



QVCC Memorandum

From: Brian Kaufman, Academic Senate President & Executive Board Chair
To: President Carlee Drummer
Subject: Academic Senate Executive Board – End of Year Report 2014-2015
Date: 26 June 2015

SUMMARY:

Executive Board (EB) met in-person or online five times during the 2014-15 academic calendar year, reviewed program, courses, and policy changes forwarded by the Curriculum, Instruction, and Policy Committee (CIP), and reviewed and proposed amended Senate bylaws changes. The Board disbanded permanently following the 30 March 2015 Academic Senate meeting as a result of bylaws changes that eliminated the Senate's Executive Board.

Members: Brian Kaufman (EB chair); Bill Army (Vice chair), Joachim Bullacher (Recording Secretary), Sharon Moore, Anita Sherman, and Brian Lynch.

To follow up on this last year, the 2015-2016, CIP and Senate leadership should consider the following:

1. **Transfer and Articulation Policy (TAP) Core Courses:** Further work will be needed to develop a list of courses for transfer articulation. This is an ongoing process. CIP and the Senate might consider a more regular and systematic approach is needed to more completely identify TAP Core Courses, and implement regular assessment in those courses (including those taught by adjunct instructors). This work will also help fulfill academic goals on assessment to report to NEASC for accreditation.
2. **Transform CSCU 2020:** Although the current work of Transform has been delegated to the community college presidents, and to their teams, CIP and the Senate will need to play an active role in developing action plans and goals to fulfill initiatives identified by QVCC's Strategic Planning committee.

3. **College Council:** Consider if Senate participation in the college council is warranted and assist that group's leadership in establishing greater shared governance at QVCC. This work could create a more effective information sharing and collaborative process connecting Administration, the Council, CIP, and the Academic Senate.
 4. **Program Development & Policy Tracking Charts:** Consider reviewing tracking processes and archiving procedures for recording agendas, minutes, reports, policies, and approved course revisions and changes.
 5. **Dual Enrollment & Partnerships:** Consider whether the current curriculum and organization of all QVCC partnership programs are appropriately monitored and administered. Develop greater CIP and Academic Senate oversight in this area.
 6. **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.
-

DETAILED REVIEW OF MEETINGS:

September 2014:

EB reviewed curriculum and policy proposals from CIP:

Manufacturing Program Course Revisions (Jakob Spjut)

MFG 125 – Blueprint Reading II

MFG 254 – Manufacturing Machinery: Lathe II

MFG 255 – Manufacturing Machinery: Milling II

MFG 256 – Manufacturing Machinery: CNC II

These courses currently have “Completion of the Machine Technology Level I Certificate” as a prerequisite. Since this certificate has been discontinued the proposal asked for removal of this certificate from the list of course prerequisites. All other prerequisites for above courses will remain in place. Sharon Moore moved to approve; proposals were approved unanimously.)

Phlebotomy Certificate Revision (Cheri Goretti)

This revision replaces COM 171 – Fundamentals of Human Communication with HLT 170 – Medical Law and Ethics for the Health Care Professional. Due to the TAP framework COM 171 will no longer be offered at QVCC and HLT 170 is a more useful alternative. Joachim moved to approve; the proposal was approved unanimously.

Patient Care Technician Certificate Revision (Cheri Goretti)

This revision replaces COM 171 – Fundamentals of Human Communication with HLT 170 – Medical Law and Ethics for the Health Care Professional. Due to the TAP framework COM 171 will no longer be offered at QVCC and HLT 170 is a more useful

alternative. In addition BOT 111 – Keyboarding for Information Processing I will be replaced by CSA 105 – Introduction to Software Applications. Sharon moved to approve; the proposal was approved unanimously.

Fine Arts Programs Revisions (Annie Jolie)

These revisions encompass the following changes:

- Change the name of the department and the degree from Fine Arts to Visual Arts.
- Reduce the number of credits from 66 to 60.
- Eliminate the current three options (Fine Arts, Graphic Arts, and Photography) and consolidate them into one degree and one certificate in Visual Arts.
- Add 3-D design and eliminate Color Theory to be in-line with required foundation courses at most 4-year institutions.
- Eliminate “No Art, DGA, or GRA courses for ART Majors” within the six credit required humanities electives.

Joachim moved to approve; the proposal was approved unanimously.

TAP Biology (Melissa Phillion)

The state-wide TAP Biology committee developed a core pathway for students to study biology which was adopted by the four state universities. At QVCC the biology pathway will be under the LAS umbrella since very few students seek degrees in biology. This pathway has been sent to CIP and EB for approval upon the request of the Academic Dean. Sharon moved to approve; proposals were approved unanimously.

October 2014:

The October 13th EB meeting lacked a quorum. In an follow-up email the chair asked the committee members to vote electronically on the following item(s):

Human Services Program Changes (Heath Hightower)

- A higher level of math (MAT 146 *Math for the Liberal Arts*) is proposed, offering a students increased value over current requirement.
- HSE 108 *Human Service Worker*, is being replaced with HSE 243 *Human Services Skills and Methods*, providing greater focus on casework and case management, and it transfers as a 200-level elective.
- HSE 281 *Field Work I* will privilege classroom activities over internship hours for transfer purposes.
- New Course: HSE 243 - Human Services Skills and Methods. An already existing course is being adopted as part of the programmatic overhaul.
- New Course: HSE 141 - Addiction and Mental Illness in Behavioral Health Care. An already existing course is being adopted as part of the programmatic overhaul.

