

**Academic Affairs Committee Minutes**

**Tuesday, Feb. 11, 2014 2:00-4:00 pm, SC213**

***Attendees:*** R. Lizotte, J. Ronsivalli, D. Felisberto, P. Willett, D. Naudzunas, C. Cohen, S. Joubert, A. Fishbone, S. Wares, G. Young, M. Farrell, C. Rowse

***Guests:***  M. Beaudry, P. Flynn, W. Heineman

***Recorder:***  J. Bailey

1. Review of Minutes – 12-3-13 – Accepted, 4 abstentions from members who were not present at 12/3 meeting.
2. Core Academic Skills committee intensive course approvals: **Committee approved these three intensive courses.**

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| --- | --- | --- | --- |
| ***Faculty***  | ***Course Number*** | ***Course Name*** | ***Skill*** |
| S. Joubert | CRJ201 | Critical Incident Response | Public Presentation |
| S. Adams | CLS201 | Intro to Clinical Lab Science | Information Literacy |
| S. Sanders | THE113 | Directing | Public Presentation |

* CAS committee would like to put a statement in various places on the website regarding Core Academic Skills. Ellen will be asked to submit the statement to the Academic Affairs committee for review and list the proposed places that the statement will go.
1. New Proposals for initial review

| **Proposal** | **Type** | **Course #** | **Course/Program Name** | **Implement** | **Acpt Implem** | **Explanation** | **Proposer** | **status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1314-052 | ST | BHS200 | Basic Research Methods for the Behavioral Sciences | Fall 2014 | Spring 2015 | Special topics | M. Beaudry | This class will run with a PSY prefix. Mark will provide transfer email approvals from UML. The creation of a new course prefix should be worked out with Sue Shain. |
| 1314-053 |  | DAN201 | Dance Production | Spring 2015 |  | course revision | M. Deane | The committee has questions about this proposal. Michelle will be invited to the meeting on 3/11. |
| 1314-054 |  | DAN203 | Dance Pedagogy | Spring 2015 |  | course revision | M. Deane | The committee has questions about this proposal. Michelle will be invited to the meeting on 3/11 |
| 1314-055 | ST | ASL110 | ASL at Work | Fall 2014 |  | Special topics, 1st run | L. Aubry | The committee has questions about this proposal. Luce will be invited to the meeting on 3/11 |
| 1314-056 |  |  | Engineering Science - Technology Option-NEW option | Spring 2015 |  | New program option | P. Chanley | Moved to 2/25 agenda |
| 1314-057 |  | MAT240 | Calculus 1A | Spring 2015 |  | New course | Maagoul/Chanley | Moved to 2/25 agenda |
| 1314-058 |  | MAT241 | Calculus 1B | Spring 2015 |  | New course | Maagoul/Chanley | Moved to 2/25 agenda |
| 1314-059 |  | MAT242 | Calculus 2A | Spring 2015 |  | New course | Maagoul/Chanley | Moved to 2/25 agenda |
| 1314-060 |  | MAT243 | Calculus 2B | Spring 2015 |  | New course | Maagoul/Chanley | Moved to 2/25 agenda |
| 1314-061 | ST | MAT095 | Math Fusion | Fall 2014 |  | Special Topics | AMP Team | The committee has questions about co-reqs. Invite AMP team to 2/25 meeting. |
| 1314-062 |  | HUS250 | Seminar in Human Services | Fall 2015 |  | Course revision | J. Gagliardi | Moved to 2/25 agenda |
| 1314-063 | ST | HIS243 | Contemporary Hispanic Caribbean | Fall 2014 |  | Special topics 2nd run | L. Domenech | Moved to 2/25 agenda |

1314-064 ST WRT090 Writing Fusion Spring 2014? Special Topics 3rd ALP Team This course should be run as a regular

 Run course. Moved to 3/11 agenda

4. **3:00 Bill Heineman** – Academic Affairs Activities, Curriculum and Policy Update.

**Mass Community Colleges Common Transfer Policy** – Bill presented a common transfer policy that community colleges are working on. The purpose is to ease and clarify the process of transferring credit from one college to another. Grace Young had made a few comments (minimum grades and time limits – especially in Health programs, and alternative sources of credit). Bill said he wants the committee to be aware of the policy and asked if they would like to approve it now or hold off until it is finalized, the latter may require a “quick vote”. The committee decided to wait until the policy is finalized and will be prepared for a quick vote if necessary.

**Definition of a Credit Hour** – Bill provided the Federal language and a couple of community college’s adaptations of the definition of a credit hour. The committee liked the simplified version from Quinsigamond. The labs and clinical ratios would need to be figured out and the wording would need to cover classes, labs and clinicals. Bill said he would like to see this documented and displayed by Fall 2014.

**Documenting Attendance in Distance Education Courses –** The federal government says that “in a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student”. MCCC likes “it’s up to you, but a student can’t just be logging in and out”. Once this policy is created, where should it go? Some suggestions were to include this policy with the NP policy and on the Distance Ed. policy page.

**Investigating/considering feasibility of ideas for programs** – Bill asked the committee what they thought of the possibility of creating a group that could investigate feasibility of ideas for academic programs in disciplines or fields that the college currently does not have faculty or staff expertise. The group would explore the following: Are there jobs? Is it college level or non-credit? What is the cost? The group would decide if the idea is worth getting involved in and could possibly bring in some missing opportunities. The committee agreed that this is a good idea.

**Learning Outcomes –** TheNEASC reapplication is now asking about learning outcomes. What are our students learning and how do we know? Pat said that learning outcomes are part of our proposal form. Bill suggested creating a document and seeing what it looks like, then putting it on the website if the department is in agreement. He said that if we went forward with this idea, it would have nothing to do with the committee, and that it would go through the divisions.

**Adjourned 4:05**

C: W. Heineman