

**Northshore Technical Community College  
Academic Affairs Meeting  
November 13, 2020 1:30 p.m.  
Minutes**

**Present:** Alverneece Johnson, Amanda Jacob, Christi Marceaux, Christy Montgomery, Cindy Knight, Daniel Roberts, Darriona Lee, Gabriel Berger, Khiem Ngo, Lizette Leader, Melandie McGee, Neal Harris, Sarah Alford

**Absent:** Jim Carlson and Dewayne Lambert

**Guest:** None

**I. Welcome**

**II. Minutes from October 7, 2020 Meeting**

Christi Marceaux requested a technical edit (table-abled in old business). Lizette Leader motioned to approved the October 7, 2020 Meeting Minutes. Amanda Jacob seconded the motion. The motion was unanimously approved.

**III. Old Business**

None

**IV. New Business**

**A. Curriculum Review & Development Policy (Daniel Roberts)**

This policy revision was placed on the agenda as a placeholder pending accreditation advancement. Item was tabled until a later meeting.

**V. Discussion**

**A. New Degrees and Certificates Discussion (Daniel Roberts)**

Daniel Roberts reviewed the purpose of the newly established Curriculum Review Committee in vetting and approving curriculum changes and new program additions. A Substantive Change Committee will also be established in alignment with SACSCOC expectations and alignment. Roberts indicated intent to pursue establishment of the Associate of Arts and Associate of Science degrees, replicating from state inventory. Also indicated intent to revise the Electric Line program from a technical diploma to a Certificate of Technical Studies program as the highest exit point (under AGS). Focus is on approval in time for Fall 2021.

**B. Occupational Advisory Committees (Paul Donaldson)**

Paul Donaldson reviewed a need to review Occupational Advisory Committee guidelines and procedures as part of an upcoming accreditation visit. This transition will create a need for more robust internal processes as regulation from the accreditation level will change. A subcommittee will be developed to conduct this review including one faculty member from each division, a Dean of Campus Administration, and an Associate Provost.

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

**C. Adjunct Faculty Evaluations (Daniel Roberts)**

Daniel Roberts discussed the need to move forward with standardization of the adjunct faculty evaluation process. A revised and standardized annual evaluation process needs to be established. Lizette Leader discussed the process from an Academic Studies perspective. She will share her process and documentation with Health Sciences & Technical Studies. Christi Marceaux identified the importance of not scheduling adjunct faculty at the same time as the HR evaluation process. Amanda Jacob noted the importance of communication to adjuncts about the process during the on-boarding process.

**VI. Next Meeting**

Next Academic Affairs Committee Meeting will take place TBD.

**VII. Adjourn**

Amanda Jacob motioned to adjourn the Committee meeting at approximately 2:05 pm. Lizette Leader seconded the motion. The motion was unanimously approved.