



Academic Affairs Committee Minutes
Tuesday, November 18, 2014, 2:00-4:00 pm, SC213

Attendees: D. Felisberto, S. Warees, P. Willett, C. Cohen, D. Tanner, K. Holmes, A. Fishbone, G. Young, S. Weber, J. Ronsivalli

Guest: Amy Callahan, Perry Lara

1. Review of minutes from 11-4-14 meeting - accepted
2. Proposals for initial review –

2:10 pm. Amy Callahan

| Proposal | Type | Course # | Course/Program Name | Implement | Acpt Implem | Explanation | Proposer | status |
|----------|------|----------|--------------------------------------|-----------|-------------|---------------------|-------------------------|---|
| 1415-025 | | INT101 | Internship Education I | Fall 2015 | | New Course | A. Callahan | Proposal withdrawn. Amy was made aware of some of the implications of this name and number change. She will bring this information back to her committee. |
| 1415-032 | IA | COP101 | Cooperative Education I inactivation | Fall 2015 | | Course inactivation | A. Callahan | Proposal withdrawn. Same as above |
| 1415-033 | | ESL062 | ESL Intermediate Writing w/Grammar | Fall 2015 | | Course revision | A. Thomas/ J. Rogers | Approved |

3:00 pm. Perry Lara – preliminary review of proposed procedure that would allow high school students with articulated credit in a particular course to pay half price to enroll in the same course at the college level.

All committee members present at the meeting agree in theory with the proposal to offer a lower cost to these students, however several concerns were identified regarding the proposed process for implementation. These concerns, summarized below primarily address suggested procedures that appear to be in conflict with MCCC contract.

“In the case of an adjunct professor developing the course materials, a full-time professor in the content area will vet it”

- Any review of course materials should be conducted by an Assistant Dean/Dean not another faculty member.

“The professor administering the course final exam/projects/ coursework will be paid the same as if this student was taking a directed study class. The faculty member developing the course materials will receive a stipend of \$100 per instrument, not more than \$500 per course. These materials should stay in the bank for a year, and then new materials should be created”

- Compensation for faculty as a directed studies makes sense, but additional payment for the development of course materials could be a problem. Faculty are not compensated separately for the development of specific course materials for other classes with the exception of newly developed online course in accordance with the Distance Ed Agreement.
- A different section of the course should be created as a directed study so that students enrolled in the same section of a class are not being charged different fees.
- The use of a bank of materials developed by one individual and used by another will potentially result in proprietary concerns by some faculty and the MCCC.

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|----------|------|----------|----------------------|-----------|-------------|-----------------|-----------|---|
| 1415-034 | | ART121 | Intro to Photography | Fall 2015 | | Course revision | P. Kidney | Approved pending transfer information |
| 1415-035 | | ART140 | Computer Graphics | Fall 2015 | | Course revision | P. Kidney | Questions on terminology invite to next meeting |
| 1415-036 | | ART211 | Illustration | Fall 2015 | | Course revision | P. Kidney | Same as above |
| 1415-037 | | ART220 | Visual Communication | Fall 2015 | | Course revision | P. Kidney | Same as above |

Adjourned: 4:00 PM