



# Instructional Affairs Council Meeting

**4/23/2021 1:30 PM - 2:30 PM**

*April 23, 2021 | 1:30pm, via ZOOM*

## 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 (*Absent*), Dan Smith (*Absent*), David J. Kuchta, Denise Willis, Don Jones, Dwayne Casey, Ginger Robbins, Jared Brownlee, Jay Lowrey (*Absent*), Jeff Horton (*Absent*), Katie Broadway, Keith Reed, Leslie Legendre (*Absent*), Lori Phillee, Matthew Domas, Melissa Wright, Michael Heindl (*Absent*), Phillip Correro, Phyllis Johnson, Sarah Holt, Stacy W. Taylor, Stephanie Mullins (*Absent*), Tonyalle Rush

## 1. Call to Order/Agenda Review

*Dr. Matthew Domas*

Meeting began @ 1:34pm.

Honors College Policy Manual will be added to this agenda as item 3.6.

Angela Dortch stated there is inconsistency with the coding on a policy item in Campus Key and the Bulletin. One has AU and the other has N. Difference in bulletin and transcript, needs to be discussed & changed. Dr. Domas will meet with Dr. Heindl to discuss the issue first.

## Decisions

- Katie Broadway motioned, Denise Willis second. Motion passed

## 2. Approval of Minutes

No changes to the previous meeting minutes.

## Decisions

- Dr. Wiley motioned to approve minutes with no opposition. Second, Dr. Jones. Motion Passed.

## Attachments

[IAC Minutes.docx](#)

## 3. Academics

*Dr. Carolyn Wiley*

### 3.1. Changing CSC labs to 1 hour

CSC lab & lecture approval to change from 4 (lecture hours) & 0 (lab hours) to 3 (lecture hours) & 1 (lab hour). The student were only getting one grade and the courses were not sent into the audit or put on the audit file. This change will have the student being graded in the manner that the course is actually being run. We will be able to transcript this properly. This also helps students be able to drop lab and keep lecture if needed.

## Decisions

- Dr. Wiley motioned. Mrs. Stacy Taylor, second. Motion passes.

## Attachments

[Instructional Affairs Committee Approval Form\\_CSC2130.pdf](#), [Instructional Affairs Committee Approval Form\\_CSC2134.pdf](#), [Instructional Affairs Committee Approval Form\\_CSC2140.pdf](#), [Instructional Affairs Committee Approval Form\\_CSC2144.pdf](#), [Instructional Affairs Committee Approval Form\\_CSC2844.pdf](#), [Instructional Affairs Committee Approval Form\\_CSC2840.pdf](#)

### 3.2. Biochemistry Course

Addition of a new Fundamentals of Biochemistry lecture & lab course. Dr. Domas will bring the items to the Academic Officers to include/approve in the course numbering system. Dr. Wiley has the effective date listed for SP2022 to give time for full approval within AO.

Sarah Holt asked If transferred as an elective, what kind would it be? biology, chemistry, etc. Dr. Wiley stated that it would be transferred as a BIO. This would not be a majors course so it would not be an elective for either. Option would be to leave it as a general college elective that can be taken.

Dr. Domas stated that the main concern is that the prefixes are scattered CHE, BIO, BCH. If the course is added as a BIO, then problems could arise later for students transferring. The academics officers may state that this is not compatible.

If approved in IAC, there is work to do to answer the question of compatability .

Phillip Correro did not think it should be a required course for any major. It should be only an elective. I took it at ole miss as a chemistry elective, but it was not forced.

Dr. Wiley motions to send this item with Domas to Academic Officers, but it has to have statements from institutions saying they accept the course for transfers. Dr. Wiley, updates the effective date to FA2022 for approval. Dr. Domas agrees with approval for FA2021 and add to the schedule/Bulletin for FA2022.

### Decisions

- Dr. Wiley motions to approve. Mr. Phillip Correro, second. Motion passes.

### Attachments

[Fundamentals of Biochemistry Lab.pdf](#), [Fundamentals of Biochemistry Leture.pdf](#)

### 3.3. Remove REA from Bulletin

This action would remove the REA course from current or future offerings, but would not affect our ability for it to count as a General College elective for students who have already taken it.

