Academic Affairs Committee (AAC)
Dale Mabry Campus, DTECH 302
September 17, 2010 - 9:30 a.m.

MINUTES

Present
Michael Reichard/Chairperson, Gary Brannan/Cluster 4, Bill Day/Cluster 9, Brian Fisk/Cluster 5, Tina Fujita/At-Large/PC, Stephen Gagnon/Cluster 10, Victor Harke/Cluster 14, Debby Leighty/At-Large/DM, Becky McAfee/Cluster 12, Susan McClung/Cluster 2, Ken McCullough/Cluster 6, Angela Mick/Cluster 13 Alternate, Melynda Neal/Cluster 11, Joanne Nelson/Cluster 7, Brooke Quinlan/Cluster 3, Joscelyn Richey/Cluster 8, Barry Silber/Vice Chair, Diana Yeager/Cluster 1, Carol Zavarella/At-Large/YB,

Not Present
James Fatherree/At-Large BR, Craig Hardesty/At-Large/SS, James Young/Cluster 13

Guests
Liana Fox, Richard Palma

Administrative Support
Dru Clark, Karen Griffin, Craig Johnson, Ed Olmo

Michael Reichard welcomed the 2010-2011 AAC. Each member introduced himself or herself.

Agenda
A motion was made by Brian Fisk and seconded by Ken McCullough to approve the agenda as presented. The motion passed unanimously.

Chair Report
Dr. Reichard reminded the committee that minutes from the August cluster meetings are due. He asked that he or Linda Waters be notified of any cluster officer changes. Cluster elections are to be held during the spring term for an upcoming academic year. Dr. Reichard noted that if the committee approves, he would like to extend an invitation to Dr. Atwater to attend an AAC meeting. There were no objections.

Administrative Updates
Craig Johnson told the committee that there will be a Carl Perkins Grant site visit in early October. This is HCC’s largest federal grant with regard to workforce.

Referencing the upcoming statewide changes to prep and the implementation of the new placement test titled PERT, Mr. Johnson noted that there is a movement at the state to adjust the Sunshine State graduation standards for high school students to be in line with college level entry standards. The PERT will also be used as a diagnostic tool, not only as a placement tool. Full implementation will begin FA/11. The State will be setting all of the test cutoff scores between college-level and developmental courses and will be developing the frameworks for delivering prep.

Karen Griffin noted that the first meeting of the Student Success Committee is scheduled for today following the AAC meeting. After that she and Mr. Johnson will be meeting with Cluster 3 regarding prep math. Regarding cluster action items, Dr. Griffin said that although cluster minutes reflect these, it would be helpful if they were reported directly to her, Mr. Johnson or Dr. Clark for follow up.

Ed Olmo updated the committee on the new call center now handling incoming calls to the campus, student services, OIT, continuing education, and operator services. Mr.
Olmo noted that approximately 60,085 calls were received by the campus over the past two months. Fifty-five thousand seven hundred and eighty seven calls were answered and resolved. The remaining calls were forwarded to district representatives on each campus for resolution. As a result, a database of about 300 "articles" in response to questions have been developed. The wait time has been reduced to approximately three minutes. Concerns related to the call center should be directed to his office.

Minutes

A motion was made by Brooke Quinlan and seconded by Ken McCullough to approve the June 18, 2010 minutes. The motion passed unanimously.

Chemistry

A motion was made by Gary Brannan and seconded by Brian Fisk to approve the modification of CHM 1025 and CHM 1046. Beth McCullough provided the committee with the rationale for the changes. Discussion followed. The motion passed unanimously.

Respiratory Care

A motion was made by Bill Day and seconded by Ken McCullough to approve the modification of the Respiratory Care (AAS.RET) and the Respiratory Care Transition (AAS.TRAN) programs. Richard Palma provided the committee with rationale for the changes. Discussion followed. Dr. Reichard noted that the effective date was changed to FA/12 during the technical review process to allow for student transition. The motion passed unanimously.

Industrial Maintenance

The AAC acknowledged the placement of the Industrial Maintenance (PSAV) program on moratorium.

Discussion

Mr. Johnson reiterated that under the old Gordon Rule format all of the general education courses require a minimum grade of "C" or higher in order to count toward an AA degree. Because the AS/AAS courses are not covered by the Gordon Rule format, the current degree audit system accepts a "D" as passing and it can be counted toward graduation. He asked the committee and the clusters to consider the adoption of a minimum grade of "C" requirement for all general education courses whether a student is in an AA, AS, or AAS related degree. Discussion followed. Dru Clark said that she might be able to get statistics on students graduating with an AS or AAS degree who made a "D" in a general education course and whether or not the course was used as general education or as an elective. Discussion continued.

Dr. Reichard suggested that the clusters look at 1) whether or not a minimum grade of "C" or better should be required for general education courses for AS programs if used to meet graduation requirements; 2) whether or not a minimum grade of "C" or better should be required for general education courses for AAS programs if used to meet graduation requirements (currently, a minimum grade of "C" or better is required for general education courses for AA programs only); and 3) whether or not a minimum grade of "C" or better should be required for general education courses if they are taken as electives and are not being used to meet graduation requirements. Currently a minimum grade of "C" or better is required for general education courses only if the course(s) is used to meet graduation requirements. Discussion was tabled for cluster input and further consideration at the October AAC meeting.

Regarding the discussion item regarding the Academic Standards Committee, Barry Silber provided the AAC with the background for the issue. It was noted that the
counselors presented a new process toward dismissal to Dr. Ray's office approximately one year ago. Discussion followed. A motion was made by Brian Fisk and seconded by Ken McCullough to approve the establishment of a subcommittee to work with the PMT (Process Management Teams) in order to address the concerns of the discussion item on the table. The motion passed unanimously. Volunteers for the subcommittee include Brian Fisk, Ken McCullough, Angela Mick, Melynda Neal, James Young, and Barry Silber.

Old Business

Referencing the role of Cluster 7 membership discussed at the June AAC meeting, Craig Johnson said that it is a good time for the committee to revisit the structure of all of the clusters. He will ask Dr. Griffin and Dr. Clark to work with the AA/AS faculty and academic dean volunteers to determine a new structure and report back to the AAC.

