



# Instructional Affairs Council Meeting

**4/30/2021 8:30 PM - 9:30 PM**

*Friday, April 30, 2021 | 1:30 pm*

## Location

<https://zoom.us/j/5103991188>

## Participants

Samantha Latham (*Organizer*), Angela Dortch, Audrie McCann, Brian A. Hale, Calvin Cooper, Carla Townsend, Carolyn Wiley, Cathy Wilburn, Dan Smith, Denise Willis, Don Jones, Dwayne Casey, Ginger Robbins, Jared Brownlee, Jay Lowrey (*Absent*), Jeff Horton, Katie Broadway, Keith Reed, Leslie Legendre, Lori Philley, Matthew Domas, Melissa Wright, Michael Heindl, Phillip Correro, Sarah Holt, Stacy W. Taylor, Stephanie Mullins, Tonyalle Rush

## 1. Call to Order/Agenda Review

*Dr. Matthew Domas*

Meeting began at 1:32pm.

Dr. Mullins added discussion about ACT Super Scores. Dr. Domas stated that it would be added as 4.1 under "Other Business"

## Decisions

- Dr. Don Jones motions to approve the agenda with Dr. Mullin's addition. Second, Mr. Dwayne Casey. Motion passes.

### 1.1. Approval of Minutes

Carla Townsend mentioned an issue with an incorrect date typed on the previous meeting minutes. Currently the sentence on page 3 reads as, "Dr. Domas agrees with the approval for FA 2021 and add to the schedule/bulletin for FA 2022." The FA2021 stated first in the above sentence should read **FA2022**.

## Decisions

- Dr. Wiley motioned to approve the minutes with the one amendment. Second, Mrs. Stacy Taylor. Motion passes.

## Attachments

[IAC Meeting Minutes.pdf](#)

## 2. Academic Instruction

*Dr. Carolyn Wiley*

### 2.1. LLS Course Changes

*LLS 1411 Title change and course description change, requirements change*

*LLS 1423 Course description change, requirements change*

Dr. Wiley began with the need to change the LLS1411 title from "improvement" to "enhancement" as it has been updated in the uniform course numbering system. The course description has also been updated as shown on the IAC Approval form. Also, Dr. Wiley would like to remove the old wording about students on academic probation being restricted to 13 hours, since that is less than full time. This must also be changed in the bulletin.

The LLS1423 course has an updated description in the uniform course numbering system. There will no longer be three developmental courses, it will only have English and Math. We need to remove the requirement stating that a student must take this course if they are in three developmental courses.

## Decisions

- LLS1411- Dr. Wiley motioned to approve the changes. Second, Mr. Dwayne Casey. Motion passes.
- LLS1423- Dr. Wiley motioned. Second, Mrs. Denise Willis. Motion passes.

## Attachments

[LLS1423 College Study Skills.pdf](#), [LLS 1411 ENHANCEMENT OF STUDY.pdf](#)

### 2.2. LEA 1811/LEA 1821 Course description change

*The course descriptions have changed for these courses. We need to make these updates.*

The will be a description update to match what is in course numbering system.

## Decisions

- Dr. Wiley motioned. Second, Dr. Wright. Motion passes.

## Attachments

[LEA 1811.pdf](#), [LEA 1821.pdf](#)

### **2.3. ART 2821 Exhibition IV**

*We would like to offer this class a means of students preparing their professional portfolios*

Dr. Wiley stated that the Art pathways are being revised. Mr. House is beginning work on a course over the next year to take to the state board for inclusion in the uniform course numbering system that would replace this one. The art pathways have an extreme amount of hours(66-68 hours) when only 60 transfer. She is asking to allow students to take this 4th level course without taking the first 3 levels courses. This will reduce the hours taken while still allowing the student to learn the necessities in portfolio building in their final semester. Mr. House will be creating a specific class for "portfolio creation", which will be brought to IAC later to go in effect for 2022. This addition will add an addition to the UNCS so Domas will bring to AOA in October 2021 for start of class FA2022.

## Decisions

- Dr. Wiley motioned. Second, Dr. Mullins. Motion passes.

## Attachments

[ART 2821 Exhibition Class IV.pdf](#)

### **2.4. Honors Institute Manual**

*The recommended manual was emailed Monday. It will need to go to Student Services council as well before Executive Council.*

Dr. Wiley and Denise Willis spoke about how this policy manual needs to be brought to Student Services Council so Honors Institute can begin this fall2021. Possible updates were spoken about with way to show that the students are in Honors Institute(chords,tassels), but it is suggested that the graduation committee step in to make those decisions.

## Decisions

- Dr. Wiley motioned to approve the policy manual be sent to Student Services council for adjustments before it is brought back for the instructional area to be approved. Second, Mrs. Angela Dortch. Motion passes.

## Attachments

[NWCC Honors Institute Policy Manual 12\\_10\\_2020 cwiley edits.docx](#)

### 2.5. Program Assessment Report 2020

*Providing the IAC with the report from the Program Review*

General college, Cosmo, and Early Childhood Education were put through a program review in Nov. 2020. There were good outcomes for all three programs. We found that there was more student success in cohorts, like in Cosmo and Early Childhood Ed. than in Academics. Dr. Wiley wants to find ways to model that in academics. Also, discussion was made to maybe redefine and reassess the program outcomes/benchmarks that were reviewed. This data gives better feedback to show areas of improvement.

