



Instructional Affairs Council Meeting

Friday, October 16, 2020

1:00 PM

Virtual via Zoom

Ex-Officio Members:

Dr. Michael Heindl*
Mr. Jeff Horton*
Dr. Tonyalle Rush*
Mr. Dan Smith*

Council Members:

Katie Broadway
Jared Brownlee
Dwayne Casey
Calvin Cooper
Philip Correro
Dr. Matthew Domas, Chair
Angela Dortch
Sarah Holt

Phyllis Johnson
Dr. Don Jones
Jay Lowrey
Audrie McCann
Shelley Miller
Dr. Stephanie Mullins
Lori Philley

Dr. Keith Reed
Stacy Taylor
Carla Townsend
Cathy Wilburn*
Dr. Carolyn Wiley
Denise Willis
Dr. Melissa Wright

Guests: Mr. Brian Hale, Dr. Ginger Robbins

**Denotes absence*

I. Call to Order/Agenda Review

Dr. Matthew Domas called the meeting to order at 1:06 PM.

The agenda for this meeting has two changes: omission of topic C, Medical Office Technology under Division of Health Science by Dr. Stephanie Mullins, and omission of policy 605 within Submissions for Vote under Editorial Review Board by Dr. Carolyn Wiley. Dr. Matthew Domas approved the amended agenda.

II. Approval of Minutes

Dr. Matthew Domas made a motion to approve the minutes of the IAC meeting held September 25, 2020 with no amendments. The motion passed unanimously.

III. Editorial Review Board (Committee)

The Editorial Review Board (changed to Committee) consists of Dr. Carolyn Wiley, Dr. Stephanie Mullins, Ms. Cara Townsend, and Ms. Lori Philley. This committee reviews the instructional policy manual procedure changes submitted by the policy committees. Policy 602 is under review until December due to information needed from Human Resources.

Policy 603 had minor grammatical changes. Dr. Wiley shared the policy on the screen and made a motion to approve the changes; Mr. Casey seconded. Motion carried. Will be presented to Executive Council for approval.

Policy 606 was shared on-screen by Dr. Wiley with the noted changes. Wiley made a motion to accept the changes, seconded by Carla Townsend. Motion carried. Will be presented to Executive Council for approval.

Policy 609 was shared on-screen by Dr. Wiley with the noted changes. Wiley made a motion to accept the changes, seconded by Phyllis Johnson. Motion carried. Will be presented to Executive Council for approval.

IV. Instructional Policy Manual Procedures (601-610)

Policies 601, 602, and 604 are not ready to be presented to IAC.

Policy 610 was presented with changes by Dr. Keith Reed. After further review, it was suggested the language “professional staff” be removed due to the document referring to faculty only. Dr. Reed made a motion to accept the changes including the exclusion of “professional staff”; seconded by Dr. Don Jones. Motion carried. Moved to Editorial Review Committee for further review.

V. Division of Health Science

a) Pre-Nursing

Pre-Nursing students are identified as those seeking to obtain an Associate’s degree in nursing and have an ACT score of 18 or higher. These students will be advised by Associate Degree Nursing faculty members. Dr. Mullins made a motion to approve the new advising change for Pre-Nursing students; Dr. Wiley seconded. Motion approved.

b) Pre-Health Science Pathway

Pre-Health Science students are identified as those with an ACT score below 18 who are interested in the Associate’s Degree nursing and/or those who have not been accepted to a health science program. These students will be advised by academic faculty. Dr. Mullins made a motion to approve a change to the approach of advising these students with an advising pathway that has yet to be defined; Ms. Audrie McCann seconded. Motion approved.

VI. Academics

Ms. Denise Willis made a motion for the committee to approve LEA and HON courses for the upcoming Honors Program which requires students participate in Honors Seminars. These courses lay the groundwork for the program; Dr. Wiley seconded. Motion approved.

Ms. Willis will chair an ad hoc committee to work on a plan to start the beginnings and design of a NW Honors Program which will be across all disciplines. Dr. Wiley made a motion to approve the forming of an ad hoc committee; Ms. Katie Broadway seconded. Motion carried.

Dr. Wiley discussed a partnership with Chick-Fil-A for student internships within the Business Division. The internship will allow students to work on-site for 15 paid hours and 5 non-paid credit per week. Dr. Wiley made a motion to create a proposal for Business Pathway including a Chick-Fil-A partnership that will be ready for the Bulletin and courses in the Fall; Dr. Don Jones seconded. Motion passed.

Dr. Wiley made a motion to remove the language “and a Math ACT sub-score of 22 or higher OR completion of CHE 1313 with a “B” or higher. Recommended completion of at least two years high school algebra and one-year chemistry or college equivalent” from the requirements and description of CHE 1213, General Chemistry I Lecture. This is in accordance with other four-year MS institutions of higher learning; Dr. Reed seconded. Motion carried unanimously.

VII. Career-Technical Education

- a) Credit Hour Change related to the John Deere Program for the Spring semester. Ms. Katie Broadway made a motion to approve the hours change to above one hour, as directed from MCCB, for classes AMT 2911, 2912, 2814 and 1615; Dr. Stephanie Mullins seconded. Motion approved.

VIII. No questions

IX. Adjournment

Meeting adjourned at 2:26pm.