Adjourn

The meeting adjourned at approximately 11:11 a.m.
Academic Affairs Committee (AAC)
Dale Mabry Campus, DTECH 302
October 22, 2010 - 9:30 a.m.

MINUTES

Present
Michael Reichard/Chairperson, Karen Boosinger/At-Large Alternate/SS, Gary Brannan/Cluster 4, Bill Day/Cluster 9, James Fatherree/At-Large BR, Brian Fisk/Cluster 5, Tina Fujita/At-Large/PC, Stephen Gagnon/Cluster 10, Victor Harke/Cluster 14, Debby Leighty/At-Large/DM, Becky McAfee/Cluster 12, Susan McClung/Cluster 2, Ken McCullough/Cluster 6, Melynda Neal/Cluster 11, Joanne Nelson/Cluster 7, Brooke Quinian/Cluster 3, Joscelyn Richey/Cluster 8, Barry Silber/Vice Chair, Diana Yeager/Cluster 1, James Young/Cluster 13, Carol Zavarella/At-Large/YB,

Not Present
Craig Hardesty/At-Large/SS

Administrative Support
Dru Clark, Karen Griffin, Craig Johnson

Agenda
A motion was made by Brian Fisk and seconded by Karen Boosinger to approve the agenda as presented. The motion passed unanimously.

Chair Report
Michael Reichard asked the committee to remind their clusters to use the most current AAC forms located in public folders. In response to questions asked by the clusters about the deletion of courses not taught in five years, Dr. Reichard noted that Florida statute provides for this. There will not be a November BOT meeting, so items on this agenda will go to the December BOT meeting. The deadline for agenda items to be placed on the January AAC meeting and for the 2011-2012 Catalog is December 17, 2010. A report from the Academic Standards Subcommittee will provided at the November AAC.

Administrative Updates
Craig Johnson reminded the committee that there will be a Carl Perkins Grant site visit the week of October 28. HCC should begin giving the PERT (the new state placement test) during the spring term in preparation of the full implementation FA/11. The state has convened discipline meetings for math, reading and writing faculty for discussion and development of a modularized approach to prep. Referencing Dr. Atwater's message during All College Day, Mr. Johnson reminded the AAC that teams emphasizing college-wide IT academic and administrative functions will be established to make recommendations to the president for training and reorganization. An email asking for volunteers is forthcoming.

Karen Griffin noted that the General Education Committee met on October 20. The committee will begin the task of revisiting the course offerings. The humanities curriculum will be reviewed, but no course will be eliminated during this process. She told the AAC that the Faculty Credentials Committee will be meeting Friday, October 29 to review faculty credentialing issues.

Dru Clark provided the AAC with a brief update of the general education AS/AAS information requested by the committee at the September meeting. She will provide a more in-depth report at the November meeting. Referencing this, Ms. Clark said that it's important the course substitutions be documented in Datatel in order to be recognized.
A motion was made by Karen Boosinger and seconded by Tina Fujita to approve the September 17, 2010 minutes. The motion passed unanimously.

A motion was made by Brooke Quinlan and seconded by Tina Fujita to approve the deletion of MTB 1304. The motion passed unanimously.

The proposed new course (CMS Criminal Justice Special Topics), the course modifications (CJK 0271, CJK 0272, CJK 0273) and the course fee modifications (AER 0199C, ARR 0374, CJK 0551, CJD 8812, FFP 0020) were acknowledged by the AAC.

A motion was made by Becky McAfee and seconded by Ken McCullough to approve the deletion of Biomedical Equipment Engineering Technology effective FA/10. It was noted that it had been on moratorium since FA/07. The motion passed unanimously.

A motion was made by Becky McAfee and seconded by Ken McCullough to place the Medical Records Transcription Advanced Technical Certificate on moratorium effective FA/10. The motion passed unanimously.

The AAC acknowledged the dual enrollment agreement between HCC and Prince Private Academy.

The meeting adjourned at approximately 9:48 a.m.

Approved

Chair, Academic Affairs Committee  Date
Academic Affairs Committee (AAC)
Dale Mabry Campus, DTECH 302
November 19, 2010 - 9:30 a.m.

MINUTES

Present
Michael Reichard/Chairperson, Gary Brannan/Cluster 4, Patrick Cureton/At-Large Alternate/YB, Bill Day/Cluster 9, James Fatherree/At-Large BR, Brian Fisk/Cluster 5, Craig Hardesty/At-Large/SS, Victor Harke/Cluster 14, Ashley Harrier/At-Large Alternate/PC, Fred Jaeger/Cluster 10 Alternate, Debby Leighty/At-Large/DM, Becky McAfee/Cluster 12, Susan McClung/Cluster 2, Ken McCullough/Cluster 6, Melynda Neal/Cluster 11, Joanne Nelson/Cluster 7, Brooke Quinlan/Cluster 3, Joscelyn Richey/Cluster 8, Barry Silber/Vice Chair, Chris Tidwell/Cluster 1 Alternate, James Young/Cluster 13

Not Present
Tina Fujita/At-Large/PC, Stephen Gagnon/Cluster 10, Diana Yeager/Cluster 1, Carol Zavarella/At-Large/YB

Administrative Support
Dru Clark, Ginger Clark, Celeste Fenton, Karen Griffin, Craig Johnson, Ed Olmo

Prior to the beginning of the meeting, Michael Reichard clarified that courses being deleted because they had not been taught in five years are considered “consent” agenda items.

Agenda
A motion was made by Debby Leighty and seconded by Becky McAfee to approve the agenda as presented. The motion passed unanimously.

Chair Report
Michael Reichard reiterated the distinction between consent items and acknowledgement items noting that consent items are for example, course deletions due to not being taught in five years or curriculum changes mandated by the Department of Education. Items for acknowledgement such as PSAV fees or articulation agreements are those that don’t need committee approval as they’ve met administrative requirements and are being provided for the committee’s information.

Dr. Reichard asked for a show of hands of those committee members that would be in attendance at the December 17 meeting. If a member was unable to attend, he reminded them to make arrangements for his or her alternate to attend.

