

**Northshore Technical Community College
Academic Affairs Meeting
March 8, 2024 9:00 a.m.
Minutes**

Present: Daniel Roberts, Melandie McGee, Amanda Jacob, Sandy Yaeger, Dewayne Lambert, Owen Smith, Kim Zanders, Kim Finch, Cindy Knight, Amy Fleming, Frank Fudesco, Adronisha Frazier, Danaty Moses, Christi Marceaux, Sarah Pinion, and Natasha Foret

Absent: Bridget LaBorde, Britanie Breland, Allie Johnson, John Polk, and Briana Vinet

Guest: None

I. Welcome

II. Minutes from January 26, 2024 Meeting

Kim Finch motioned to approve the Meeting Minutes. Natasha Foret seconded the motion. The motion was unanimously approved.

III. Old Business

A. Faculty Workload Policy (Daniel Roberts)

Daniel Roberts shared revisions to the Faculty Workload Policy with the Committee. After the overview, Committee members provided additional recommendations. The item was tabled until a later meeting.

B. Faculty Professional & Educational Requirements Policy

Daniel Roberts presented revisions to the Faculty Professional & Educational Requirements Policy with the Committee. Roberts also reviewed the workflow process, and Melandie McGee requested additional revisions. After discussion, the item tabled until later meeting.

C. Day One Guarantee Policy

Daniel Roberts reviewed revisions to the Day One Guarantee Policy with the Committee. After a brief discussion, Kim Finch motioned to approve revisions to the Day One Guarantee Policy. Amy Fleming seconded the motion. The motion was unanimously approved.

D. Curriculum Review & Development Policy

Daniel Roberts shared revisions to the Curriculum Review & Development Policy with the Committee. After a brief discussion, Natasha Foret motioned to approve revisions to the Curriculum Review & Development Policy. Frank Fudesco seconded the motion. The motion was unanimously approved.

E. Online Learning Policy

After a brief discussion, no decision was made, and the item was tabled until a later meeting.

F. Transfer & Articulation Policy

After a brief discussion, no decision was made, and the item was tabled until a later meeting.

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

G. Student Course Load Policy

After a brief discussion, no decision was made, and the item was tabled until a later meeting.

H. Academic Renewal Policy

After a brief discussion, no decision was made, and the item was tabled until a later meeting.

I. Textbook Adoption Policy

After a brief discussion, no decision was made, and the item was tabled until a later meeting.

J. Faculty Rank & Promotion Policy

After a brief discussion, no decision was made, and the item was tabled until a later meeting.

IV. New Business

V. Discussion

A. Faculty Credentials (Melandie McGee)

Melandie McGee reviewed the faculty credentialing approval process with the Committee. McGee also provided a walkthrough of the Watermark system that manages all faculty credentials for the College. Committee members were reminded the importance of completing the process for all faculty who teach credit courses for the College.

B. Faculty Roster and Show/No Show Policy (Natasha Foret)

Natasha Foret proposed revising the definitions of Show/No Show for students with the Committee. Danaty Moses recommended adding wording that provides timeframe limitations after students are dropped from show/no show. Additional feedback from the College Leadership Committee will be requested prior to presenting policy revisions to the Committee.

C. Adjunct Enrollment Lock Dates (Natasha Foret)

Natasha Foret recommended adjunct enrollment lock dates for each semester with the Committee. Daniel Roberts recommended codifying the recommendations into the Faculty Workload Policy. Foret accepted additional recommendations from the Committee.

D. CourseDog Catalog Update (Daniel Roberts)

Daniel Roberts provided an update on the progress switching to CourseDog for the College Catalog. Roberts also provided a timeline for launching the next College Catalog.

E. SACSCOC Update (Daniel Roberts)

Daniel Roberts shared with the Committee the College had successfully submitted its SACSCOC Compliance Certification for Reaffirmation. Roberts also

presented the SACSCOC review timeline for the next two semesters and updated the Committee on the QEP.

VI. Next Meeting

Next Academic Affairs Committee Meeting will be on April 12 at 9:00 am.

VII. Adjourn

Amanda Jacob motioned to adjourn the Committee meeting at approximately. Amy Fleming seconded the motion. The motion was unanimously approved.