

**Northshore Technical Community College
Academic Affairs Meeting
February 7, 2020 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, Margaret Keller, Sarah Alford, and Chaunie Brouillette

Absent: Nichole Labat

Guest: David Lloyd

I. Welcome

II. Minutes from December 17, 2019 Meeting

Lizette Leader motioned to approve the December 17, 2019 Meeting Minutes. Christi Marceaux seconded the motion. The motion was unanimously approved.

III. Old Business

A. Learning Management Policy (Daniel Roberts)

Daniel Roberts presented the new Learning Management Policy to the Committee. After a brief discussion and review, the item was table until a later meeting.

IV. New Business

A. Faculty Workload Policy (Daniel Roberts)

Daniel Roberts reviewed and updated the Committee on revisions to the Faculty Workload Policy. Lizette Leader motioned to approve revisions to the Faculty Workload Policy. Amy Fleming seconded the motion. The motion was unanimously approved.

B. Grade Policy (Daniel Roberts)

Daniel Roberts reviewed and updated the Committee on revisions to the Grade Policy. Paul Donaldson requested the following statement be added to the Academic Standing section of the policy: Maximum of 13 credit hours per semester for not in good standing until moved to good standing. Amanda Brammer motioned to approve revisions to the Grade Policy with addition. Christy Montgomery seconded the motion. The motion was unanimously approved.

C. NISOD Excellence Award (Daniel Roberts)

Daniel Roberts reviewed the nominations for the 2020 NISOD Excellence Award with the Committee. After a brief discussion, the Committee decided that each Committee would rank the six nominations, and the total rankings of each nomination would be presented to the Chancellor for final approval.

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

D. 2020-2021 Academic Calendars (Paul Donaldson)

Paul Donaldson reviewed the 2020-2021 Academic Calendars with the Committee. Lizette Leader motioned to approve the 2020-2021 Academic Calendars. Margaret Keller seconded the motion. The motion was unanimously approved.

E. Kayla Whittenberger Academic Appeal (Christy Montgomery)

Christy Montgomery reviewed the Academic Appeal with the Committee. Lizette Leader discussed appeal decision about the student's suspension appeal request. The Committee decided to uphold the applied academic suspension.

V. Discussion

A. SACSCOC Candidacy Visit (Daniel Roberts)

Daniel Roberts discussed with the Committee the recent visit by the SACSCOC Vice President in preparation for the SACSCOC Candidacy Visit in April. Roberts reminded the Committee of the proposed schedule and would visit each campus next week to assist with preparing for the SACSCOC Candidacy Visit.

B. Fall and Summer 2020 Faculty Schedules (Paul Donaldson)

Paul Donaldson reminded the Committee of upcoming schedule and deadlines for reviewing and approving Fall and Summer 2020 Faculty Schedules.

C. Academic Affairs Committee Reporting Structure (Daniel Roberts)

Daniel Roberts discussed additional revisions to Academic Affairs Committee and sub-committees for the fall semester. Details of the revision to the structure will be shared at a later meeting.

VI. Next Meeting

Next Academic Affairs Committee Meeting to be determined.

VII. Adjourn

Lizette Leader motioned to adjourn the Committee meeting at approximately 3:15 pm. Amy Fleming seconded the motion. The motion was unanimously approved.