



# Instructional Affairs Council Meeting

2/18/2022 1:00 PM - 2:30 PM

## Location

Zoom

## Participants

Samantha Latham (*Organizer*), Amy Latham, Angela Dortch, Audrie McCann, Carla Townsend, Carolyn Wiley, Daphne O'Neill, Don Jones, Dwayne Casey, Ebone Dukes, Ginger Robbins, JACOB MARSHALL, Jeff Triplett, Katie Broadway, Keith Reed, Leslie Legendre, Lori Philley, Matthew Domas, Melissa Wright, Michael Heindl, NOAH FRASER, Phillip Correro, Phyllis Johnson, Stacy W. Taylor, Stephanie Mullins

## 1. Call to order/Agenda Review

*Dr. Matthew Domas*

Meeting called to order: 1:05pm.

3.1-Redefining Subject Area Coordinator Responsibilities, move to Carolyn Wiley and becomes 4.4

## 2. Approval of Minutes

*Dr. Matthew Domas*

No amendments to the minutes.

## Decisions

- Dr. Don Jones motioned to approve. Stacy Taylor, second. Unanimously approved.

## Attachments

[IAC Meeting MINUTES - 1\\_14\\_22.pdf](#)

### **3. Vice President of Instruction**

*Dr. Matthew Domas*

#### **3.1. Travel & Absence Policy @ Branch Campuses**

Travel requests should initially be approved by the Campus Dean before approval from the appropriate AVP or Dean of Health Sciences is requested.

Absences regarding personal leave, vacations, illness, etc. should be submitted to and approved by the Campus Deans. Absences are requested through Oracle and are sent from an instructor

Vote to approve the policies before a formal policy is completed.

#### Decisions

- Renee O'Neill motioned. Audrie McCann, second. Motion passes.

#### Attachments

[Travel and Absence Policies.docx](#)

#### **3.2. Course Schedule - Protocols**

See attached file for submitted protocol.

Online - Enters the schedules from the details provided by directors.

Academic - Directors provide centers with how many sections there will be of each class & who will be teaching those classes. Times and locations are decided by the campus deans. Campus coordinators/elearning coordinators/directors/etc. will have direct say in the course scheduling.

CTE - Lead instructors submit schedules to Sarah Williams for approval by Mr. Casey. Schedules are sent to branch campuses to assign locations and input. MOT, BOT, and AOT managed through Beth Dickerson. Each campus will input scheduling. ULW and Diesel tech are managed through Katie Broadway. Potentially change the language in the policy to oversee course scheduling for MOT, BOT, and AOT in case we have to offer synchronous learning.

SHS - Instructors/Directors will submit schedules to Marla Kennedy for approval by Dr. Mullins. Schedules are sent to the campuses to verify no conflicts for room assignments. Dr. Domas - The campus deans should include the location/time details when they submit the schedules to Marla for approval.

Dr. Domas will modify the protocols for clarification on what is currently written. Will rewrite and email for a vote at a later time.

## Attachments

[Course Schedule Protocols.docx](#)

### 3.3. Online Course Bumping Protocols

1. eLearning seeks director of instruction approval of all bumps.
2. Requests to bump an online course should be directed to eLearning. eLearning will contact director for approval.

What is course bumping?

Course bumping - reopen a course to add a student to a closed course.

Motion to approve the course bumping protocols as written.

## Decisions

- Carla Townsend, motioned. Renee O'Neill, second. Motion passes.

## Attachments

[Online Course Bumping Protocols.docx](#)

## 4. Academic Instruction

*Dr. Carolyn Wiley*

### 4.1. Grade Policy Change

Policy manual - Policy 616

State board is no longer accepting L or N for an audit grade. We must use the AU code. This policy change must be presented to Executive Council and then the Board of Trustees.

## Decisions

- Phyllis Johnson motioned. Angela Dortch, second. Motion passes.