Administrative Updates
Craig Johnson noted he was working in collaboration with Pasco-Hernando and St. Pete College on a Gates Foundation Grant entitled “Completion by Design.” Only certain schools listed by the Gates Foundation are being allowed to be “managing institutions.” This planning grant allows for the possibility of creating a program that will have an impact upon student completion rates. If approved, the institution(s) will receive the planning grant. Regarding cluster configuration, Mr. Johnson told the committee that he would like to re-evaluate memberships, especially the AS/AAS clusters during the spring term when changes are being made to the AAC Handbook for the upcoming academic year.

Karen Griffin noted that the humanities curriculum is being reviewed by the General Education Committee for recommendations to be made during the upcoming spring term.
Ginger Clark told the AAC that from the Perkins Grant Exit Conference held by the Department of Education in October at the Dale Mabry Campus, HCC received very complimentary remarks about the college and the faculty. She thanked all involved in the process. Dr. Clark said that approximately thirty-five new articulation agreements based on industry credentials are forthcoming from the Department of Education. During the spring term, she will be working with the clusters to develop course equivalencies for these credentials so as to move away from block credit.

Dru Clark told the AAC that the summer schedule has been rolled. She reminded them of the semester drop periods.

Celeste Fenton advised the committee that training for the new “Blackboard” version will begin in late January or early February. It will consist of two tiers of self-paced online training facilitated by a staff or faculty mentor. Full implementation is expected in FA/11. A demonstration of the “portal” will be held today at the Ybor Campus.

Ed Olmo provided the committee with an update on SP/I 1 registration. He noted that there have been no major problems so far. Summer registration begins for honors students on April 4th, and for regular students it begins on April 5th.

Regarding faculty committee updates, Craig Johnson noted that in the past the college’s Institution Advisory Council (IAC) has ventured into academic territory and has had a direct link to the President’s Cabinet. He suggested that the AAC ask the IAC that when they have concerns in an academic area and prior to taking the issue directly to cabinet they report it to this committee under Faculty Committee Updates. Discussion followed. It was asked that a college-wide list of faculty committees and their chairs be made available for the webpage. Dru Clark noted that there is a module in Datatel that can provide the list once the information is input. Dr. Reichard said he would contact the chair of the IAC to liaison with the AAC to address academic issues. Additionally, he asked the AAC members to ask their clusters for a list of faculty committees and chairs and remind them that the AAC is the platform for academic concerns.

A motion was made by Brooke Quinlan and seconded by Ken McCullough to approve the October 22, 2010 minutes. The motion passed unanimously.

Brian Fisk provided the AAC with a report from the Academic Standards Subcommittee. He confirmed that the Academic Standards Committee has been meeting as needed, but it was not clear whether some of the students that should be going before the committee are getting there. Referencing the procedure for “Academic Progress” in the current catalog, he explained the probation process. The subcommittee determined that the Datatel is flagging students with a cumulative GPA of 2.0, but it doesn’t clearly spell out where they are in probation process without additional query by student services. The subcommittee and or Mr. Fisk needs to meet with someone who can answer the question of what Datatel is capable of relating to this process for additional reporting to the AAC.
Dr. Reichard reminded the AAC of the discussion issues regarding general education course grade requirements. Mr. Johnson said that from the deans and directors meeting the deans supported the concept of keeping the "D" grade for general education courses that were being used for elective credit and the grade of "C" for AS general education courses. Data will be forthcoming at the January meeting to help the AAC make a recommendation to the administration.

Referencing a language amendment to the AAC Handbook regarding new PSAV fees or PSAV fee changes, Dr. Reichard recommended that these changes be reviewed by the Technical Review Committee (TEC). The changes will then be presented to the AAC as an acknowledgement. A motion was made by Ken McCullough and seconded by Patrick Cureton to authorize the TEC to review the PSAV fees. The motion passed unanimously.

GEB 2350

A motion was made by Fred Jaeger and seconded by Patrick Cureton to approve the modification of GEB 2350, Introduction to International Business Essentials. Katen Amin provided the committee with rationale for change. The motion passed unanimously.

Acknowledgement

The AAC acknowledged the articulation agreement between HCC and Lakeland Regional Medical Center.

Adjourn

The meeting adjourned at approximately 10:39 a.m.

Approved

Chair, Academic Affairs Committee  Date
MINUTES

Present  Michael Reichard/Chairperson, Gary Brannan/Cluster 4, Bill Day/Cluster 9, James Fatherree/At-Large BR, Brian Fisk/Cluster 5, Tina Fujita/At-Large/PC, Stephen Gagnon/Cluster 10, Debby Leighty/At-Large/DM, Becky McAfee/Cluster 12, Susan McClung/Cluster 2, Ken McCullough/Cluster 6, Melynda Neal/Cluster 11, Joanne Nelson/Cluster 7, Brooke Quinlan/Cluster 3, Joscelyn Richey/Cluster 8, Diana Yeager/Cluster 1, James Young/Cluster 13, Carol Zavarella/At-Large/YB

Not Present  Craig Hardesty/At-Large/SS, Vic Harke/Cluster 14, Barry Silber/Vice Chair

Administrative Support  Ginger Clark, Craig Johnson, Ed Olmo

Guests  Emery Alford, Ken Hanks, Suzanne Lynch, Robert Winslow

Agenda  A motion was made by Brooke Quinlan and seconded by Brian Fisk to approve the agenda as presented. The motion passed unanimously.

Chair Report  Michael Reichard wished the committee happy holidays and to enjoy their upcoming break.

Administrative Updates  Craig Johnson said that the WN grade is seen as an enrollment status by financial aid/federal standards, not a grade. The student services division is working with IT to look at the possibility of removing it as one of the options on the end-of-term grade report.

Mr. Johnson told the AAC that he attended an articulation meeting with USF that focused on a 2+2 agreement for international students. Discussion included joint recruiting and the automatic admission of HCC AA graduates to USF.

He announced that Chad Hyatt will be leaving HCC as his wife has taken a position in Alabama. He will be working with Campus Cruiser. Richard Senker will be interim director in Mr. Hyatt's position.

Ginger Clark reported that her office is conducting interviews to fill the academic assessment officer position. Three finalists have been selected for further consideration and employment. This person should be on-board by February 1.

Ed Olmo updated the AAC on the Call Center project. Discussion followed.

