



Instructional Affairs Council

7/16/2021 1:00 PM - 2:30 PM

Friday, July 16, 2021 | 1:00 pm

Location

Zoom

Participants

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

1. Call to Order/Agenda Review

Dr. Matthew Domas

Meeting began @ 1:03pm.

1.1. Approval of Minutes

No changes were made to the previous meeting minutes.

Decisions

- Dr. Wiley, motioned. Denise Willis, second. Motion approved.

Attachments

Meeting Minutes 4-30-2021.pdf

2. Academic Instruction

Dr. Carolyn Wiley

2.1. Attendance Change from MCCB

How do we need to revise for CTE and Health Sciences?

Revising CTE and Health Sciences, in the standard syllabus, with regards to withdrawals and attendance. This discussion is to approve an updated chart stating how many absences are allowed by using the total number of weeks the course is and how many days a week the course meets. This decision must go through IAC and EC before any changes are made with IT, in CampusKey, and any notifications are sent to faculty. Each course syllabus will need to be updated accordingly. Concerns with academic chart causing issues with allotted absences for Health Science and CTE courses was brought forward by Katie Broadway and Dr. Mullins. State boards, for these programs in question, have specific requirements that students must meet to graduate. Stacy Taylor continued to say, if students see this standard chart, they will not address the fact that the state board's requirements only allows a certain amount of clinical absences. If they choose to use all six absences from this chart, during their clinicals, they will not complete the program. In nursing, the allotted total absences are split between clinical and regular course hours.

Dr. Domas asked if adding a side note for Health Science/CTE courses that do not use the standard chart, would be possible. "Students in the following programs...should refer to their individual program manuals, with regards to absences." The syllabus is a template. If the standard chart is not used in your program, remove it and put the correct chart for that specific program.

Dr. Wiley explains that even though the standard chart is academic based, it is necessary with MCCB trying to match what the legislature requires. To help with any concerns regarding the chart imbalance between academics and others, Dr. Domas proposes that the motion be rephrased to support the standard syllabus as is, but there are other programs in CTE and Health Sciences that must abide by different absence policies within their own syllabi. Refer to Mr. Casey/ Dr. Mullins for any updates.

Dr. Wiley rephrased, "motion to adopt the standard syllabus and for those programs, where the table of attendance in the standard template does not accurately reflect their program, they need approval from Dr. Domas through their associate Vice President or Dean, to remove that table from the standard syllabus."

Decisions

- Dr. Wiley motioned. Dr. Don Jones, second. Motion approved.

Attachments

STANDARD COURSE SYLLABUS rev6-24-2021.docx

2.2. Course changes

CSC labs deleted

AGR/BIO labs deleted

LIS Change of Course description

After reviewing item 2.2, Dr. Domas asked Dr. Wiley if the council could vote for the LIS change and then vote for the zero hour labs as a package. Dr. Wiley approved and began the discussions.

Update LIS descriptions in Uniform Course Numbering System, per the Academic Officers because the UCNS has not been updated since the last time it was taught at NWCC. Dr. Wright is interest in putting this course back on the course schedule; therefore, the description should be changed to match that of the UCNS.

Lab -1hr Lec -3hr, when revising. MCCB has changed and removed 0hr labs. The lectures are meant to be lab/lecture hybrid. The 4 hours were suppose to be combined. Dr. Wiley reached out to Mrs. Willis and Mr. Robinson and they are all in agreement to move the lab/lecture courses to the new format for this fall semester. Delete 0hr labs from system to conform to UCNS.

Decisions

- LIS: Dr. Wiley motioned. Stacy Taylor, second. Motion approved.
- CSC and AGR/BIO labs: Dr. Wiley motioned. Denise Willis, second. Motion approved

Attachments

LIS 1121.pdf, Instructional Affairs Committee Approval Form-AGR 2310.pdf, Instructional Affairs Committee Approval Form-CSC 2140.pdf, Instructional Affairs Committee Approval Form-CSC 2840.pdf, Instructional Affairs Committee Approval Form-BIO 2420.pdf, Instructional Affairs Committee Approval Form-BIO 2410.pdf, Instructional Affairs Committee Approval Form-CSC 2130.pdf, Instructional Affairs Committee Approval Form-AGR 1310.pdf, Instructional Affairs Committee Approval Form-AGR 1210.pdf

2.3. Musical Theater Pathway

Request creation of this new pathway.

May request the creation of a course at a later date.

This motion is to restructure the currently offered courses to better align with other colleges for student's to transfer(Ole Miss, Delta State). Motion to adopt the restructured musical theater pathway.

Decisions

- Dr. Wiley motioned. Mr. Brownlee, second. Motion approved.

Attachments

Musical Theatre Pathway.docx

3. School of Health Science

Dr. Stephanie Mullins

3.1. Paramedic AAS - Degree Plan

At the previous IAC meeting, Dr. Mullins submitted an item to have a degree plan option for students to receive a certificate. Dr. Mullins did not bring the restructured AAS degree plan forward for approval. Today she is discussing how the current plan has the general course studies throughout the degree plan, which must be updated since the certificate option is now available. This new AAS plan has the core/general courses moved to the fourth semester. Motion to adopt the layout of this AAS degree plan as presented.