These proposals were then approved by EB electronically with one abstention.

November 2014:

Transform CSCU 2020: The Chair reported having previously emailed a link to the 29 roadmaps to the members of the academic affairs division and asked that everyone in the division reviews at least one of these roadmaps.

Division Governance: EB discussed centered the pros and cons of keeping the current governance structure (CIP, EB, Academic Senate) or streamlining the governance process by eliminating EB and thus giving the Academic Senate a greater voice in the decision making process. The chair followed up with an email to the members of the academic division asking for input about a possible reorganization.

December 2014

Following a CIP meeting on Monday, 12/1/14, the EB Chair asked the Executive Board members to consider the items listed below through an email conversation since the next EB scheduled meeting time (on 12/8/14) was reserved for Senate business regarding Transform CSCU 2020, in order to meet a request from BOR President Dr. Gray.

Basic Skill Assessments Policy Wording Change (Jo-Ann Black)

A change in the BSA policy to prevent students from retaking the Basic Skills Assessment repeatedly to get a better score. *In the policy under the heading: **Policy on Re-Administration of Basic Skills Assessments (Retesting Policy)**, Item #5, which reads: The Dean of Learning and Student Development requests the student be reassessed in one or more subject areas. will be changed to read: The Dean of Student Services or the Dean of Academics requests the student be reassessed in one or more subject areas. Sharon Moore requested that the language above noting *Dean of Academics* be changed to *Dean of Academic Affairs* – and was voted on with that amended language. Policy change proposal passed unanimously.*

Computer Networking revised degree (Chris Parden)

The following changes were requested: COM171 is no longer offered and is being removed as an option. COM173 will be used instead (it was already an option). In addition, CST192 was not needed as the skills are duplicated in other courses. Change brings the number of credits in the degree down to 63. Degree program change proposal passed unanimously.

Senior Network Specialist Revised Certificate (Chris Parden)

Similar changes to those made for Computer Networking (noted above) were implemented in a certificate related to the Computer Networking Degree. Certificate program change proposal passed unanimously.

Calculator Policy added (Denise Walsh)

The adopted policy reads as follows: The mathematics department supports appropriate and effective use of calculators as one of many learning technologies; however, calculators are not to be used in developmental mathematics courses. The primary reason for not allowing calculators is that students need to develop basic skills and dependence on calculators can delay or interfere with the retention and understanding of fundamental

concepts. The use of calculators in developmental mathematics courses negatively impacts students' ability to succeed in college level classes requiring mathematical reasoning and ultimately does not help students achieve their academic goals. Policy change proposal passed unanimously.

MFG 278 Rapid Prototyping revision (Jakob Spjut)

Pre-requisite changed to allow CAD220. Either CAD271 or CAD220 are required (not both). Pre-requisite change proposal passed unanimously.

Program Development Chart: Some subtle corrections for consistency were made to the proposed chart during the meeting. Resolved: If and when the Executive Board becomes the Board of the Academic Senate, this will be the program development tracking chart.

February 2015:

Because there was no quorum of members based on the current bylaws, and because the Executive Board has not been able to formally meet or has not been able to muster a quorum since October 2014, the chair, after discussing the need for EB to carry on business, called an Emergency Session into order. Any further actions taken during the emergency meeting, as noted by the chair, would be subject to review and approval by EB at and the Academic Senate meeting.

Bylaws Change: EB Chair called for an addendum to the current bylaws which would allow EB to convene electronically through Commnet email or some other digital platform to discuss and vote on pressing issues during times when a quorum could not be reached. Approved unanimously.

March 2015:

The EB Chair requested Executive Board Members vote on endorsing the Revised Bylaws endorsed by CIP on 3/2/2015, so the document could be sent to the Academic Senate membership before the upcoming Senate meeting scheduled for Monday, March 30, 2015. Two other items were included for the review.

Academic Senate Bylaws revision (Brian Kaufman)

As part of the regular review of Academic Senate Bylaws, some significant changes are proposed. This included dissolution of the Executive Board, allowing voting via email officially in the bylaws, and renaming the executive leader of the Senate to the President of the Senate. This fits better with the needs of the institution and the increased demands on the leader of the Senate. These changes have no effect on the Curriculum, Instruction, and Policy Committee (CIP) and how it considers programs, courses, and policies. Brian Lynch motioned to approve; approved unanimously 5-0.

Distance Learning (Melissa Philion)

QVCC has grown online without having a formal plan in place, which is a problem for NEASC, which expects an organized approach to establishing and improving instruction (see *Guidelines for the Evaluation of Distance Education [Online Learning]*). To help, the two documents reviewed by CIP were deemed appropriate to give instructors resources to use in establishing and improving online coursework. The documents submitted: *Distance Education Course Design: Guidelines for Student Success* and *Online/Hybrid Course Observations: Guidelines and Training for Evaluators*. The guidelines for evaluators are not intended to be punitive, but rather to give tools to department chairs and others who are required to evaluate instructors who teach online. Brian Lynch motioned to approve; approved unanimously 5-0.

HLT 103 Investigations in Health Careers Revised Course (Cheri Goretti)

Brian Lynch motioned to approve; approved unanimously 5-0.