Minutes  A motion was made by Ken McCullough and seconded by Brian Fisk to approve the November 19, 2010 minutes. Page 2, paragraph 1, line 4, "Referencing faculty credentials," will be stricken from the minutes. The motion passed unanimously.

English  A motion was made by Diana Yeager and seconded by Bill Day to approve the proposed new course titled Special Topics in English. Suzanne Lynch provided the AAC with rationale for the course. Discussion followed. The course description will
be changed to read "... It may be taken twice for up to six credits." The motion passed unanimously.

Music

A motion was made by Susan McClung and seconded by Becky McAfee to approve the proposed new music courses. Ken Hanks provided the AAC with rationale for the courses. Discussion followed. The motion passed unanimously.

Adjourn

The meeting adjourned at approximately 10:00 a.m.
MINUTES

Present
Michael Reichard/Chairperson, Paul Bishop/Cluster 6 Alternate/BR, Karen Boosingert/At-Large Alternate/SS, Gary Brannan/Cluster 4, Bill Day/Cluster 9, James Fatheree/At-Large BR, Brian Fisk/Cluster 5, Tina Fujita/At-Large/PC, Vic Harke/Cluster 14, Debby Leighty/At-Large/DM, Becky McAfee/Cluster 12, Susan McClung/Cluster 2, Melynda Neal/Cluster 11, Joanne Nelson/Cluster 7, Brooke Quinlan/Cluster 3, Barry Silber/Vice Chair, Diana Yeager/Cluster 1, James Young/Cluster 13, Carol Zavarella/At-Large/YB

Not Present
Stephen Gagnon/Cluster 10, Craig Hardesty/At-Large/SS, Ken McCullough/Cluster 6, Joscelyn Richey/Cluster 8

Administrative Support
Dru Clark, Ginger Clark, Craig Johnson

Guests
Adam Denny, Linda Horton, Gina Yaquinto

Agenda
A motion was made by Brian Fisk and seconded by Becky McAfee to approve the agenda as presented. The motion passed unanimously.

Chair Report
Michael Reichard advised the AAC that Dr. Atwater would be at the committee’s March 18, meeting from 9:30 to 10:30 a.m.

Dr. Reichard spoke with Angela Mick, Chair of the IAC for the purpose of establishing a formal liaison system on academic issues. He said that the IAC is considering a recommendation to modify the student attendance policy. A copy of the student absence study prepared for the Student Success and Retention Committee was distributed to the AAC for information. It was noted that Dr. Atwater is in support of an attendance policy, but not a mandatory first day attendance policy. Dru Clark said that representatives from HCC’s technology groups should be asked to participate in the IAC discussions regarding academic/student services issues as IAC recommendations may not be feasible or may require a lot of modifications and programming. Dr. Reichard suggested that for the long term, a more defined mandate for the IAC be established or the creation of more liaisons as the IAC may unintentionally tread onto other committees responsibilities. Additionally, he noted that a list of faculty committees and their chairs is forthcoming. The chairs may be asked to report to the AAC during the Faculty Committee Updates portion of the agenda.

Administrative Updates
Craig Johnson announced that HCC will make a full transition to the PERT (Postsecondary Education Readiness Test) in March of this year. The PSAV curriculum will use the CPT for now or until a “cross-walk” to be TABE can be developed. The cutoff scores for PERT are subject to adjustment.

Mr. Johnson said that all of the developmental course numbers are being changed by the State. HCC’s implementation date has not been determined, but it must be done by January 2012. Dru Clark indicated that it has been recommended that fall
registration be postponed until June 1 to allow time for current course sections to be deleted and new sections established. The new course numbers will be equated to the current numbers. The preparatory 3-course sequence is being eliminated.

Regarding HCC's WN (withdrawal, non-attendance) grade policy of not awarding a grade 10 days after the beginning of the term, Mr. Johnson said that he has proposed a modification that will award an AW (administrative withdrawal) for withdrawals after 10 days from the beginning of the term to be effective this term. A memorandum will be forthcoming clarifying this.

The AAC was advised that Blackboard training is available. Faculty mentors will be available in the fall. Training may count as faculty development for non-tenured faculty. Discussion followed.

The previously announced deletion of the AAS degrees by the state has been postponed for another year. A meeting between the Council of Instructional Affairs and SACS (Southern Association of Colleges and Schools) will be held to discuss Florida degrees as compared to the rest of the nation and related articulation issues.

Following up on the deletion of the AAS degrees by the state, Ginger Clark reported that the occupational deans statewide are submitting a two-part recommendation to the Council on Instructional Affairs. Firstly, the occupational deans do not want to delete the AAS but, want to make it a true terminal degree. Secondly, all state colleges would agree not to accept the AAS degree for credit.

Dr. Clark introduced Adam Denny the new academic assessment officer. She noted that Mr. Denny has an extensive background in academic assessment and will be working with the General Education Committee and the AS degree programs in preparation of the 2012 SACS's visit.

She noted that she will be meeting with the Ybor Campus advisors next Friday to discuss the importance of program codes and articulation agreements. There are currently 102 articulation agreements based on industry credentials. She will be meeting with the AS faculty to identify course equivalencies for the credentials. Dr. Clark announced that the Nursing Program just completed its accrediting agency's site visit and came through with flying colors.

Dru Clark provided the AAC with a statistical report on the "D" grade for general education courses in the AS/AAS programs. The AAC concluded from the report that if the general education requirement for AS/AAS degrees was changed to a "C" to be consistent with the AA degree, it would have minimal impact.

For their information, Ms. Clark told the AAC that her title has been changed to Director, Information Management and Reporting.

Faculty Committee Updates

Brian Fisk reported that the Academic Standards Sub-Committee had researched the Academic Standards Committee's procedures. Broward, Daytona, Jacksonville, Indian River, Valencia, Santa Fe and St. Pete's procedures were also reviewed with different results. He said that the sub-committee should have a
recommendation for a new Academic Standards Committee framework no later than April. Dr. Reichard suggested that recommendation be submitted to the counseling cluster for input prior to coming to the AAC.

