

**Northshore Technical Community College
Academic Affairs Meeting
October 15, 2021 1:00 p.m.
Minutes**

Present: Paul Donaldson, Alverneece Johnson, Amanda Brammer, Amanda Jacob, Chaia Wiley, Christy Montgomery, Darriona Lee, Deborah Carambat, Dewayne Lambert, Melandie McGee, and Melissa Templeton proxy for Cindy Knight

Absent: Christi Marceaux, Nichole Labat, Jim Carlson, and Alan Dykes

Guest: None

I. Welcome

II. Minutes from June 28, 2021 Meeting

Amanda Jacob motioned to approve the June 28, 2021 Meeting Minutes. Amanda Brammer seconded the motion. The motion was unanimously approved.

III. Old Business

IV. New Business

A. Textbook Adoption Policy (Daniel Roberts)

Daniel Roberts discussed a need to review the current policy and consider any necessary revisions based on organizational chart changes. Item was tabled until a later meeting.

B. Early Admissions Policy (Daniel Roberts)

Daniel Roberts discussed a need for a new policy related to Early Admissions based primarily on potential new early college high school programs. Item was tabled until a later meeting.

C. Faculty of Record Policy (Daniel Roberts)

Daniel Roberts discussed the need for a Faculty of Record policy in the case that an instructor unexpectedly leaves the college and adequate instructional coverage is needed. This policy could also help facilitate some dual enrollment growth. Item was tabled until a later meeting.

D. Second Associates Degree Policy (Daniel Roberts)

Daniel Roberts discussed the need for a clearer policy related to the awarding of multiple associate degrees to a single student. Important to consider the 25% residency policy as part of the policy. Item was tabled until a later meeting.

V. Discussion

A. SACSCOC Visit Recap (Daniel Roberts)

Daniel Roberts provided an update and recap on the recent SACSCOC follow-up visit to physically see campus sites based on federal requirement due to a virtual accreditation visit. The visit went well overall and are awaiting final results. Dr. Roberts reinforced the importance of maintaining standards moving forward.

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

B. Institutional Effectiveness Update (Paul Donaldson)

Paul Donaldson provided an update on various institutional effectiveness processes for the college. An update was given on the Assessment Council and newly appointed Assessment Coordinators. Work is underway to finalize the assessment plans for each program of study. A standard form will be developed to collect data for measures at the end of each term in order to facilitate data disaggregation

C. Library Services Update (Melissa Templeton on behalf of Cindy Knight)

Melissa Templeton provided an update on the Teaching and Learning Center events coming up. She also provided an update on the New Faculty On-Boarding program which has already completed two sessions (welcome & syllabus management) and the next session will be held on Monday, 10/18 on Canvas. She also informed the committee that Library Services was awarded library of the year and best outreach program by LOUIS thanks in part to efforts with the Teaching and Learning and Faculty On-Boarding program. A new librarian will join the team on November first and will split time between Sullivan and Lacombe.

VI. Next Meeting

Next Academic Affairs Committee Meeting will take place November 12, 2021 at 1:00 pm.

VII. Adjourn

Paul Donaldson motioned to adjourn the Committee meeting at approximately 1:27 pm. Amanda Jacob seconded the motion. The motion was unanimously approved.