

Academic Council
V-111
December 7, 2004
Minutes

Members Present: Phyllis Arias, Lou Anne Bynum, Joyce Black, Lorraine Blouin, Bonnie Brinkman, Art Byrd, Chris Jacobs, Tom Killian, David Morse, E. Jan Kehoe, Pauline Merry, Eloy Oakley, Connie Sears, Sigrid Sexton, Janice Tomson, Fred Trapp

Facilitator: Diane Burbie, NCCJ, Program Specialist

Unofficial Notetaker: Cydney Leon

Approval of Minutes: No meeting in November.

Accreditation Mid-Term Report

Maria handed out some of the information we need to use as homework in preparation for the mid-term report which needs to be prepared by the end of the Spring Semester. Linda (absent) and Dr. Kehoe felt that we should get started in January and Academic Council should do some homework in the meantime and read all the literature passed out today.

Handouts

- 1) Planning Summary
- 2) Details of Planning Summary
- 3) Instructions on how to prepare the Mid-Term report.
- 4) Letter from the commission regarding their recommendations

Dr. Kehoe will put together some co-chairs, and small group of people to work on the mid-term report similar to the way we did our report this past year. We need to get started and get everyone thinking about preparation for report.

Process for approval of Regs.– Not an agenda item

Janice Tomson would like to add this topic to today's Academic Council agenda to try to clear up the process for moving regulations from the Curriculum Committee to the Board Agenda. An agenda item has been pulled from the December Board Agenda.

Diane Burbie, NCCJ, Program Specialist suggested breaking the process down into 3 parts:

- 1) Process
- 2) Commitment towards tuning in and trying to contribute input in accordance with process
- 3) How to treat exceptions – post process.

Take each step and try to get consensus on where you are.

Janice asked if everyone was in agreement on NCCJ's suggestion and the consensus was yes. Janice also asked if Council is clear about what the process is and focus on following the process. How do we handle this type of situation in future? Dr. Kehoe continued that in regards to this board agenda item, would it be okay to pull this item off the December agenda.

In conclusion: Janice summed up "that we amend the Regs to say that a final version goes out through President's Advisory Council for information after it comes through the Curriculum Committee. We are all going to try to make more of an effort to tune into the policy and regs. that come our through the President's Advisory Council. If any of us have concerns, even at the last minute, then we will listen and work with each others concerns." Council agreed.

Dr. Kehoe added in regards to "program discontinuance" this is a big deal under accreditation. There are certain accreditation concerns that kick in when a program is discontinued. Have they been taken in consideration? If you delete a program you put your accreditation into jeopardy if you don't go through all the proper procedures and that includes submitting a substitute change application to accreditation. You have to show them that students were not caught in the middle of the program once is has been cut. There

needs to be a mechanism set to submit the substitute change application to accreditation. Keep in mind that if a program gets deleted we need to be sure to adhere to the eligibility requirements of the accreditation.

Tribe E – Basic Skills

Phyllis Arias spoke for Tribe E. Recommendation #1 (handout)

Tribe E was developed during our last Academic Council meeting. Tribe E is looking at the recommendation of the Basic Skills tasks force to establish a group to coordinate and distribute information regarding Basic skills offering services and resources. Ideas included developing a resource or handbook for faculty and students to better communicate basic skills resources recommendation, issues, programs, services, etc.

Phyllis and Paul met back in October and came up with recommendations:

1. VTEA might be an appropriate source of funding and recommended that a proposal be drafted in March 2005 to fund a basic skills student resources guide for all students.
2. Writing a foundation grant to secure some additional funds for the publication of the student handbook.
3. Possibility of Title V being a source of support since components of Title V has already addressed basic skills issues.
4. Group assigned to this project should include two Faculty who would work on the project and get paid some kind of a stipend.
5. The group mentioned in rec. #4 should be monitored and directed by the basic skills task force or the committee that might developed out of these recommendations.
6. Student handbook should be presented to the faculty as a flex day activity.

ACTION: Dr. Kehoe would like this to be put on the Agenda for next month Feb. 8th to finalize.

Tasks assigned to key people:

Recommend. #1 assigned to Paul and Lou Anne

Recommend. #2 assigned to Paul and Phyllis Arias

Recommend. #3 assigned to Paul and Lou Anne

Recommend. #4 assigned to Irma Ramos

Recommend. #5 assigned to be discussed next meeting.

Recommend. #6 assigned to Lorraine Blouin

Distribution locations for Handbook/Guide to be discussed by Art Byrd and Phyllis Arias.

Institutional and student learning outcomes

A group consisting of Lauren Sharp, Fred Trapp, and Lorraine attended the AAAG, a national organization, and got the “shotgun” approach to institutional and student learning outcomes. Now we need to take the information they gathered and refine and focus it so we have a clear understanding of student learning outcomes, which is the prerogative of the faculty, and the institutional outcomes which would be related to our planning process.

ACTION - Dr. Kehoe suggested that we put together Tribe F =Forensics.

Administrative co-chair Fred Trapp and Faculty co-chair Lorraine Blouin.

ACTION: Dr. Kehoe, Janice Tomson, Pauline Merry will meet with the co-chairs before putting the tribe together. This tribe should be looking at evidence and assessing what LBCC is doing for student learning outcomes. EMPHASIS: This will not be an additional planning committee. This group will work with EMPC to assess what the planning process produces.

What is the evidence of success?

Meeting is adjourned @ 3:30pm. We will meet again on January 6, 2005 for an Academic Council Retreat.