Based on the report given by Dru Clark under Administrative Updates, a motion was made by Gary Brannan and seconded by Diana Yeager to recommend that a "C" or above is needed as the minimum grade to meet the general education requirements for an AS/AAS degree just as it is required for an AA degree. The motion passed (1 no). However, a "D" grade in general education would be accepted as elective credit. It was agreed that this information should be shared with the deans and President's Cabinet, and it should be placed in the catalog.

Minutes
A motion was made by Debby Leighty and seconded by Brooke Quinlan to approve the December 17, 2010 minutes. The motion passed unanimously.

Landscape/Horticulture
The deletion of the AS/AAS Landscape and Horticulture Technology program was approved by consent with approval of the agenda.

American Sign Language
A motion was made by Bill Day and seconded by Karen Boosinger to approve the proposed new American Sign Language courses, course modifications and program modification. Linda Horton, Program Manager for the program provided the committee with rationale for the changes explaining these curriculum changes would place HCC more in line with what the other state colleges and universities are doing. This will create a smoother transfer. The motion passed unanimously.

Criminal Justice
A motion was made by Melynda Neal and seconded by Gary Brannan to approve the proposed new courses, course modification and program modification to the AS/AAS Criminal Justice Technology programs. Rationale for the changes was provided by Ms. Neal. The motion passed unanimously.

PSAV
The acknowledgement of the PSAV fire fighting course fee modifications, the new welder and sheet metal courses and the new PSAV certificates in Sheet Metal Fabrication and Welding Technology were approved by consent with approval of the agenda.

ROTC
The USF/ROTC course modifications were approved by consent with approval of the agenda.

Articulation Agreements
The articulation agreements between HCC and Charter Oak State College, and HCC and National University were acknowledged by the AAC.

Other
Mr. Johnson asked for volunteers to develop a policy regarding the use of cell phones in the classroom. Karen Boosinger and Bill Day volunteered.

Adjourn
The meeting adjourned at approximately 11:04 a.m.

Approved
Chair, Academic Affairs Committee ____________________________ Date 3/18/11
Present
Michael Reichard/Chairperson, Karen Boosinger/Cluster 7 Alternate, Gary Brannan/Cluster 4, Myrah Caya/Cluster 13 Alternate, Patrick Cureton/At-Large Alternate/YB, Bill Day/Cluster 9, James Fatherree/At-Large BR, Brian Fisk/Cluster 5, Tina Fujita/At-Large/PC, Stephen Gagnon/Cluster 10, Jose Galvis/Cluster 12 Alternate, Craig Hardesty/At-Large/SS, Vic Harke/Cluster 14, Debby Leighty/At-Large/DM, Susan McClung/Cluster 2, Melynda Neal/Cluster 11, Brooke Quinlan/Cluster 3, Barry Silber/Vice Chair, Diana Yeager/Cluster 1.

Not Present
Becky McAfee/Cluster 12, Ken McCullough/Cluster 6, Joanne Nelson/Cluster 7, Joscelyn Richey/Cluster 8, James Young/Cluster 13, Carol Zavarella/At-Large/YB

Administrative Support
Dru Clark, Ginger Clark, Celeste Fenton, Karen Griffin, Craig Johnson, Ed Olmo

Guests
Anthony Buonaquisti, Adam Denny, Larry Gibson, Richard Palma, Desi Saludes

Agenda
A motion was made by Brooke Quinlan and seconded by Tina Fujita to approve the agenda as presented. Michael Reichard noted that the agenda had been corrected to read that Cluster 9's course deletions are consent items. This was approved at Tech Review. The motion passed unanimously.

Chair Report
Dr. Reichard told the AAC that elections for representatives from the Dale Mabry, Plant City, and SouthShore campuses need to be held. Debby Leighty volunteered to coordinate elections for the Dale Mabry campus and Patrick Cureton volunteered to coordinate elections for Plant City and SouthShore. Tina Fujita and Brian Fisk volunteered to coordinate the election of the AAC chair.

Administrative Updates
Craig Johnson reported that the president's Cabinet approved the AAC's recommendation that a minimum grade of C be required for all general education courses used by a student to satisfy a general education requirement for the AA, AS or AAS degrees effective FA/11. General education courses used as electives can still fulfill the elective requirement with a grade of D.

HCC's issues concerning the state-mandated prep course number changes have been addressed. The changes will be effective FA/11.

Karen Griffin announced that the Student Success and Retention Committee scheduled for today has been cancelled, but will be rescheduled for April. Recommendations for program improvement will be discussed at that time. The General Education Assessment Committee will be meeting this afternoon. Dr. Griffin asked the Clusters 1-6 to keep assessment on their meeting agendas since additional ways are needed to assess the general education curriculum.

Ginger Clark told the AAC that the Opticianry Program was reviewed by its accrediting agency and received only one recommendation: HCC must find a way to provide an academic advisor or "coach" to the program.
Dru Clark told the committee that all of the new prep courses have been equated to the old prep courses. Testing was completed to ensure that the system would recognize either course. For example, if a course prerequisite has ENC 0025 (College Prep Writing II) the system will recognize either ENC 0010 or ENC 0015 as the prerequisite.

Ed Olmo reported that registration for the summer term begins April 5, new student registration begins May 2, and commencement exercises are May 6. If anyone wishes to volunteer to help during graduation, please let Lori Simmons in Dr. Ray's office know. It was noted that the establishment of a standardized graduation date is being considered.

Celeste Fenton told the AAC that spring full-time faculty in-service is April 14 at the Dale Mabry Campus. "Blackboard" (a course delivery method) training sessions will be available during that time. Dr. Fenton asked that the faculty take the survey soon so that their courses will migrate over prior spring break. She noted that the CITT webpage has links to registration, updates, videos and two interactive training manuals. Her staff is currently in the process of creating Blackboard video tutorials for students. Discussion followed. Campus Cruiser will be phased out during fall term 2011.

**Minutes**

A motion was made by Debby Leighty and seconded by Karen Boosinger to approve the February 18, 2011 minutes. The motion passed unanimously.

**Physics**

A motion was made by Gary Brannan and seconded by Brian Fisk to approve the modification of PHY 1053 and PHY 2048. The prerequisite for PHY 1053 was changed from the original motion to read "PHY 1025 or passing score on physics exemption test and either MAC 1114 or MAC 1147." The prerequisite for PHY 2048 was changed from the original motion to read "MAC 2311 and either PHY 1025 or passing score on physics exemption test." The motion as amended passed unanimously.

