

**Northshore Technical Community College
Academic Affairs Meeting
October 21, 2022 9:00 a.m.
Minutes**

Present: Daniel Roberts, Owen Smith, Kim Finch, Cindy Knight, Dewayne Lambert, Melandie McGee, Chaundell Brouillette, Sandy Yaeger, Amanda Jacob, Alverneece Johnson, Deborah Carambat, Paul Donaldson, and Sarah Pinion

Absent: Christy Montgomery, Natasha Foret, Christi Marceaux, Nichole Labat, Alan Dykes, Jim Carlson, and Venecia Brown

Guest: None

I. Welcome

II. Minutes from September 30, 2022 Meeting

Amanda Jacob motioned to approve the September 30, 2022 Meeting Minutes. Kim Finch seconded the motion. The motion was unanimously approved.

III. Old Business

A. Academic Appeal Policy Revision (Daniel Roberts)

Daniel Roberts shared with the Committee revisions to the Academic Appeal Policy. After a brief discussion, Kim Finch motioned to approve revisions to the Academic Appeal Policy. Owen Smith seconded the motion. The motion was unanimously approved.

B. Academic Placement Chart Revision (Paul Donaldson)

Paul Donaldson shared with the Committee an updated Academic Placement Chart. Donaldson mentioned that he'll be sharing at the Faculty Advising Training next week. The item was tabled until a later meeting.

IV. New Business

A. Academic Calendars (Daniel Roberts)

i. AY 2023-2024 Academic Calendars

After review, Debbie Carambat motioned to approve the AY 2023-2024 Academic Calendars. Cindy Knight seconded the motion. The motion was unanimously approved.

ii. AY 2024-2025 Academic Calendars

After review, Sandy Yaeger motioned to approve the AY 2024-2025 Academic Calendars. Amanda Jacob seconded the motion. The motion was unanimously approved.

B. Substantive Change Policy Revision (Daniel Roberts)

Daniel Roberts reviewed revisions to the Substantive Change Policy with the Committee. After a brief discussion, Amanda Jacob motioned to approve

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

revisions to the Substantive Change Policy. Cindy Knight seconded the motion. The motion was unanimously approved.

C. Teach-Out Policy Revision (Daniel Roberts)

Daniel Roberts reviewed revisions to the Teach-Out Policy with the Committee. After a brief discussion, Kim Finch motioned to approve revisions to the Teach-Out Policy. Paul Donaldson seconded the motion. The motion was unanimously approved.

D. Faculty Workload Policy Revision (Daniel Roberts)

Daniel Roberts reviewed revisions to the Faculty Workload Policy and answered questions from the Committee. Additional edits were suggested to the policy and recommendation was made to have Faculty Senate review revisions to the Faculty Workload Policy. The item was tabled until a later meeting.

E. Curriculum Review & Development Policy Revision (Daniel Roberts)

Daniel Roberts reviewed revisions to the Curriculum Review & Development Policy with the Committee. Paul Donaldson motioned to approve revisions to the Curriculum Review & Development Policy. Amanda Jacob seconded the motion. The motion was unanimously approved.

V. Discussion

VI. Next Meeting

Next Academic Affairs Committee Meeting will be on November 11, 2022 at 9:00 am.

VII. Adjourn

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