Dr. Domas stated that ATD will help improve NWCC greatly. Not just for students but for the institution as a whole.

## Decisions

- Informational only.

## Attachments

[Program Assessment Report 2020.pdf](#)

### 2.6. Policy Manual Items 611-615

611- For (1.) add NOT for, "Academic Freedom does NOT prohibit the college..."

For (3.) change, "Director of Human services" to "Human **Resources**".

Dr. Domas stated, this is an attempt to clarify the academic freedom that instructors have. These procedures are changeable, so moving forward these may be updated if necessary.

Carla Townsend asked, "Will the interpretation of how the course is set up be left up to instructors?"

Dr. Wiley confirmed yes, this will be left up to the instructor of their own course.

612- Denise Willis suggested to add "review annually" on the #4. procedure. It should read, "Advisors should **review these annually** to stay up to date on articulation agreements.." Dr. Wiley will also add a link for the advising guidelines.

613- This is review for the course materials selection. The old manual had "course textbook selection." The new policies were brought before the board to change the wording to "course

material" because classes wont always have textbooks.

614-as written

615- Dr. Willey wants to amend #3. to say "Learning outcomes, as set forth in the course syllabus should be assessed through quizzes or exams, in the course."

Dr. Keith Reed asked if passing the final exam determines if the student passes the course? Are we enforcing that? Dr. Wiley answered with no. That is stated in the bulletin, but has not been enforced.

Denise Willis brought forth discussion of exemption for testing. If student does not take the final exam, are they to be given an F? The policy states "no excused", can we get some clarification please?

Dr.Wiley added #7. Students should be not be exempt from taking their final. They must take and pass the exam before moving forward in their courses.

Dr. Domas suggested to TABLE 615 for now, but bring in Carla Townsend, Phyllis Johnson, Calvin Cooper, and Stacy Taylor to review again and answer all questions to make updates.

## Decisions

- 611- Dr. Wiley motioned. Second, Dr. Don Jones. (with amendments) Motion passes.
- 612- Dr. Wiley motioned. Second, Denise Willis. (with amendments) Motion passes.
- 613- Dr. Wiley motioned. Second, Stacy Taylor. Motion passes.
- 614- Dr. Wiley motioned. Second, Katie Broadway. Motion passes.
- 615-TABLED, no motion.

## Attachments

[Policy Manual 611 copy.docx](#), [Policy Manual 612.docx](#), [Policy Manual 613 Draft.docx](#), [Policy Manual 614.docx](#), [Policy Manual 615-revision-SP 2021.docx](#)

## 3. Career-Technical Education

*Mr. Dwayne Casey*

### 3.1. Policy Manual Items 616-620

616- N =Audit. This needs to be updated from N to an AU for the audit option. Dr. Domas will take

this to EC for their decision with regards to the policy component. Also, change where it says "Academic Calendar" to say "Instructional Calendar"

617- Update the word "should" to "may" so it reads "Backup copies may be maintained for security purposes by the faculty members. Dr. Wiley amends "grades must be kept on canvas" to be "grades must be kept and appropriately weighted consistent with the instructors course outline in Canvas" so they are clearly posted for students.

618- Mr. Casey added the sentence under procedures: "See the latest edition of the NWCC Bulletin for the applicable procedures."

619 & 620- are amended same as 618

## Decisions

- Dr. Domas motioned. Second, Angela Dortch. Motion passes.
- Mr. Dwayne Casey motions as amended by Dr. Wiley. Second, Dr. Don Jones. Motion passes.
- Mr. Casey motions to approve 618-619-620 together. Second, Dr. Wiley. Motions pass.

## Attachments

[Policy Manual 616.docx](#), [Policy Manual 617.docx](#), [Policy Manual 618.docx](#), [Policy Manual 619.docx](#), [Policy Manual 620.docx](#)

## 4. Other Business

### 4.1. ACT Superscores

*Dr. Domas, Informational*

Superscores for the ACT are the combined scores of all tests that a student takes. The top scores from each test are then combined to form a composite score. The instructional leaders/deans need to review with their faculty members and see what their thoughts are before discussing further in IAC. We need consistency in all programs when it comes to using/accepting ACT superscores.

Informational: Dr. Robbins stated that at this time, we are not using superscores for scholarships. Stacy Taylor asked if there would be a program we use to calculate the superscores for everyone? Brian Hale answered yes, there is an internal calculator we can use.

## **5. Announcements**

*Dr. Matthew Domas*

Teacher Appreciation week is next week.

For Senatobia we are giving out meal vouchers for one meal in the cafeteria.

Dr. Keith Reed is catering lunch for his instructors for Desoto and Dr. Don Jones will be catering lunch for Oxford.

## **6. Adjournment**

*Dr. Matthew Domas*

Meeting Adjourned at 2:50pm