**Respiratory Care**

The modification of the Respiratory Care (AAS.RET) program was approved by consent with approval of the agenda.

**Nuclear Medicine**

A motion was made by Bill Day and seconded by Debby Leighty to approve the modification of NMT 1713, NMT 1723 and NMT 2733; and the modification of the Nuclear Medicine Technology Program. Larry Gibson provided the committee with rationale for the changes. Discussion followed. Concern was raised regarding the effective date and student matriculation through the program. PHY 1025 requires PHY 1025L as a co-requisite and the extra credit hour would make the program's credit hours non-compliant. A motion to table the course and program modifications was made by Brian Fisk and seconded by Gary Brannan until the April meeting and until the concerns of the committee could be addressed. The motion to table passed unanimously.

**American Sign Language**

The deletion of ASL 1140, ASL 1140L, ASL 1150, ASL 1150L, ASL 2130, ASL 2130L, ASL 2210, and ASL 2210L was approved by consent with approval of the agenda and will be effective FA/12.

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Academic Affairs Committee  
March 18, 2011  
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Acknowledgement  
The AAC acknowledged the placement of the PSAV Telecommunication Technician apprenticeship on moratorium. In addition, the articulation agreements between Belleview University/HCC and Capella University/HCC were acknowledged.

Discussion  
Concerning clarification of policies and procedures for non-traditional, specifically hybrid course delivery, Brian Fisk provided the AAC with background regarding the issue. He indicated that Cluster 5 is seeking answers to the following questions. In cases where an online or hybrid course is proposed to be taught by an adjunct without a shell previously developed by a full-time faculty member is the appropriate cluster notified about the proposed course, and who notifies it; who appoints the three full-time faculty to review the course; what kind of lead time is appropriate in a course review; is the review to occur before the course is scheduled to be taught; and what recourse does the cluster have when their recommendation is not followed? Discussion followed.

Responding, Craig Johnson said that presently, adjuncts have not been required to notify the cluster if they are teaching hybrid courses. However, the new Distance Learning/Hybrid Operations Manual does have an approval process for hybrid courses. Hybrid classes will not be grandfathered, and all hybrids will have to be approved and documented following the guidelines in the operations manual. Mr. Johnson said that each adjunct in this situation must have a full-time faculty mentor/sponsors and that full-time faculty must review each adjunct hybrid for outcomes, etc. prior to the dean's approval. Dru Clark will send a list of current hybrid courses to Dr. Reichard for committee/cluster distribution and review. Mr. Johnson told the AAC that course outcomes must be approved by the cluster and taught by all faculty. He said that the appropriate district-level manual should have language addressing the recourse a cluster has when their recommendation is not followed.

Adjourn  
The meeting adjourned at approximately 11:30 a.m.

Approved  
Chair, Academic Affairs Committee  

4/15/11  
Date
Academic Affairs Committee (AAC)
Dale Mabry Campus, DTECH 302
April 15, 2010 - 9:30 a.m.

MINUTES

Present
Michael Reichard/Chairperson, Karen Boosinger/Cluster 7 Alternate, Gary
Brannan/Cluster 4, Patrick Cureton/At-Large Alternate/YB, Bill Day/Cluster 9, Brian
Fisk/Cluster 5, Tina Fujita/At-Large/PC, Stephen Gagnon/Cluster 10, Jose
Galvis/Cluster 12 Alternate, Vic Harke/Cluster 14, Bob Hervey/At-Large
Alternate/DM, Susan McClung/Cluster 2, Ken McCullough/Cluster 6, Melynda
Neal/Cluster 11, Joanne Nelson/Cluster 7, Brooke Quinlan/Cluster 3, Risé
Sandrowitz/Cluster 8 Alternate, Barry Silber/Vice Chair, Chris Tidwell/Cluster 1
Alternate, James Young/Cluster 13

Not Present
James Fatherree/At-Large BR, Craig Hardesty/At-Large/SS, Debby Leighty/At-
Large/DM, Becky McAfee/Cluster 12, Joselyn Richey/Cluster 8, Diana
Yeager/Cluster 1, Carol Zavarella/At-Large/YB

Administrative Support
Dru Clark, Ginger Clark, Karen Griffin, Craig Johnson, Ed Olmo

Guests
Katin Amin, Jennifer Bess, Fred Jaeger, Sheila Merchant, Judy Nolasco, Michael
Rabaut, Shawn Robinson

Agenda
A motion was made by Brooke Quinlan and seconded by Karen Boosinger to
approve the agenda as presented. The motion passed unanimously.

Chair Report
Dr. Reichard told the AAC that as a result of the Dale Mabry AAC elections,
Michael Lopez will serve as the at-Large representative and Karen Nelson will
serve as the alternate. He said that every cluster should be holding elections at
this time. He reminded the AAC that cluster chairs serve for two years with a
reaffirmation vote at the end of the first year and the AAC that clusters must meet
twice during each major term.

Administrative Updates
Ginger Clark reported that the Perkins performance measures came back from the
state. HCC is either exceeding or is on target regarding retention and completion
rates.

Karen Griffin thanked the faculty who attended the QEP spring in-service. She
noted that the Student Success and Retention Committee will meet at 11:00 a.m.
today after the AAC meeting. Dr. Griffin said that five years of general education
outcome data is available but that HCC needs to come up with more ways to
measure outcomes. She asked Clusters 1 through 6 to work on this. Dr. Clark is
leading the effort to determine if students are achieving outcomes on the AS side of
the house.

Ed Olmo reported that summer registration began April 4 and is progressing well.
Registration for the fall term began April 14. He noted that commencement
exercises are Friday, May 6, at 2:00 p.m. at the Florida State Fair Grounds. The
president’s breakfast is at 11:00 a.m. Anyone wishing to volunteer to help during
commencement, please contact Lori Simmons at extension 7021.
Dr. Reichard told the AAC that Dr. Shawn Robinson, President of the Ybor Campus has asked to speak to the committee regarding student attendance. He will be coming around 10:30 a.m. Discussion followed on academic advising.

