

**Northshore Technical Community College
Academic Affairs Meeting
July 9, 2020 10:00 a.m.
Minutes**

Present: Daniel Roberts, Paul Donaldson, Amanda Jacob, Christi Marceaux, Cindy Knight, Darriona Lee, Dewayne Lambert, Gabriel Berger, James Carlson, Khiem Ngo, Lizette Leader, and Melandie McGee

Absent: None

Guest: None

I. Welcome

II. Minutes from May 1, 2020 Meeting

Christi Marceaux requested a technical on an old business item. Lizette Leader motioned to approve the technical edit and May 1, 2020 Meeting Minutes. Christi Marceaux seconded the motion. The motion was unanimously approved.

III. Old Business

A. Learning Management Policy (Daniel Roberts)

Daniel Roberts present the new Learning Management Policy to the Committee. Amanda Jacob noted a technical edit, add the word "in" within Attendance section. Jacob recommended to send the policy to the Faculty Senate for review and feedback. A discussion was held concerning some faculty who may track attendance outside of the Learning Management System (such as in a MyLab software or in a spreadsheet). Lizette Leader noted a need to review with Pearson the ability to track attendance in MyLab products. A discussion was held about student notifications generated from Canvas based on attendance activity. Khiem Ngo noted that the notification feature is activated by LCTCS but that NTCC has option to manually turn off. The item was tabled until the next meeting.

IV. New Business

A. Academic Affairs Committee Outlines (Daniel Roberts)

Daniel Roberts presented the new Academic Affairs Committees to the Committee:

- i. Academic Affairs Committee
- ii. Academic Appeals Committee
- iii. Curriculum Committee

Paul Donaldson made a recommendation to move some committee members listed in the Academic Affairs Committee to non-voting, ex-officio members. Donaldson motioned to approve the Academic Affairs Committee Outlines. Dewayne Lambert seconded the motion. The motion was unanimously approved.

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

B. Master Syllabi (Daniel Roberts)

Daniel Roberts presented the updated College Master Syllabi to the Committee. Paul Donaldson made recommendation to update “School closure and technical problems do not [automatically] extend due date.” A recommendation was made to combine into a single master syllabus that includes special comments based on delivery type (face-to-face, hybrid, online) that can be added or removed as appropriate for delivery type. Amanda Jacob motioned to approve the update College Master Syllabus. Lizette Leader seconded the motion. The motion was unanimously approved.

C. Library Collection Development Policy (Paul Donaldson)

Cindy Knight presented the Library Collection Development Policy to the Committee. After a discussion and review, Lizette Leader motioned to approve the Library Collection Development Policy. Amanda Jacob seconded the motion. The motion was unanimously approved.

D. Institutional Effectiveness Plan Review (Paul Donaldson)

Paul Donaldson presented the Institutional Effectiveness Plan to the Committee. After a discussion and review, Lizette Leader motioned to approve the Institutional Effectiveness Plan. Daniel Roberts seconded the motion. The motion was unanimously approved.

V. Discussion

A. SACSCOC Full Accreditation Visit Update (Daniel Roberts)

Daniel Roberts discussed the upcoming SACSCOC Full Accreditation Visit in October. Roberts provided a brief overview and answered questions from the Committee.

VI. Next Meeting

Next Academic Affairs Committee Meeting to be determined at a later date.

VII. Adjourn

Lizette Leader motioned to adjourn the Committee meeting at approximately 11:30 am. Jim Carlson seconded the motion. The motion was unanimously approved.