

**Northshore Technical Community College
Academic Affairs Meeting
December 17, 2019 1:00 p.m.
Minutes**

Present: Daniel Roberts, Paul Donaldson, Amanda Brammer, Dewayne Lambert, Darriona Lee, Christy Montgomery, Amy Fleming, Melandie McGee, Christi Marceaux, Lizette Leader, Khiem Ngo, Karolyn Harrell, and Margaret Keller

Absent: Nichole Labat

Guest: None

I. Welcome

II. Minutes from November 22, 2019 Meeting

Amy Fleming motioned to approve the November 22, 2019 Meeting Minutes. Lizette Leader seconded the motion. The motion was unanimously approved.

III. Old Business

A. Faculty Rank & Promotion Policy (Daniel Roberts)

Daniel Roberts presented revisions to the Faculty Rank & Promotion Policy to the Committee. After a brief discussion, Margaret Keller motioned to approve revisions to the Faculty Rank & Promotion Policy. Christy Montgomery seconded the motion. The motion was unanimously approved.

IV. New Business

A. Learning Management Policy (Daniel Roberts)

Daniel Roberts updated the Committee on progress toward consolidating the Emergency Instructional Disruption Policy and Faculty Roster and Show No Show Policy with new learning management initiatives. After a brief discussion, the item was tabled until a later meeting.

B. NISOD Excellence Award (Daniel Roberts)

Daniel Roberts shared the February 28, 2020 deadline for submitting candidates for the NISOD Excellence Award. Roberts discussed send the nominating criteria with the Committee via email, and then have the Committee select the candidate at the next Committee meeting. As a result, the item was tabled until a later meeting.

V. Discussion

A. SACSCOC Site Visit Date (Daniel Roberts)

Daniel Roberts informed the Committee about the SACSCOC Candidacy Visit, which will be April 6 through April 8, 2020. The SACSCOC Advisory Visit will be February 3 and 4, 2020.

Please forward all agenda items and handouts to Daniel Roberts one week prior to the meeting.

B. Master Syllabi (Paul Donaldson)

Paul Donaldson discussed the Master Syllabi webpage with the Committee. Donaldson requested from each associate provost updated syllabi for programs that have not been updated.

C. Dual Enrollment Fall 2020 (Daniel Roberts)

Daniel Roberts discussed with the Committee fall 2020 dual enrollment preparations and the need to start planning meeting with districts in February 2020.

D. Programmatic Accreditors & Institutional Accreditation Status (Daniel Roberts)

Daniel Roberts discussed the transition of institutional accreditation from COE to SACSCOC Candidate to SACSCOC with the Committee. Roberts reminded the Committee to be mindful of programmatic accreditors as the college transitions institutional accreditors.

E. Fall and Summer 2020 Faculty Schedules (Daniel Roberts)

Daniel Roberts reminded the Committee that fall and summer 2020 faculty schedules will be due at the beginning of the spring semester. Paul Donaldson shared with the Committee tentative dates for compiling fall and summer 2020 faculty schedules.

F. Academic Affairs Committee Reporting Structure (Daniel Roberts)

Daniel Roberts discussed with the Committee about the new committee organizational chart and structure to be launched in fall 2020. Sub-committees will report and be governed by a head committee.

VI. Next Meeting

Next Academic Affairs Committee Meeting on Friday, February 7, 2020, 1:00 pm at the Hammond Area Campus.

VII. Adjourn

Lizette Leader motioned to adjourn the Committee meeting at approximately 2:20 pm. Amy Fleming seconded the motion. The motion was unanimously approved.