Minutes

A motion was made by Patrick Cureton and seconded by Ken McCullough to approve the minutes of the March 18, 2011, meeting. The motion passed unanimously.

Nuclear Medicine

The course and program modifications to the Nuclear Medicine Technology program were approved upon approval of the agenda.

Guided Undergraduate Research

A motion was made by Gary Brannan and seconded by Brian Fisk to approve a proposed new course titled Guided Undergraduate Research. Jennifer Bess provided the AAC with rationale for the course. Dru Clark said that the course number would probably be approved by the state as a _9_ _ number and if so, may not transfer. It was noted that the course was approved by the cluster for independent study. The instructor’s permission will be required. The motion to approve the course passed unanimously.

DIE

A motion was made by Stephen Gagnon and seconded by Ken McCullough to approve the modification of DIE 2271, DIE 2401, DIE 2419 and DIE 2533 by changing the prerequisites/corequisites. Concern was raised that the effective date of the changes are FA/11 and fall registration has already begun. Discussion followed. The motion passed unanimously.

Program Modifications Cluster 10

A motion was made by Stephen Gagnon and seconded by Karen Boosinger to approve the modification of the Business Administration and Management AS program. Katen Amin provided rationale for adding MAN 2604 to the program curriculum. The motion passed unanimously.

PLA Fee Modifications

A motion was made by Melynda Neal and seconded by Ken McCullough to approve the modification of fees for PLA 1104 and PLA 2114. Sheila Merchant provided the committee with rationale for the increase. Discussion followed. The motion passed unanimously.

Criminal Justice

A motion was made by Melynda Neal and seconded by Ken McCullough to approve the three proposed new criminal justice courses. Ms. Neal provided the AAC with rationale for the courses. The motion passed unanimously.

A motion was made by Melynda Neal and seconded by Brian Fisk to approve the modification of the Criminal Justice Technology AS/AAS programs. The motion passed unanimously.
A motion was made by Jose Galvis and seconded by Ken McCullough to approve prerequisite modifications to CTS 1302, CTS 1303, CTS 1306, CTS 1328 and CET 1556C. Rationale for the changes was provided. The motion passed unanimously.

The AAC acknowledged the new PSAV Recreational Vehicle Service Technician program and associated new courses. Dr. Clark provided rationale for the program. Concern was raised that the statement listed in the course requirements "Attendance is very important; absences could reflect a portion of your grade" was vague, and the verbiage under "Drop Date" might be confusing to the student. Dr. Clark will follow-up with Dean Evans to address these concerns.

Regarding the academic discussion item about student's registering for back-to-back courses on different campuses, Katen Amin asked if this can be prevented from happening. Mr. Johnson said he did not think that there is a technical way to stop it from happening; however, a flag could be placed on the website or in registration information or the student could be alerted during orientation. Discussion followed. Patrick Cureton motioned and Tina Fujita seconded that the AAC recommend the college look into ways to alert students who register for back-to-back courses on different campuses of the consequences. The motion passed unanimously.

Dr. Shawn Robinson, President of the Ybor City Campus and a representative of the IAC (Institutional Advisory Council) presented the IAC's draft policy for attendance requirements. A copy was distributed to the AAC members. He noted that Dr. Atwater is not in favor of a mandatory first day attendance policy, but he has encouraged the development of an excessive absence policy. Policies from several other colleges were used to help develop the IAC's draft. Principals used to draft the policy were supporting student learning, making the student responsible, providing flexibility for the instructor, being broad enough to cover on-campus and distance learning, being in a form that could be inserted into the syllabus, providing a consistent consequence, and referencing tardiness. Discussion followed. It was suggested that the AAC continue discussion at the May meeting after the clusters have reviewed the draft. A recommendation and vote can be made at that time.

The meeting adjourned at approximately 11:45 a.m.

Chair, Academic Affairs Committee

Date
Academic Affairs Committee (AAC)  
Dale Mabry Campus, DTECH 301  
May 20, 2010 - 9:30 a.m.

MINUTES

Present  

Not Present  
Gary Brannan/Cluster 4, Bill Day/Cluster 9, James Fatherree/At-Large BR, Craig Hardesty/At-Large/SS, Diana Yeager/Cluster 1, Carol Zavarella/At-Large/YB

Administrative Support  
Celeste Fenton, Karen Griffin, Craig Johnson

Guests  
Cameron Spears, Pamela Vergara

Agenda  
A motion was made by Ken McCullough and seconded by Brooke Quinlan to approve the agenda as presented. The motion passed unanimously.

Chair Report  
Michael Reichard reported that he has been re-elected for two more terms. Barry Silber will serve as the vice chair. Tina Fujita has been re-elected as the Plant City Campus' at-large representative and Tonni Bacoat-Jones will be her alternate. Craig Hardesty has been re-elected as the SouthShore Campus at-large representative. Karen Boosinger will be the campus' at-large alternate. He reminded the AAC cluster meeting minutes must be reported and that meetings are to be held twice each major term. In addition, Dr. Reichard noted that the AS/AAS Criminal Justice Technology program title is being renamed by the college to Criminology and Criminal Justice Studies.

Administrative Updates  
Craig Johnson provided the AAC with an update regarding the state's budget for the upcoming new fiscal year. Mr. Johnson asked for volunteers to serve on the president's re-organization committee. Deliberations should begin this summer. He noted that an update of the college's mission and vision statements is being coordinated by Dr. Paul Nagy's office. The project should be completed by the end of the next academic year. Additionally, the governance team overseeing the IT overview will be meeting over the summer. A review group is currently meeting to discuss prerequisite checks.

Karen Griffin reported that HCC's Faculty Credentials Manual is being used one of the models in the development of a statewide AS/AAS credentials manual. The general education rubric results for the 2010-2011 have been reported. Dr. Griffin told the committee that IDS 2110 (Connections) can also be taught by the AS/AAS faculty. In addition, she said that the clusters will need to develop outcomes for each of the cluster's disciplines.

Regarding Blackboard training, Celeste Fenton told the AAC that training also includes the adjunct faculty. She said all faculty members should register. Some courses have
Faculty Committee Updates

Referring to previous AAC discussion on academic warning, Brian Fisk reported that the issue is currently under consideration by the counseling cluster.

