He encouraged the members of the committee to vote.
- Regarding the AAC Handbook, a report from the committee will be given at the May 20 meeting.
- A copy of the course objectives guidelines was distributed to the committee. Mr. Mitchell asked that they be reviewed and any comments forwarded to Risë Sandrowitz as soon as possible. It is hoped that the guidelines will be finalized at the May 20 meeting for placement into the new handbook.
- Administrative Update** Referencing SACS compliances, Karen Griffin told the committee that she is working on HCC's demonstration of student outcomes. She noted that this coincides with the cluster's course objectives project.
- Brian Mann reported on the articulation agreement with the University of South Florida. Copies of the agreement were distributed. Discussion followed.
- Maridru Clark told the committee that the deadline for input for the fall schedule is due today.
- On behalf of Pam Heglar, Kathy Cecil noted the end of term is soon and grades will be due.
- Minutes** A motion was made by Brian Fisk and seconded by Maribeth Mobley to approve the minutes of the April 15 meeting. The minutes will be corrected to add Barry Silber as present. The motion passed unanimously.
- African-Am. Lit.** A motion was made by Diorah Nelson and seconded by Maribeth Mobley to approve the proposed new course titled African-American Literature. The motion passed unanimously.
- Educator Prep. Inst.** A motion was made by Barry Silber and seconded by Bill Day to approve the proposed new Educator Preparation Institute courses. It was noted the courses are part of a

state-wide program allowing an individual with a bachelor's degree to enhance their teaching skills for employment as a teacher. Referring to a draft copy of the program or certificate, Karen Griffin told the committee that HCC and twenty-four other community colleges are participating in this program. A student taking a portion of the coursework at HCC could take the other at Valencia. Faculty teaching these courses must be faculty members with K-12 experience and hold an educational or related degree. HCC has an advisory committee with representation from all of the campuses. The motion passed unanimously.

- Crime Scene** A motion was made by Michael Reichard and seconded by Judy Alicea to approve the proposed new college credit certificate titled Crime Scene and its associated new courses. It was noted that the equipment and facilities are available. Discussion followed. The motion passed unanimously.
- Criminal Justice** A motion was made by Michael Reichard and seconded by Kathryn Pantelis to approve the modification of the Criminal Justice Technology and Criminal Justice Officer programs. The motion passed unanimously.
- Fire Science** A motion was made Michael Reichard and seconded by Kimberly Williams to approve the deletion of FFP 2201 and FFP 2700. The motion passed unanimously.
- A motion was made by Michael Reichard and seconded by Maribeth Mobley to approve the modification of FFP 2490. Discussion followed. The motion passed unanimously.
- A motion was made by Michael Reichard and seconded by Brian Fisk to approve the modification of the Fire Science Technology program. The motion passed unanimously.
- BCT 2600C
TAR 2055** A motion was made by Michael Moats and seconded by Maribeth Mobley to approve the modification of BCT 2600C and TAR 2055. The motion passed unanimously.
- AAC Elections** Kathryn Pantelis provided the AAC with the status of the election of new members. She noted that voting will be closed Monday, April 18. Results will be announced at the May meeting.
- Adjournment** The meeting adjourned at approximately 10:40 a.m.

Approved

Chairman, Academic Affairs Committee

Date

HILLSBOROUGH COMMUNITY COLLEGE
Academic Affairs Committee (AAC)
Dale Mabry Campus, Student Services Building, Room 108
May 20, 2005 - 9:30 a.m.

MINUTES

- Present** Ed Mitchell: Chairperson, Judith Alicea/At-Large, Gary Brannan/Cluster 4, Brian Fisk/At-Large DM, Vic Harke/Cluster 14, Higson, Tammy/Cluster 3, Sheila Merchant/At-Large YB, Nancy Mills/Cluster 7, Michael Moats/Cluster 12, Joey Naftel/At-Large, Diorah Nelson/Cluster 1, Michael Reichard/Cluster 11, Faye Robinson/Cluster 5, Linda Tarrago/Cluster 10, Kimberly Williams/Cluster 6, James Young/Cluster 13
- Not Present** Christina Acosta/Cluster 2, Bill Day/Cluster 9, Kathryn Pantelis/Cluster 3, Risë Sandrowitz/Cluster 8, Barry Silber/Cluster 5, Diana Yeager/Cluster 7
- Administrative Support** Karen Griffin, Brian Mann
- Guest** Carol Zavarella
- Agenda** A motion was made by Joey Naftel and seconded by Vic Harke to approve the agenda as presented. The motion passed unanimously.
- Chairman's Report** Ed Mitchell announced that Brian Fisk will be the committee's chairman for the 2005-2006 academic year. Bob Hervey will be the Dale Mabry Campus' at-large representative and Joey Naftel will be the Plant City's at-large representative.
- The committee was reminded to review the course objective spreadsheet listed in public folders for an update on the cluster project.
- Administrative Update** Brian Mann asked the committee to make sure that items for the AAC agenda also be provided electronically. This saves Dru Clark's office from having to retype information for submission to the state.
- Karen Griffin congratulated Judy Alicea and Nancy Mills on receiving tenure.
- Ms. Griffin noted that HCC would be receiving a visit from a SACS accreditation consultant. The focus of his visit would be on student learning outcomes, the uniformity and consistency of the course objectives in the syllabus and the demonstration of outcomes assessment.
- A general education pilot test will be given this afternoon. If the student places above 75%, he or she will be allowed to waive IDS 2110 (capstone course). For taking the test, the student will receive \$20.00.
- Regarding the Educator Preparation Institute, work is continuing on job descriptions for the program manager and staff.
- It was suggested that the role and responsibilities of the cluster be included in the 2005-2006 AAC Handbook.

Minutes

A motion was made by Diorah Nelson and seconded by Joey Naftel to approve the minutes of the May 20 meeting. The motion passed unanimously.

MAC 2233

A motion was made by Tammy Higson and seconded by Diorah Nelson to approve the modification of MAC 2233, Business Calculus. It is recommended that the course description be modified to add "MAC 1105 w/grade of B or higher or MAC 1140 w/grade of C or higher" as a prerequisite. Discussion followed. The committee was reminded that with this prerequisite the student loses the ability to register by phone or the web. The motion was defeated (8 no, 3 yes, 3 abstentions).

A motion was made by Gary Brannan and seconded by Joey Naftel to amend the original motion to read: "Recommend..." The motion to call the question passed. The motion to add "recommend" to the course modification passed.

Adjournment

A motion was made by Joey Naftel and seconded by Judy Alicea to adjourn the meeting. The motion passed unanimously. The meeting adjourned at approximately 11:07 a.m.

Approved

Chairman, Academic Affairs Committee

Date