



Academic Council
19 February 2019
HSNC 100 - 3:30-5:00 PM

Minutes

Chairwoman Sullivan called the meeting to order at approximately 3:30 PM.

Members in attendance: Chairwoman Crystal Sullivan; April Myler; Dee Winn; Stuart Kramer; John Blakely; Toni Clough; Jason Aase; Missy Olson; Karen Carroll; Joanne Richards; Jennifer Lantrip; Tamara Loosli; Marie Gambill; Danielle Haskett; Andy Swan; Vincent Yip; Gary Gray; Clay Baumgartner
Guests in attendance: Dr. Kacy Crabtree, Provost; Randi Feland, Administrative Assistant to the Foundation

Informational:

1. Minutes from 1/29/2019 *

Minutes from prior meeting will be approved at the next meeting (March 5th) so members can get a chance to review by email and amend where needed and then be approved. From now on a first draft of minutes will be emailed to all members which will be approved/amended and then posted online.

2. Math Skills Competition recruitment tables – Dee Winn and Stuart Kramer

Dee Winn stated that there would be an upcoming Campus wide scavenger hunt, bridged with recruitment activity and the Math Skills Competition. People from different areas could have things set up in their building. Dee said those tables/areas can be tailored to that building/departments specific area- making it good for recruitment- or just math skills in general. More details are forthcoming as Dee and Stuart Kramer figure out how the scavenger hunt should proceed.

3. Institutional Learner Outcomes (Universal) Task Force Update – Emily

In Emily's absence Crystal Sullivan presented. Crystal stated the task force has met a couple times. They (the task force) have gone back and forth between using the core themes and modifying the learning outcomes- leaning towards revising learning outcomes to fit in with those core themes as things that can be assessed.

Danielle Haskett had a question about the COGS- Course Outcome Guides- are those still relevant, what is being done with those?

Crystal stated that we (the Faculty) were told to stop doing the COGS.

Danielle Haskett asked to clarify- Are we revising outcomes to align with core themes?

Kacy Crabtree stated that the College must develop learner outcomes that are possible to assess which the current ones are not. Must be outcomes that are possible to assess across campus, not just in academics.

Crystal Sullivan shared that the Institutional Learner Outcomes would align with enrichment and learning core themes and the access part of the core themes aligns the most through student services.

4. Policy and Procedures Conversion Process * - Kacy, Jason, & Karen

Kacy Crabtree shared that Dr. Thatcher announced in Fall 2018 that OCCA has purchased a database of policies and procedures. We (UCC) will convert all policies and procedures to align with the database, creating new policies and procedures where applicable. AC needs to complete this task by the end of May. SLT will review during the summer. The final drafts will go to College Council in the fall. Jason and Karen will divide the list into two task forces with hope of having a faculty for each task force to ensure academic policies and procedures are driven developed by faculty.

Jason Aase said he would be meeting with chairs and leads and will recruit more people to take over certain tasks so it is work divided amongst many people instead of a few.

5. Advising Guides * - Missy Olson

Missy Olson shared that UCC scholars, students and enrollment advisors were given a survey of sorts by being shown the old template advising guides and potential new templates. Of those who were asked if they were aware the college provides advising guides, twenty said yes, 5 said no. Asked if they had used these, fifteen said yes.

The survey group was asked to offer suggestions on the advising guide template and these are a few examples of what they said; Classes that transfer should be labeled, make clearer what a part time student can take/what their schedule could look like, make template more visually appealing/not 'pretty' right now, show the total number of recommended credits each term.

Missy also shared that there were some previous Faculty suggestions for the advising guides such as; adding advisor contact information, certain notes (program pre-requisites for instance- very important for the student to know), noting when classes are offered (fall, winter, spring).

Advising notes are great if program directors are not readily available, can answer some basic questions for the student within the advising guide itself. Crystal Sullivan pointed out in the example shown she had put necessary equipment (computer with specific program, internet access) as students need to know this.

Missy stated she needs to know if the Academic Council was okay with the layout she showed. If yes, Missy can send advising guides to UCC scholars to have them draft up for programs, then the guides can be sent back to be edit/proofread and then finalized.

Clay Baumgartner asked who is going to maintain this.

Missy answered there had been discussion of assigning to someone. Guides could be sent out for revisions once a term. The guides would be available online and in program directors office, advising office.

Gary Gray thought having an indicator for online options was great to have on every advising guide and also making sure that it's noted for online classes what the necessary equipment is such as in Crystal's example.

Jason Aase said we (Faculty) want to be clear for classes if it's online only or online option for the class.

Crystal Sullivan asked the group if they were at consensus that this (example shown for advising guide) template is okay to work with so the Scholars can begin typing these up and get back for editing.

All in favor of moving forward with the template.

Program Changes:

6. Deletion of Automotive Technology – Toyota option * – J. Blakely

John Blakely shared that the Toyota option within Automotive Technology was no longer valid after updating program, though it still needs to be taken out Webforms- replaced by two separate programs and their options.

Motion made by Gary Gray to accept this change/update to the Automotive Technology program.

Second made by Stuart Kramer.

All in favor. Motion Carries.

7. Addition of Truck Maintenance Certification * - J. Blakely

John Blakely shared that there is a need within the community for a truck maintenance certification and that adding this would allow truck maintenance certificate be part of financial aid available to students.

Crystal Sullivan asked what the demand for this is. What employers are asking for this/does John have any idea what enrollment for this may be.

Jason Aase said there is a dire need for truck driving, really nationally and particularly in this region, part of the barrier is the program and the cost. By doing this (adding the certification) it gives them (prospective students who would pursue the certification) access to financial aid.

Crystal Sullivan asked if this would this require a new person/instructor to teach.

John Blakely answered that it may require a part time instructor.

Crystal Sullivan asked if there was potential seed money for this program from any employers/businesses that John was in contact with.

John Blakely answered that as of now there was not seed money, nor had there been any sort of ask as of yet though several 'big players' who are pushing to do this certification may have an interest in supporting.

Gary Gray made a motion to accept the addition of a Truck Maintenance Certification.

Motion seconded.

Majority in favor, Crystal Sullivan opposed.

Motion carries.

Action Items:

8. Regular and Substantive Interaction Proposed Policy, Procedure, and Guidelines 2nd reading * (C. Sullivan)

Crystal Sullivan shared that she had received feedback, questions from part timers in particular. April Hamlin would like to see instances of 'should' revised to a stronger statement such as 'will'

Gary Gray stated since this is a guideline, if we (Faculty) are using 'will' instead of 'should' we are getting into classroom management/walking a fine line of overstepping telling people how they need to run their classrooms.

Crystal Sullivan shared that she believes just having something in writing, especially in regards to student interactions, can be helpful for faculty to stay accountable/give them ideas and framework to work from. She said it has been an eye opener for some.

Gary Gray made a motion to accept without Aprils changes.
Jennifer Lantrip seconds.
All in favor. Motion carries.

*Related documentation attached to email

Deadline to get on the next AC Agenda is February 25, 2019

Next meetings: March 5, 2019
March 19, 2019