Minutes

A motion was made by Debbi Leighty and seconded by Ken McCullough to approve the minutes of the April 15, 2011, meeting. The motion passed unanimously.

Prep Math

A motion was made by Brooke Quinlan and seconded by Becky McAfee to approve the modification of the course numbers, prerequisites and course description for MAT 0012 and MAT 0024 based on state-mandated changes. The motion passed unanimously.

Environmental Sci.

A motion was made by Debarati Ghosh and seconded by Ken McCullough to approve the modification of the EVS 2942L course description. Pam Vergara provided the AAC with rationale for the change. The motion passed unanimously.

A motion was made by Debarati Ghosh and seconded by Karen Boosinger to approve the establishment of the Water Quality Technician College Credit Certificate. Rationale for the certificate was provided to the AAC. The motion passed unanimously.

iPhone/iPad/iPod

A motion was made by Becky McAfee and seconded by Debbi Leighty to approve the proposed new course titled iPhone/iPad/iPod. The motion was amended to clarify the prerequisite to read COP 1220 or COP 2224 or COP 2360 or COP 2800. Discussion followed. The amended motion passed unanimously.

Acknowledgement

Articulation agreements between HCC/Lakeland Regional Medical Center and HCC/Rasmussen College, and dual enrollment agreements between HCC/The Paideia School and HCC/Seminole Heights Charter High School were acknowledged by the committee.

Discussion

Regarding reinstatement of the Dean’s and the President’s Lists, Craig Johnson provided the committee members with a history of past practices. The Dean’s List required a 3.5 GPA or higher and was a term-by-term honor. Discussion followed. If re-established, the students would be emailed notifying them that they are on the list. Being on the President’s List would require a 4.0 GPA or higher. College level courses only would be used to calculate GPA.

Regarding clarification of contact time and finals week, Craig Johnson told the AAC that state law requires all faculty hold class during exam week or spend this time academically. However, some are giving finals prior to exam week and not completing contract required time. Discussion followed. It was suggested that the clusters discuss whether or not exam week should be continued and report back to the AAC.

Adjourn

The meeting adjourned at approximately 11:15 a.m.

Approved

Chair, Academic Affairs Committee
Academic Affairs Committee (AAC)  
Dale Mabry Campus, DTECH 301  
June 17, 2011 - 9:30 a.m.

MINUTES

Present  

Not Present  
James Fatherree/At-Large BR, Brian Fisk/Cluster 5, Craig Hardesty/At-Large/SS, Vic Harke/Cluster 14, Susan McClung/Cluster 2, Debby Leighty/At-Large/DM, Barry Silber/Vice Chair, Diana Yeager/Cluster 1, James Young/Cluster 13

Administrative Support  
Ginger Clark

Guests  
Fred Jaeger, Richard Palma, Linda Prescott

Agenda  
A motion was made by Becky McAfee and seconded by Ken McCullough to approve the agenda as presented. The motion passed unanimously.

Chair Report  
Michael Reichard said that revisions to the 2011-2012 AAC Handbook will include the AAC’s authority over PSAV and fees, and the Technical Review Committee structure.

Dr. Reichard updated the committee on the proposed excessive absence policy. Concern was raised regarding the need for the policy. Discussion followed. A motion was made by Bob Hervey and seconded by Brooke Quinlan to approve the proposed policy. The motion failed (3 abstentions).

Administrative  
Ginger Clark advised the AAC that while at the Council on Instructional Affairs she learned that the state is keeping the associate in applied science degree in order to address faculty credentialing issues. Currently, the AAS degree requires a bachelor’s degree and the AS requires a master’s degree +18. Dr. Clark advised the committee that the state is dropping the exit exams for prep. The administration will be working with the faculty to come up with a standardized approach for testing to replace these methods. She also noted that new legislation will require remedial courses for any 11th grade student who fails the FCAT.

Minutes  
A motion was made by Ken McCullough and seconded by Brooke Quinlan to approve the minutes of the May 20, 2011, meeting. The minutes will be corrected to read that Debarati Ghosh attended for Gary Brannan. The motion passed unanimously.

IDS 2110H  
A motion was made by Chris Tidwell and seconded by Ken McCullough to approve the establishment of an honors section of IDS 2110, Connections. Discussion followed regarding the difference between an honors course and the regular IDS 2110 course. The motion passed unanimously.
The proposed deletion of ENC 0021, College Preparatory Writing III passed upon approval of the agenda. It was noted that the deletion is a result of statewide changes to the preparatory curriculum.

A motion was made by Gary Brannan and seconded by Karen Boosinger to approve course fee modifications for OCB 2000L and ZOO 1450L. Rationale was provided for the change. The motion passed unanimously.

A motion was made by Bill Day and seconded by Brooke Quinlan to approve course fee modifications for EMT 1431 and RET 2174C. Rationale for the modifications was provided to the AAC. The motion passed unanimously.

A motion was made by Stephen Gagnon and seconded by Joscelyn Richey to approve the proposed course deletion, new course and program modifications. The program changes resulted from the deletion of FSS 1223 and the establishment of a new course titled FSS 1223C. The motion passed unanimously.

A motion was made by Stephen Gagnon and seconded by Becky McAfee to approve course fee modifications for FSS 1063C and FSS 1248C. Rationale for the changes was provided to the AAC. The motion passed unanimously.

A motion was made by Becky McAfee and seconded by Karen Boosinger to approve the deletion of OST 1345, OST 1355, OST 1382 and OST 2402. The motion passed unanimously.

A motion was made by Becky McAfee and seconded by Joscelyn Richey to approve the modification of Medical Office Administration (AAS), Office Management (AS/AAS), Office Systems Technology (AS/AAS), Medical Information Coder/Biller: Medical Coder (CCC), Office Management (CCC), Medical Office Specialist (CCC), Office Specialist (CCC), Office Support (CCC), Records Management (CCC), Records Management Specialist (CCC), Records Management Support (CCC), Software Applications Management (CCC). It was noted that the modifications were needed as a result of the OST course deletions. The motion passed unanimously.

The meeting adjourned at approximately 10:15 a.m.

Approved
Chair, Academic Affairs Committee
Date