

**Northshore Technical Community College
Academic Affairs Meeting
March 19, 2020 1:00 p.m.
Minutes**

Present: Dewayne Lambert, Amanda Jacob, Christi Marceaux, Christy Montgomery, Cindy Knight, Daniel Roberts, Darriona Lee, Lizette Leader, Melandie McGee, Neal Harris, Sarah Alford, Alverneece Johnson, Paul Donaldson

Absent: Jim Carlson, Nichole Labat, Gabriel Berger, Khiem Ngo

Guest: None

I. Welcome

II. Minutes from February 26, 2021 Meeting

Amanda Jacob motioned to approve the February 26, 2021 Meeting Minutes. Cindy Knight seconded the motion. The motion was unanimously approved.

III. Old Business

A. Curriculum Review & Development Policy (Daniel Roberts)

Daniel Roberts reviewed changes outlined in the Curriculum Review and Development Policy. Changes are in alignment with switch from COE to SACSCOC as institutional accreditor. Christi Marceaux recommended creating a diagram that maps out the policy to accompany. Sarah Alford asked for clarification regarding workflow process. Changes were proposed to clarify that a proposed curriculum change must be approved by the respective Associate Provost before being routed to Committee. After a brief discussion, Amanda Jacob motioned to approve and Christi Marceaux seconded. The motion was unanimously approved.

B. Program Advisory Committee Policy (Paul Donaldson)

The Program Advisory Committee Policy was discussed and tabled until a later meeting. An ad-hoc committee will be formed to review and revise required agenda items.

C. 2021-2022 Academic Calendar (Paul Donaldson)

Paul Donaldson discussed the 2021-2022 Academic Calendars with the Committee. After a brief discussion, Lizette Leader motioned to approve the 2021-2022 Academic Calendar. Amanda Jacob seconded the motion. The motion was unanimously approved.

IV. New Business

V. Discussion

A. Faculty Senate Update (Amanda Jacob)

A discussion on student dishonesty was held in relation to clear guidelines for addressing plagiarism and cheating. Amanda Jacob expressed a need for

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

additional guidance on faculty responsibilities. A robust discussion was held on need for professional development and suggestions for addressing academic dishonesty in the classroom.

VI. Next Meeting

Next Academic Affairs Committee Meeting will take place April 16, 2021 at 1:00 pm.

VII. Adjourn

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