

**Northshore Technical Community College**  
**Academic Affairs Meeting**  
**June 28, 2021 2:00 p.m.**  
**Minutes**

**Present:** Dewayne Lambert Amanda Jacob, Daniel Roberts, Darriona Lee, Melandie McGee, Paul Donaldson, Nichole Labat, Khiem Ngo, Alverneece Johnson, Christy Montgomery, Christi Marceaux

**Absent:** Jim Carlson, Chia Wiley, Cindy Knight, Lizette Leader, Sarah Alford, Neal Harris,

**Guest:** None

**I. Welcome**

**II. Minutes from May 14, 2021 Meeting**

Amanda Jacob motioned to approve the May 14, 2021 Meeting Minutes. Nichole Labat seconded the motion. The motion was unanimously approved.

**III. Old Business**

- A. Faculty Roster and Show No Show Policy** (Daniel Roberts). Dr. Roberts discussed the intent of the policy. Committee members commented on aspects of the policy related to faculty and financial aid requirements. A request was made to promote the policy to faculty as part of Convocation. Paul Donaldson motioned to approve removing the final bullet point referencing student contact. Amanda Jacob seconded the motion. The policy revision was unanimously approved.

**IV. New Business**

- A. Faculty Rank & Promotion Policy** (Daniel Roberts). Dr. Roberts discussed the proposed changes based on a revision to the LCTCS policy. The policy seeks to clarify eligibility and remove committee service requirement for initial eligibility. Dr. Roberts will reach out to the system office to check on eligibility for adult education instructors. Amanda Jacob motioned to approve the policy. Paul Donaldson seconded the motion. The policy revision was unanimously approved.

**V. Discussion**

- A. Occupational Advisory Committee Documents Update** (Melandie McGee)  
Melandie McGee presented on the new Program Advisory Committee Policy. She reemphasized the requirements of the new policy. Rosters must be approved by the Associate Provost. A new agenda template is available for use. Meeting minutes need to be expanded from the basic template many programs used with COE expectations. The minutes should expand on each major bullet point on the agenda and discussion items.
- B. Convocation Week: Faculty Professional Development** (Daniel Roberts)  
Daniel Roberts discussed plans for Convocation week. An outlined schedule was proposed, as follows:

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

- Monday, August 9<sup>th</sup>: Convocation (Columbia Theater)
- Tuesday, August 10<sup>th</sup>: Faculty Professional Development Day (Lacombe Campus)
- Wednesday, August 11<sup>th</sup> – Friday, August 13<sup>th</sup>: Division Specific Meetings

**VI. Next Meeting**

Next Academic Affairs Committee Meeting will take place at a later date.

**VII. Adjourn**

Dewayne Lambert motioned to adjourn the Committee meeting at approximately 2:53 pm. Amanda Jacob seconded the motion. The motion was unanimously approved.