

**Northshore Technical Community College  
Academic Affairs Meeting  
September 21, 2023 9:00 a.m.  
Minutes**

**Present:** Daniel Roberts, Melandie McGee, Amanda Jacob, Sandy Yaeger, Dewayne Lambert, Alan Dykes, Debbie Carambat, Paul Donaldson, Alverneece Johnson, Owen Smith, Christy Montgomery, Kim Zanders, Christi Marceaux, Sarah Pinion, Kim Finch, Cindy Knight, and Natasha Foret

**Absent:** Bridget LaBorde, Ryan Madere, Chaundell Brouillette, and Venecia Brown

**Guest:** None

**I. Welcome**

**II. Minutes from June 15, 2023 Meeting**

Paul Donaldson motioned to approve the Meeting Minutes. Sandy Yaeger seconded the motion. The motion was unanimously approved.

**III. Old Business**

**IV. New Business**

**A. Faculty Workload Policy** (Daniel Roberts)

Daniel Roberts discussed that the Faculty Workload Policy will be reviewed for revisions this academic year. Roberts requested feedback from the Committee while the policy is under review. Item was tabled until a later meeting.

**V. Discussion**

**A. CourseDog Update** (Daniel Roberts)

Daniel Roberts provided updates about the implementation of CourseDog for building spring 2024 faculty schedules.

**B. Pre-Nursing Major & Financial Aid/TOPS Tech**

Christy Montgomery shared with the Committee that the Pre-Nursing major is not eligible for financial aid nor TOPS Tech based on the Pre-Nursing code. Montgomery is waiting on clarity from LCTCS about using attributes to track Pre-Nursing students. Committee discussed several strategies for managing current Pre-Nursing students and future Pre-Nursing students.

**C. In-person Tutoring** (Allie Johnson)

Allie Johnson provided feedback from the Student Affairs & Student Retention Committee. Johnson shared strategies for in-person tutoring on campus.

**D. Study Groups for Difficult Classes** (Allie Johnson)

Allie Johnson provided feedback from the Student Affairs & Student Retention Committee. Johnson shared strategies for building awareness of tools, resources, and group opportunities on campus.

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

**E. Faculty Promoting Campus Events** (Allie Johnson)

Allie Johnson provided feedback from the Student Affairs & Student Retention Committee. Committee shared strategies for promoting student support tools, resources, and study group opportunities.

**VI. Next Meeting**

Next Academic Affairs Committee Meeting will be on October 25 at 3:00 pm.

**VII. Adjourn**

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