Decisions

- Dr. Mullins, motioned. Stacy Taylor, second. Motion approved.

Attachments

Paramedic AAS Degree Plan.pdf

3.2. Physical Therapist Assistant Degree Plan

This degree plan was developed for our two year program. This is a 1+1 component plan. The first Fall and Spring semester are general study courses. The next Summer, Fall, and Spring are the core PTA classes for program. Dr. Mullins motioned to add this plan so that it is ready for the first cohort this fall 2021.

Dr. Jones asked if the students are fully admitted to the program, that first semester, even though they are only taking prerequisites. Dr. Mullins confirmed. She also stated that the degree plan was sent to Amy Latham, for review, and no issues were found.

Is 32 academic hours substantial with an AAS degree? Is that expected for an AAS in the

Physical Therapist program? Dr. Allen answered. Looking at different plans within MCCB, we chose this because we are able to front load the academics and add in extra academics with the flexibility provided by the state. This plan has a higher success rate with students. Dr. Wiley stated that after her review of the plan, she suggested to remove college algebra since the technical AAS requirement requires either math or science, but not both.

Dr. Domas mentioned that last year, there was an increase of nursing courses relative to the number of academics courses in the NUR program, to stay consistent with other programs. NUR has 70 hrs. A program having 80 hours is a lot to ask of students. With so many hours, will students be able to transfer credit hours into a PT program? Dr. Allen states that a PT program is at a doctorate level; to get there a student will need to obtain a bachelor's degree first. They could use the hours from here to reach the bachelor level.

With NWCC moving to the 15 hours for full time, that's where some of those hour bumps came in. With academics, Medical Terminology 1&2, those courses are not technically required in the PTA curriculums, but were added because they will give a good foundation to a student that will later take the Fundamental Concepts class that is within the PTA curriculum.

Stacy Taylor asked if it would be possible for the students to take the BIO Medical Terminology in stead of the technical because the BIO course will transfer later, unlike the technical MOT.

Dr. Domas suggested Dr. Mullins withdraw the motion to reevaluate MOT in the first semester and make change to use BIO medical terminology. Katie Broadway asked if changing in first semester, will the change take place in the second as well? Dr. Wiley stated there is not a BIO Medical Terminology 2 course. Dr. Mullins stated they go back and rework the degree plan to benefit the students better.

Dr. Mullins motioned to withdraw and have IAC reevaluate at a later date.

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Decisions

- Dr. Mullins motioned. Dwayne Casey, second. Motion approved.

Attachments

PTA Curriculum Change Request Form.pdf

3.3. PTA 2414- Clinical Education I

PTA2413 did not have enough clinical hours to match MCCB. Asking for additional hour to be added to fulfill the clinical hour needed. Dr. Domas reminded everyone that we can move credit hours up or down one credit hour without MCCB approval. Dr. Allen feels this change will benefit the students in both the clinical and professional levels. We can have anywhere from 522-720 clinical hours. This change will allow us to get to the 720 hours. This will increase our chance for getting initial accreditation too.

Dr. Robbins asked when this change will take place. Dr. Mullins stated the change needs to be completed in the bulletin now, for students to take the course in fall 2022.

Decisions

- Dr. Mullins motioned. Katie Broadway, second. Motion passed.

Attachments

PTA2414 Clinical Education 1.pdf

4. Other Business

Dr. Wiley - Later added to agenda

Review CLEP/AP exam policies. Discussion on English: CLEP, "In addition to the CLEP exam, NW requires a written sample that is judged by Northwest faculty before it is awarded." Mrs. Haraway, Mrs. Dortch, and Dr. Wiley motion to strike this sentence from the policy manual. The CLEP itself has a nationally judged writing sample that is sufficient.

In reference to the AP side of the exam, we are not in compliance with Ole Miss policies with awarding credit. Dr. Wiley, Mrs. Dortch, and Mrs. Haraway have researched the numbers and motion to award credit of Eng. Comp 1 & 2 from a score of 5 on the exam. Reward a credit of Eng. Comp. 1 from a score of 3/4 on the exam.

Dr. Robbins asked about adding these scores/policies to the bulletin. Mrs. Dortch and Dr. Wiley

are working to have all information formalized and added to our website and on the AP website as well.

Decisions

- CLEP: Dr. Wiley motioned. Angela Dortch, second. Motion approved.
- AP: Dr. Wiley Motioned. Mrs. Dortch, second. Motion approved.

5. Announcements

Dr. Matthew Domas

July 30, 2021 is commencement. Health Sciences will begin first @ 10am. All others will follow @ 1pm.

Executive Council is having a retreat next week. The agenda is currently incomplete, Leslie Legendre will send that out once it is approved.

The Diesel Technology program is starting at the Concourse this fall semester.

Utility Line Worker program is taking off and will be for credit in the fall. We are moving fast with new programs starting in August.

6. Adjournment

Dr. Matthew Domas

Meeting adjourned @ 1:57pm.