



Instructional Affairs Council Meeting

Friday | March 5, 2021

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	Phyllis Johnson	Dr. Keith Reed
Jared Brownlee	Dr. Don Jones	Stacy Taylor
Dwayne Casey	Jay Lowrey	Carla Townsend
Calvin Cooper	Audrie McCann	Cathy Wilburn
Philip Correro	Dr. Stephanie Mullins	Dr. Carolyn Wiley
Dr. Matthew Domas, Chair*	Lori Philley	Denise Willis
Angela Dortch		Dr. Melissa Wright
Sarah Holt		

Guests: Ginger Robbins, Brian Hale

***Denotes absence*

I. Call to Order/Agenda Review

Dr. Domas was absent. Dr. Carolyn Wiley called the meeting to order at 1:01 PM. The agenda had a few amendments. Dr. Wiley removed item (d.) and added a new item (b.) ENG0123 Int. English and Reading. Dr. Mullins added item (a.) Funeral Services Technology. Dr. Jones motioned, Dr. Mullins second. Agenda approved.

II. Approval of Minutes

Denise Willis motion, Katie Broadway second. Motion passed.

III. Academics and IE

- a. Dr. Wiley began by explaining the formal request to change the PSY2323 prerequisites to match the BAD2323 and the MAT2323 courses. The content of the courses is so similar, the prerequisites should be the same. Denise Willis asked if there should be a request to change the business statistics catalog from having college algebra as the prerequisite. Dr. Wiley agreed and stated that a separate request would be submitted for the change and that all of the courses in question would have intermediate algebra as the prerequisite math course. Dr. Wiley motioned, Mr. Casey, second. Motion passed.
- b. Intermediate English and Reading, ENG 0123, is brought to IAC for information purposes. Dr. Wiley explained that the academic department has made an internal curriculum decision to no longer offer Reading. Lela Stennett, the reading instructor, is qualified to teach intermediate English and will be changing into that position. Most other MS community colleges no longer offer Reading, so we will be joining the state. There will be a course change request at the next IAC meeting to formally remove Reading as a course.
- c. The business department has teamed with Chick-Fil-A to provide paid internships on our

academic side. This internship program has partnered with the local franchises located on Getwell Rd. and another in Olive Branch. The student/intern will work at the locations and have a mentor to shadow. The four courses are called Business Seminar I-IV (BAD1121, 1131, 1141, & 1151). The mentors at Chick-Fil-A; managers, human resources, head kitchen staff, etc. will be included in these courses as guest speakers. Internship students will be required to take the classes, but regular students would not be able to take them as electives. Dr. Wiley motioned, Stacy Taylor second. Motion passed.

- d. Dr. Wiley spoke on the request to add new ROTC courses to the curriculum. She asked that Mr. Dan Smith talk on the subject and what they call the Cross-Town Agreement with Ole Miss and their ROTC program. Mr. Smith stated that the ROTC program with U of MS came forward and asked that Northwest restart an agreement that was previously in place. This will allow NW students to receive aerospace studies either at one of our campuses or even attend a class at the University of MS campus, while being enrolled here. This program agreement initially took place from 1988-2007. Northwest terminated the agreement because there were no students enrolling in the courses. This is a total of eight courses, they must be taken in order and maintain a minimum GPA of 2.0. Dr. Jones asked if students could take these courses as electives, and Dr. Wiley explained they could not. Dr. Wiley motioned, Dr. Jones second. Motion passed.
- e. Dr. Wiley spoke about the partnership between Adult Education, Career-Tech, Dual Enrollment, and Academics creating the Smart Start courses. K12 requires career readiness courses as a graduation requirement. Northwest already has LLS1721 as a course, and now MDES is allowing for high school students to take the class through dual enrollment and it count towards their career readiness credit. We have trained instructors in our Adult Education program, and they would have to train the instructors for the high school campuses. They have to take the ACT Work Keys assessment as well because it is a requirement for the students. It is beneficial because it teaches work ethic training: interview skills, resume writing, job searching, professionalism, etc. The request is a change in credit hours from one hour (1721) to three hours (1723) so that it matches the MDE requirements. Dr. Wiley motioned, Mr. Casey second. Mrs. Taylor asked if the course has a certain curriculum that it follows. The teachers must be trained by our Smart Start instructors and there is a template, created by the state, that they must follow. This course cannot be taught as a stand-alone online course with the MDE requirements of having face to face components, but they do allow a hybrid version of the course to be taught. No other discussion was made. The motion passes.

