



# QUINEBAUG VALLEY

## Community College

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From: Jakob Spjut, Outgoing Academic Senate Executive Board Chair  
To: President Carlee Drummer  
Subject: Academic Senate Executive Board – End of Year Report 2013-2014  
Date: 8 July 2014

### Summary

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The Executive Board of the Academic Senate approved numerous policy, course, and programmatic revisions during the 2013-2014 year. The details of all the meetings and revisions are included below, but some of the highlights include the name change to Academic Senate (from Academic Council), a discontinuation of the graduation paper requirement, and a cleaning up of wording in the academic bylaws and policies.

To follow up on this last year, **we urge the 2014-2015 Executive Board to consider the following:**

1. Transfer and Articulation Policy (TAP) Core Courses – While much effort has been put into identifying courses and beginning assessment of the measureable learning outcomes as specified in the TAP agreement, a more regular and systematic approach is needed to:
  - a. More completely identify TAP Core Courses, and
  - b. Implement regular assessment in those courses (including those taught by adjunct instructors).

Doing so is not only necessary to comply with the TAP framework, but it will also help fulfill our academic goals on assessment to report to NEASC for accreditation. This assessment was also specifically mentioned as something to maintain our academic rigor while discontinuing the graduation research paper requirement.

2. Advanced Manufacturing Technology Center (AMTC) – Consider whether the current organization under the Dean of Administration is the most appropriate for an academic credit and non-credit program.
3. CIP and EB responsibilities – Consider whether the current distribution of responsibilities and number of members is appropriate, noting the large percentage of the division in leadership roles (CIP, EB, Department Chairs, and Program Coordinators).
4. **Academic Senate Meetings** – The Executive Board may have to conduct abbreviated meetings or become otherwise inventive to schedule time for Academic Senate meetings, as the current Monday afternoon meeting schedule allows no time for them. NOTE: an Academic Affairs Division meeting is a meeting conducted by the Academic Dean to accomplish division business, and is not a self-governance meeting.

### Details

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The Executive Board of the Academic Senate met on the following dates to review proposed courses/programs:

<u>Date</u>		<u>Resolution</u>
1. September 9, 2013 (Ideas for the year)		Sent to CIP to consider a modification.
	a. Class Over-Enrollment Policy	
	b. Request that a Member of the Academic Division be Given a Non-Voting Seat in the President's Cabinet when Academic Issues are Discussed - A proposal to be drafted and discussed with the President.	
	c. Proposal to change name of Academic Council to Academic Senate – to be explored and presented to Academic Council	Eventually approved at October 28 <sup>th</sup> Academic Council meeting.
	d. Proposal to streamline Course and Program Proposals and Modification Procedures – this was discussed throughout the year at various meetings, but no consensus was reached.	
	e. Graduation Paper Abolishment – to be explored and presented through CIP	
2. October 17, 2013		
	a. Online Code of Conduct and Computer Minimum	Approved
	b. Early Childhood Education program modifications	Approved
	c. HIM211 modification	Approved
	d. Medical Assisting Program Change	Approved
	e. Administrative Medical Office Skills Certificate	Approved
	f. Over-enrollment policy	Approved
	g. Manufacturing Technology Certificate Change	Approved
	h. Further discussion to streamline Course and Program Proposals	
3. November 11, 2013		
	a. Program Name Change from BOT: Medical Office Skills to Administrative Medical Office	Approved
	b. Prerequisite Change for MFG 105 – Manufacturing Math II.	Approved
	c. Business Administration, Business Course Changes	Approved
	d. Code of Conduct for On-line Students – name change	No approval required.
	e. Course and Program Proposal and Modification Procedure Update – any revisions to use the up-to-date version of the bylaws passed Spring 2013.	
4. December 9, 2013 – via email		
	a. Academic Senate bylaw revisions – for consistency, correctness, and name change (from Academic Council to Academic Senate)	Modified.
	b. Further discussion to streamline Course and Program Proposals	
5. February 10, 2014 – via email		

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| a. | Academic Senate bylaws revisions  | Discussed, modified.                                     |
| b. | Advanced Manufacturing Machine Technology Level II – Certificate Revision   | Delayed, then approved                                   |
| 6. | March 10, 2014  |  |
| a. | EB votes to approve Academic Senate bylaws revision.  | Approved   |
| b. | Further Discussion on Streamlining CIP & EB.  | Tabled   |
| 7. | April 7, 2014 (combined with CIP, voted on via email)   |  |
| a. | MAT 085 Change in Course Description  | Approved   |
| b. | MAT 095 Change in Course Description  | Approved   |
| c. | MAT 143 Change in Pre-requisite   | Approved   |
| d. | MAT 146 Change in Pre-requisite   | Approved   |
| e. | MAT 167 Change in Pre-requisite   | Approved   |
| f. | Engineering Science / STEM certificate – New certificate.   | Approved   |
| g. | Technology Studies / STEM certificate – New certificate.  | Approved   |
| h. | Advanced Manufacturing Machine Technology – Certificate Revision & name change from Advanced Manufacturing Machine Technology Level II  | Approved   |
| i. | Machine Technology, Level 1 – Certificate Discontinuation   | Approved   |
| j. | Pathway to Teaching Careers A.A. Revision   | Tabled   |
| 8. | April 14, 2014 – Executive session of Academic Senate   |  |
| a. | Division votes to approve Academic Senate bylaws revision.  | Approved   |
| b. | Executive Board (EB) and Curriculum, Instruction, and Policy (CIP) election results for academic year 2014-2015 were conducted and announced. EB: Bill Army, Joachim Bullacher, Brian Donohue-Lynch (Kudzai Zvoma-alternate) CIP: Jane Carey, Jakob Spjut, Cheryl White (Michael Lynch-alternate) | New officers for CIP and EB are announced for 2014-2015. |
| 9. | May 12, 2014 – combined EB/CIP committees   |  |
| a. | Pathways to Teaching Careers - AA Degree – Revision   | Approved   |
| b. | Health Care Science – AS Degree – New Degree  | Approved   |
| c. | Election of Officers – EB: Bill Army as vice-chair; Joachim Bullacher as recording secretary (current vice-chair Brian Kaufman as chair per bylaws). CIP: Jakob Spjut as vice-chair (current vice-chair Cindy Shirshac as chair per bylaws).  |  |

Respectfully Submitted,

Jakob Spjut