### Decisions

- Dr. Wiley motioned. Mrs. Stacy Taylor, second. Motion passes.

### Attachments

[REA 1213 Deletion.pdf](#), [REA 1223 Deletion.pdf](#)

### 3.4. Change pre-requistes for BAD 2323

*Remove the College Algebra requirement and make it only Intermediate Algebra or MATH ACT of 19 or higher. This would make it match the other Statistics courses' pre-requistes.*

Change prereqs from college algebra to intermediate algebra to match with others, MAT2323 & PSY2323. Dr. Domas asked if it consistent with other community colleges? Yes it is.

## Decisions

- Dr. Wiley motioned. Mrs. Denise Willis, second. Motion passes.

## Attachments

[BAD 2323 prerequisite change.pdf](#)

### **3.5. Course Type Definitions**

The adoption of definitions by IAC or NWCC in general, to start defining the types of courses we offer. Sign up for specific modality at the beginning of course for HyFlex.

These definitions will clarify things for students while considering which courses to take.

Dr. Robbins asked where does this go in the bulletin? Where can it be shown?

Mrs. Stacy Taylor stated that the BIO medical class, students are confused because the course did not show as fully online and it had to be notated later. She suggested finding a way to add it in campus key under where courses are offered. Mr. Brian Hale tested this by adding the different modalities under the remarks section for each course and it did transfer to the schedule as well.

Mrs. Denise Willis asked how set up for the HyFlex modality would occur since most everyone does not already have access. Dr. Wiley stated that Cares Act money is requested to have the set up completed.

Dr. Domas asked should we wait to add it to the bulletin if it isnt offered? Yes.

## Decisions

- Dr. Wiley, motioned to approve the adoption of these definitions. Mrs. Phyllis Johnson, second. Motion passes.

## Attachments

[Online CourseType Definitions.docx](#)

### **3.6. Honors Institute Policy Manual**

*InformativeOnly*

This policy manual is a 40 page document that will be emailed out to all IAC members on Monday, April 26th. Have everyone review and make notes to discuss at the next meeting.

## **4. Career-Technical Education**

*Mr. Dwayne Casey*

### **4.1. LET 2653 Course Number Change**

The course was Law office management, a technical elective. It remained until a curriculum update that changed the course number, but not the description .

Looking for approval to change the course from LET2623 to LET2653 to keep consistency with other insitutions/MCCB.

#### Decisions

- Dr. Domas motioned. Mr. Calvin Cooper, second. Motion passes.

#### Attachments

[LET 2653- Change Number.pdf](#)

## **5. School of Health Sciences**

*Dr. Matthew Domas for Dr. Stephanie Mullins*

### **5.1. Paramedic: New Certificate Option**

Currently the only option available is a mandatory assoc. degree in this program, but we are asking for approval to add a 1yr certificate option starting in FA2021. Denise Willis asked, will this be the same cohort or separate classes for each option? Mr. Kuchta stated, this will be the same cohort.

#### Decisions

- Mr. David Kuchta motioned. Carla Townsend, second. Motion passes.

#### Attachments

[New Certificate Opt.pdf](#)

### **5.2. EMS 1118: Course Addition**

1117-1118 were options at MS college board. We chose 1118, an eight hour course. Other school have gone with the 1117 option so they may divide the course into mini terms. We have a much higher success rate in the state with the 1118 option.

Dr. Domas reminded everyone that MCCB allows us to go up or down an hour without prior approval.

## Decisions

- Mr. David Kuchta motioned. Mrs. Katie Broadway, second. Motion passes.

## Attachments

[EMS1118 Addition.pdf](#)

## 6. Other Business

Policy manual inconsistency between bulletin and course transcript. Domas will meet with Heindl and then meet with Dortch, Wiley, & Hale to see what changes can be made to help students and the registrar's office the best.

## 7. Announcements

*Dr. Matthew Domas*

The next IAC meeting will be April 30th. High priority is to discuss Policy manual items given to AVPs.

Dr. Domas reported that another productive ATD meeting was held. Members met from 8-12pm today which provided data, equity gaps(causes/details),organizational components, campus environment, student options. There is lots of work ahead. Faculty/Staff will become involved more and more with how we impact students.

## 8. Adjournment

*Dr. Matthew Domas*

Meeting adjourned, 2:37pm