



Instructional Affairs Council Meeting

Friday, August 28, 2020

10:00AM

Virtual via Zoom

Ex-Officio Members:

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

Council Members:

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

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

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

**Denotes absence*

I. Welcome – Dr. Matthew Domas and President Michael Heindl

Dr. Matthew Domas welcomed the group and explained the purpose of the council is to provide clear communication between departments, and that the motions submitted in these meetings are recommended to Executive Council for final approval. President Heindl took the opportunity to expand on the importance of the council and how meaningful it is that those appointed agreed to serve.

Members were provided and accepted the opportunity to introduce themselves to the group. entertained a motion to approve the minutes from the February 7, 2020 meeting, which had been previously emailed to council members. Dr. Carolyn Wiley made a motion to approve the minutes, Ms. Phyllis Johnson seconded the motion. All approved and the motion carried.

Dr. Matthew Domas requested the agenda to be changed to reflect agenda item IV to become agenda item II, agenda item II to become III, and III to become IV. Mr. Dwayne Casey made a motion to approve the agenda item changes, and Dr. Stephanie Mullins seconded the motion. All approved and the motion carried.

II. Career-Technical Education/Workforce Solutions – Mr. Dwayne Casey

A. Diesel Equipment Technology Program (See summary for program course justifications.)

Mr. Dwayne Casey and Ms. Katie Broadway are working with other institutions on the standard curriculum for this program to be able to submit it to MCCB for approval. Target start date is August 2021 at the Concourse in Batesville once Executive Council, Board of Trustees, MCCB and SACSCOC approves. Mr. Dwayne Casey made a motion to approve the program, Mr. Jay Lowery seconded; motion carried.

III. School of Health Sciences – Dr. Stephanie Mullins

A. HCA 1132 Phlebotomy to replace HCA 1312 Home Health Aide

Dr. Stephanie Mullins proposed to replace HCA 1312 with HCA 1132 Phlebotomy. HCA 1132 Phlebotomy will provide greater training and certification which will allow the student to be able to seek additional opportunities. This has been approved by MCCB and will be taught at all three campuses beginning in the Spring of 2021. Dr. Mullins made a motion to approve, Stacy Taylor seconded the motion; motion carried.

B. Substantive Changes

- Removed from agenda

C. Additional Course Offerings (See summary for core requirement changes justification.)

- PSY1513 General Psychology
- BIO2511 Anatomy & Physiology I, Lab
- BIO2513 Anatomy & Physiology I, Lecture
- MAT1313 College Algebra
- EPY2533 Human Growth & Development
- BOT1613 Medical Office Terminology
- MFL2513 Medical Spanish
- BOT1643 Pathophysiology

Dr. Stephanie Mullins made a motion to allow the aforementioned courses in the Nursing Degree Plan for financial aid reasons to meet the requirements of full-time status with the exception of the BOT courses, which will not count as credit. Stacy Taylor seconded; motion carried.

IV. Academic Instruction – Dr. Carolyn Wiley

A. Fine Arts (See summary for course addition justification.)

- ART1453 Three-Dimensional Design

Dr. Carolyn Wiley made a motion to approve replacing Commercial Art I and II with Three-Dimensional Design (approved in UCNS), Dr. Melissa Wright seconded the motion; motion carried.

B. Business Division (See summary for course description justification.)

- BAD2323 Business Statistics
- BOA2613 Business Communications
- Other changes during Business Curriculum Alignment Meeting

Dr. Carolyn Wiley made a motion to approve the course descriptions of the above listed courses and to make the descriptions retroactive for the 2020-2021 Bulletin. Mr. Dwayne Casey seconded; motion carried.

C. Natural Sciences (See summary for course description justifications.)

- CHE1313 Principles of Chemistry I
- CHE1213 General Chemistry I

Dr. Carolyn Wiley made a motion to approve the course descriptions and requirements to enter the courses listed above. Stacy Taylor seconded; motion carried.

D. Revisions

- Grade Appeal Process (See Grade Change Process form for revision guidelines.)
- Incomplete Grade Form

Dr. Carolyn Wiley proposed the Grade Appeal Process be revised to include specific procedural chain of command element with definitive deadline dates. Dr. Wiley made a motion to accept the policy and form. Dr. Melissa Wright seconded; motion carried.

Dr. Carolyn Wiley made a request to form an ad hoc committee to review and dissect the Incomplete Grade Form. Phyllis Johnson made a motion to form the committee, Katie Broadway seconded; motion carried.

V. Policy Manual – Dr. Matthew Domas

Educational Policies

- Policy numbers 601 through 610

Dr. Matthew Domas discussed forming an ad hoc committee to review numbers 601-610 of the Educational Policies regarding implementation wording. These will be tabled until next IAC meeting.

VI. Adjournment

The meeting was adjourned at 11:32am.

Respectfully submitted, Angela Fletcher