

**Northshore Technical Community College  
Academic Affairs Meeting  
September 30, 2022 9:00 a.m.  
Minutes**

**Present:** Daniel Roberts, Owen Smith, Kim Finch, Cindy Knight, Dewayne Lambert, Natasha Foret, Melandie McGee, Chaundell Brouillette, Sandy Yaeger, Amanda Jacob, Alverneece Johnson, Deborah Carambat, Nichole Labat, Jim Carlson, Christi Marceaux and Sarah Pinion

**Absent:** Christy Montgomery, Paul Donaldson and Alan Dykes

**Guest:** None

**I. Welcome**

**II. Minutes from August 26, 2022 Meeting**

Kim Finch motioned to approve the August 26, 2022 Meeting Minutes. Amanda Jacob seconded the motion. The motion was unanimously approved.

**III. Old Business**

**IV. New Business**

**A. Academic Appeal Policy Revision (Daniel Roberts)**

Daniel Roberts shared with the Committee revisions to the Academic Appeal Policy. Chaundell Brouillette recommended setting expiration at mid-term the following semester similar to the incomplete grade policy. Christi Marceaux recommended referencing program academic appeals when designated by program lead. This item was tabled until a later meeting.

**B. Academic Placement Chart Revision (Paul Donaldson)**

Paul Donaldson shared with the Committee the current Academic Placement Chart. Daniel Roberts moved to table the item and have the Committee review an updated chart at the next meeting. The item was tabled until a later meeting.

**V. Discussion**

**A. Faculty Rank & Promotion Policy – RN Faculty (Daniel Roberts)**

Daniel Roberts discussed with the Committee how RN faculty will track in the Faculty Rank & Promotion Policy once the RN program starts the following year. Roberts highlighted that RN faculty would follow the Academic Track as described in the policy since the Associate of Science in Nursing is transferable to a four-year university. Christi Marceaux also discussed the need to determine how RN faculty workload will be applied once the program starts next year.

**B. Program Organization (Daniel Roberts)**

Daniel Roberts discussed with the Committee the current organization of Academic Affairs. Roberts highlighted Culinary Arts & Occupations in that the Program Lead is Kim Finch however the division will remain in Technical Studies.

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

**C. Online Courses & Independent Study Courses** (Amanda Jacob/Daniel Roberts)

Amanda Jacob discussed coding online courses and synchronous versus asynchronous with the Committee. Jacob stated that online courses cannot be treated as correspondence courses and shared that a new course code in Lola will be created for teleconferencing courses. Jacob also discussed how to run a teleconferencing course. Jacob shared with the Committee that faculty cannot require students to attend synchronously online if the course is a traditional online course. Jacob finished with upcoming changes to accessibility of online courses and will communicate new standards when ready. Debbie Carambat recommended having a place where faculty and students can go to better understand the different types of courses offered by the College.

**VI. Next Meeting**

Next Academic Affairs Committee Meeting will be on October 21, 2022 at 9:00 am.

**VII. Adjourn**

Amanda Jacob motioned to adjourn the Committee meeting at approximately 10:00 am. Christi Marceaux seconded the motion. The motion was unanimously approved.