IV. Career-Technical Education

- a. Mr. Casey began by stating that the Commercial Truck Driving program at the Olive Branch campus is currently being restructured. The program is taught in 8-week mini terms and that is being changed to be a full semester program. There is additional course work that should be added to the current program which cannot be completed in an 8week term. Moving the program to be a full semester course, will also make it full pell-eligible.
 - i. Professional Truck Driving will be a 2hour course addition to the program.
 - ii. Hazardous Materials will also be a 2hour course addition to the program.
 - iii. With the addition of these two courses, we will need to provide a new program option so that the students will be able to obtain a 1 semester/15 credit hour certificate. Mr. Casey motioned to add the two new courses and the new program option. Dr. Wiley, second. Motion Passes.
- b. The current courses are Truck Driving 1 (DTV1114) & 2 (DTV1124). These need to be moved up two hours tor MCCB standards. This will provide more hands-on access and more lab time for the students. Mr. Casey motions to change DTV1114 to be DTV1116 and DTV1124 to be DTV1126. Dr. Wiley, Second. Motion passed.

V. Division of Health Science

- a. Restorative Art is a growing field for our Funeral Service Program. With new innovations/technology in this field, Director of Funeral Services, Mrs. Dukes feels that the students need more time in the course to learn. FST1523(color cosmetics) is one course we currently offer. She would like to separate this course and create Restorative Art 1(FST1513) & Restorative Art 2(FST1533). When looking at the current curriculum for this course, FST1523 has 12 hours. Mrs. Dukes is requesting that the current Color Cosmetics course be broken down into Restorative Art 1(1513) having 8 hours and Restorative Art 2(1533) having 4 hours.
- b. A second request is to take FST2623(Micro) & FST2633(Patho) and merge them into one class, FST2613(Microbiology/Patho). Dr. Mullins motioned to approve the separation of FST1523 into two courses and merge FST2623 & FST2633 into one course. Mrs. Stacy Taylor, Second. Motion passes.

VI. Vice President of Instruction

- a. Dr. Wiley brought up the 2021-2022 calendar. The rough dates were approved by Dr. Heindl and the details were filled in by various instructional leaders, student services leaders, and several other team members. Dates have been vetted by financial aid and the business office to make sure all of their federal and local requirements are met. Dr. Wiley continued to read over specific dates and stated that this calendar is focused more towards following a “normal” schedule that would have been used Pre-Covid. Phillip Corroero asked about the Monday holidays and if there could be any changes made. With most 1 day a week labs being held on Monday, the students would end up losing quite a bit of time and put them back in the class. Dr. Wiley agreed, but stated that one thing that may need to be done is not set the 1 day a week classes on just Mondays. There is a possibility that the labs be moved to Friday mornings. Most all concerns for the calendar have been addressed and/or corrected. Dr. Wiley asked if there were any other concerns. Brian Hale mentioned that Financial Aid will be available for use beginning May 21, 2021. More details will be added in later. Dr. Wiley motioned for the committee to approve the 2021-2022 calendar. Audrie McCann, Second. Motion passes.
- b. The last items to discuss are the procedure items 611-620 of the Policy Manual. With Dr. Domas not in attendance, the next steps for discussion are unclear. There may be instruction from Dr. Domas to review these items as done so in a previously held meeting. Dr. Wiley asked if there were any questions or concerns that needed to be brought to attention. Mrs. Stacy Taylor asked if there were any tabled item discussions that were never complete from the last session. Dr. Wiley explained that there were a few that were incomplete and two were duplicates. There needs to be clarification on the policy items and their descriptions.
- c. Additional comments- Mrs. Lori Philley asked if the notifications sent to students could be sent later in the day and not during class hours. She also mentioned that some emails sent to students with a mail merge feature were not merging properly and the students were getting confused.

VII. Adjournment

Dr. Wiley thanked everyone for attending. Meeting adjourned at 1:54pm.