

**Northshore Technical Community College
Academic Affairs Meeting
June 15, 2023 9:00 a.m.
Minutes**

Present: Daniel Roberts, Jim Carlson, Melandie McGee, Amanda Jacob, Sandy Yaeger, Dewayne Lambert, Debbie Carambat, Paul Donaldson, Alverneece Johnson, Owen Smith, Christy Montgomery, Kim Zanders, Christi Marceaux, Kim Finch, Sarah Pinion, Cindy Knight, and Angelina Carmichael proxy for Natasha Foret

Absent: Alan Dykes, Chaundell Brouillette, and Venecia Brown

Guest: None

I. Welcome

II. Minutes from April 5, 2023 Meeting

Paul Donaldson motioned to approve the Meeting Minutes. Kim Finch seconded the motion. The motion was unanimously approved.

III. Old Business

IV. New Business

A. Termination of Certificate of Technical Studies in Management Trainee (Daniel Roberts)

Daniel Roberts shared with the Committee that the Certificate of Technical Studies in Management Trainee program has continue to have no student interest. The program has been vacant since spring 2022. Kim Finch motioned to approve closing the Certificate of Technical Studies in Management Trainee. Sandy Yaeger seconded the motion. The motion was unanimously approved.

B. Termination of Career & Technical Certificate in EMR (Daniel Roberts)

Daniel Roberts discussed with the Committee that the Career & Technical Certificate in EMR was not being used by our high school dual enrollment partners, and students were instead using the Career & Technical Certificate in EMT- Basic. Amanda Jacob motioned to approve close the Career & Technical Certificate in EMR. Kim Finch seconded the motion. The motion was unanimously approved.

V. Discussion

A. Request Textbook Adoption Policy Revisions (Cindy Knight)

Cindy Knight provided the Committee with goals to revise the Textbook Adoption Policy since the policy has not been reviewed in several years and processes have changed associated with the bookstore. Knight requested from the Committee a work group to review and provide feedback on the Textbook Adoption Policy.

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

B. CourseDog Update (Daniel Roberts)

Daniel Roberts discussed with the Committee current status of CourseDog implementation. Roberts provided an overview of the transition to CourseDog with managing faculty schedules and workflow processes. Roberts also requested additional personnel involved in the workflow for testing CourseDog this summer. Committee members asked questions and provided additional feedback.

C. Technical Meeting Patterns – Scheduling (Daniel Roberts)

Daniel Roberts reviewed with the Committee the process for identifying meeting patterns within CourseDog. Roberts discussed the shared spreadsheet highlighting used meeting patterns in previous semesters and benefits of establishing set meeting patterns for each program. Roberts encouraged Committee members involved in setting meeting patterns to continue working the shared spreadsheet.

D. Faculty Senate President Release Hours (Paul Donaldson)

Paul Donaldson discussed with the Committee ideas of faculty workload release hours for serving as Faculty Senate President. Donaldson requested the item continue onto the next Committee meeting to consider Health Science & Nursing and Technical Studies divisions impact related to workload release hours.

VI. Next Meeting

Next Academic Affairs Committee Meeting will be on September 21, 2023.

VII. Adjourn

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