## Attachments

[POLICY CHANGE 616 grading.docx](#)

## 4.2. Consolidating degree plans in AA to all be just General College

There are issues occurring during advising. We either had to make extensive changes to student degree plans or heavy advising training to cover advisers. All degree plans will be listed as General College, but will have notes of the elected pathway that the advisors will need to refer to. Starting in the FALL, we would create one model and then copy it for all pathways.

Daphne O'Neill - What point will the student choose a pathway?

Students can choose their pathway as early as the first encounter with recruiting, but they do not have to choose.

Daphne O'Neill - There is worry with students taking the "path of least resistance". If students are registering themselves, there are higher chances that they will waste hours and money.

Amy Latham - We automatically allow students to register themselves.

Daphne O'Neill - Yes, but advisors are able to remove the feature so they have to go to an advisor for assistance, and we can verify they are on the correct path.

Carla Townsend - this template will help students look more into the direction they want to go after they graduate from NWCC.

Audrie McCann- Only academics are authorized to register themselves from the beginning.

Angela Dortch - Students having the advisors help when registering, will keep them on track to complete their pathway in a normal amount of time. This will help admissions when evaluating graduation applications, since students will have complete pathways/credit hours for graduation.

Dr. Domas - Maybe we should think about restricting the access to statements.

Daphne O'Neill - We could include some type of training in orientation that shows students how to find their pathway and register themselves, but also how to find their advisor and communicate when confused.

Lori Philley- Students don't know what "Pathway" means. Many students aren't aware of who their advisor is. We need to be more open.

Motion to change degree map of general college as presented.

### Decisions

- Carla Townsend motioned. Angela Dortch, second. Motion Passes.

## Attachments

[General College Degree Plan for all AA pathways.docx](#), [Degree Map Revision for AA pathways.pdf](#)

### **4.3. Advising - Trainings**

*Trainings held in MAS lecture room or via ZOOM:*

*March 11th at 10am*

*March 25th at 10am*

*April 8th at 1:30pm*

*April 22nd at 10am*

*April 29th at 10am*

There is a significant need for advising information to be provided for instructors and advising positions. Each department, lead by director, are hosting trainings for advising procedures. Social Sciences put together the first training that was held on 2/11/22. If you are unable to attend in person or via zoom, the trainings will be available in the Ranger Academy.

### **4.4. Redefining Subject Area Coordinator Responsibilities**

*Job description change.*

Carla Townsend - #3 talks about inclusive access materials. Book reps typically help with it, but not all departments use the same book publisher.

Phyllis Johnson - Sometimes there are others that are able to answer questions, instead of asking the book rep.

Dr. Wiley - Reword to say "coordinate with the book rep for training to assist in answering questions."

Carla Townsend - #5, are the subject coordinators remaining throughout the semester? Will they stay the full 9months?

Dr. Wiley - Yes, there are no changes. this is just a shift of duties.

## Decisions

- Carla Townsend, motioned. Audrie McCann, second. Motion passes.

## Attachments

[Redefine Subject Area Coordinator Responsibilities.docx](#)

## **5. Career-Technical Education**

*Mr. Dwayne Casey*

No items to discuss for CTE on today.

## **6. School of Health Sciences**

*Dr. Stephanie Mullins*

### **6.1. Addition to Policy 604 - Hours of Work for Faculty**

The policy did not distinguish between SHS directors. The description was added in for item #7 on the policy document, stating "The hours for SHS directors would be for 8-3:30pm each day. Mimics the schedule for CTE and academics. Added #8 to include in job descriptions and policy to match the requirements of the MS board.

Dr. Wiley - This adjustment will only need to go through to Executive Council because the addition is not made to the procedures section.

#### **Decisions**

- Ms. Dukes, motioned. Daphne O'Neill, second. Motion passes.

#### **Attachments**

[Addition-Edit to Policy 604.docx](#)

## **7. Other Business**

No other business to discuss.

## **8. Adjournment**

*Dr. Carolyn Wiley*

Meeting adjourned 2:15pm.