

**Northshore Technical Community College  
Academic Affairs Meeting  
November 12, 2021 1:00 p.m.  
Minutes**

**Present:** Paul Donaldson, Alverneece Johnson, Amanda Brammer, Amanda Jacob, Chaia Wiley, Deborah Carambat, Dewayne Lambert, Melandie McGee, Nichole Labat, Christy Montgomery, and Cindy Knight

**Absent:** Christi Marceaux, Darriona Lee, Jim Carlson, and Alan Dykes

**Guest:** None

**I. Welcome**

**II. Minutes from October 15, 2021 Meeting**

Amanda Jacob motioned to approve the October 15, 2021 Meeting Minutes. Cindy Knight seconded the motion. The motion was unanimously approved.

**III. Old 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 reviewed the proposed Faculty of Record Policy. The policy defines Instructor of Record (IOR), Multiple Instructors of Record (MIOR) and Instructional Facilitator (IF). Scenarios where this policy could be applicable were discussed as well. A recommendation was made to clarify approval process and add avenue to exception to associate/bachelor degree requirement based on experience and industry certifications. Item was tabled until a later meeting and will be routed to Faculty Senate for discussion.

**D. Second Associates Degree Policy (Daniel Roberts)**

Daniel Roberts reviewed the proposed Second Associates Degree Policy. The policy clarifies the requirements for earning more than one associate degree which includes the need to separately reach the residency requirement (25%) and the need for different educational outcomes between programs. A question was raised about the meaning of "same educational outcomes" and potentially a need to be more specific about what is meant there. Another question posed was related to the scenario where someone is earning both degrees in the same term (would an application for admission be required to award the second degree?) A suggestion of a form being created to manage this policy was recommended. Item was tabled until a later meeting.

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

#### **IV. New Business**

#### **V. Discussion**

##### **A. Curriculum Committee Report (Daniel Roberts)**

Daniel Roberts notified the Committee on the decision by the Curriculum Committee to approve the Pharmacy Tech Program curriculum revision. Since it was less than a 25% change, it does not require Academic Affairs Committee approval.

##### **B. Sub-Committee (Daniel Roberts)**

###### **i. Credit for Prior Learning by Work Experience Review**

Daniel Roberts discussed the need to develop a sub-committee to review promotion of credit for prior learning. This will be further discussed at the next meeting.

##### **C. Faculty Senate Update (Amanda Jacob)**

Amanda Jacob provided a Faculty Senate Update. The Senate is looking for a Vice President and to add representation from the Livingston Campus. Jacob also noted that she is moving into a new role with the college which could impact Faculty Senate President eligibility but no objections have been raised to date. Faculty Senate dues were discussed in terms of need for updated policy and clear communication. Faculty Senate discussed the need for engagement in any proposed telecommuting policy. The Rank and Promotion Policy was also discussed with a recommendation to edit the process to better recognize faculty service to the college. Faculty Senate is also planning to reinvigorate an eLearning Committee.

##### **D. Board of Regents Policy 2.18 Revision Review (Daniel Roberts)**

Daniel Roberts reviewed BOR Policy 2.18 related to development education and co-requisite courses. An idea was discussed to enhance student success center access across the college to better support students entering directly into college English and math courses. A group will be formed to further explore and develop this idea.

#### **VI. Next Meeting**

Next Academic Affairs Committee Meeting will take place January 28, 2022 at 1:00 pm.

#### **VII. Adjourn**

Amanda Jacob motioned to adjourn the Committee meeting at approximately 2:14 pm. Cindy Knight seconded the motion. The motion was unanimously approved.