



Instructional Affairs Council Meeting

9/1/2023 1:30 PM - 2:30 PM

IAC 2023-2024

Location

<https://zoom.us/j/98492533315?pwd=bHpXRF...>

Participants

Matthew Domas (*Organizer*), Andrew Dale (*Absent*), Angel Nickens, Angela Dortch, Brady Alder, Candace Umberger, Carla Townsend, Charles Powell, Daphne O'Neill, Don Jones, Dwayne Casey (*Absent*), Emily Davis, Jeff Horton (*Absent*), Jessica Barham, Katie Broadway, Keith Reed, Kristin Davis, Lee Lee Haraway, Melissa Wright, Michael Heindl (*Absent*), Paul Connell, Perkins Johnston, Stacy Honeycutt, Stacy W. Taylor, Tonyalle Rush, Whitney Wells, William H. Hill

1. Call to Order/Agenda Review

Dr. Matthew Domas

Meeting began at 1:30pm.

No changes to the agenda. Motion to accept agenda as is.

Decisions

- Carla Townsend motioned. Stacy Taylor second. Agenda approved.

2. Approval of Previous Minutes

Dr. Matthew Domas

2.1. IAC 2/22/2023

Motion to approve minutes.

Decisions

- Melissa Wright motioned. Paul Connell second. Motion passed. Minutes approved.

Attachments

Instructional Affairs Council Meeting - 2_22_23 (2).pdf

2.2. IAC 5/23/2023

Amendment: remove final statement concerning memorandum in item 6. Motion to accept minutes as amended.

Decisions

- Renee O'Neill motioned. Stacy Taylor second. Motion passed.

Attachments

Instructional Affairs Council Meeting - 5_23_23.pdf

2.3. IAC 5/31/2023

Motion to accept vote via email for the record.

Decisions

- Stacy Taylor motioned. Carla Townsend second. Motion passed.

Attachments

Instructional Affairs Council Meeting - 5_31_2023.pdf

3. Announcements

Dr. Matthew Domas

- We leave at 3:30pm today
- Volleyball and Soccer season is happening now
- Ribbon-cuttings for Cheer and Tennis
- No major issues this term so far
- Please note that part of your duty, and sitting on the Instructional Affairs Council is to communicate the business of the Council to faculty, directors and staff in your department. It is your responsibility to communicate IAC items and bring back suggestions and ideas.

4. Academic Instruction

Dr. Matthew Domas and Kristin Davis

4.1. CHE 1213

Prerequisite Change

- Students are struggling in "Majors Chemistry" (CHE 1213 General Chemistry) without strong math skills and there is not enough time to catch them up with the math as well as succeed in the course within the same term.
- In order to enroll in CHE 1213, students must have a Math ACT subscore of 19 or higher OR a grade of "B" or better in CHE 1313 Principles of Chemistry.
- This prerequisite will be similar to what is done when students take "Survey of A&P" first if they do not meet the ACT requirement for "A&P".
- Motion to approve this prerequisite for CHE 1213, effective for Spring 2024.

Decisions

- Matthew Domas motioned. Katie Broadway second. Motion approved.

Attachments

Instructional Affairs Committee Approval Form CHE1213 for 2023.pdf

4.2. EGR 2433

Course Addition

- If NWCC offers EGR 2433, then engineering students who transfer will have finished all the freshman and sophomore coursework needed to be on track at a 4-year institution.
- This will benefit engineering students ready to transfer from NWCC including those in the red-shirt program in partnership with the University of MS.
- EGR 2433 and EGR 2413 will be taught during the first and second mini-terms in the Spring.
- May be taught by an adjunct and will be on the Oxford campus.
- Motion to add EGR 2433 to Bulletin starting Spring 2024.

Decisions

- Matthew Domas motioned. Angel Nickens second. Motion passed.

Attachments

Instructional Affairs Committee Approval Form EGR2433.pdf

4.3. SPT 1273

Title Change

- Title change from "SPT 1273 Theatrical Makeup" to "SPT 1273 Stage Makeup" as mandated by UCNS at the most recent Curriculum Alignment meeting.
- Motion to accept title change for SPT 1273, effective for Spring 2024.

Decisions

- Matthew Domas motioned. Renee O'Neill second. Motion passed.

Attachments

Instructional Affairs Committee Approval Form Stage Makeup.pdf

4.4. SPT 2263

Title and Description Change

- Title changed from "SPT 2263 Directing" to "SPT 2263 Introduction to Directing" as mandated by UCNS at the most recent Curriculum Alignment meeting.
- Description changed to "The fundamentals of directing such as script analysis, conceptualization, staging, scheduling, and communication.
- Motion to accept title change and description change for SPT 2263, effective for Spring 2024.

Decisions

- Matthew Domas motioned. Kristin Davis second. Motion passed.

Attachments

Instructional Affairs Committee Approval Form Introduction to Directing.pdf

4.5. SPT 2313

Title Change

- Title change from "SPT 2313 Playwriting" to "SPT 2313 Introduction to Playwriting" as mandated by

- UCNS at the most recent Curriculum Alignment meeting.
- Motion to accept title change for SPT 2313, effective for Spring 2024.

Decisions

- Matthew Domas motioned. Stacy Taylor second. Motion passed.

Attachments

Instructional Affairs Committee Approval Form Introduction to Playwriting.pdf

5. Workforce Solutions & Career-Technical Education

Dwayne Casey and Katie Broadway

5.1. Cosmetology Enrollment Contract

- As part of the requirements for State Board of Cosmetology, students have to sign an Enrollment Contract that stays in their student file within the Cosmetology program.
- At anytime, the State Board of Cosmetology can audit NWCC Cosmetology program files. If any student's enrollment contract is not in their file, then NWCC can be fined.
- NWCC has had to update our version of the Cosmetology Enrollment Contract and make sure it is consistent across the district. Additionally, everything within the contract is consistent with all NWCC Bulletin and Cosmetology Handbook.
- Attachment begins on page 24 because the contract is an addendum in the Cosmetology Handbook.
- Motion to accept updated Cosmetology Enrollment Contract.

Decisions

- Katie Broadway motioned. Carla Townsend second. Motion passed.

Attachments

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6. Institutional Research & Institutional Effectiveness

Stacy Honeycutt

6.1. Procedure Updates

Small procedural changes

Policy Number 901

- Policy previously stated that the Strategic Plan Committee is tasked with developing and overseeing NWCC Strategic Plan.
- With Dr. Heindl appointing a new Institutional Effectiveness Committee (IEC), Policy 901 is now changed to the IEC overseeing the NWCC Strategic Plan and reporting it to the Executive Council, Board of Trustees and the State Legislative Budget.
- Motion to accept Policy 901 change.

Policy Number 902

- Policy previously indicated that organizational units are annually monitored through the "Office of Institutional Research and Effectiveness".
- Moving forward, Policy will indicate that organizational units will be monitored through the "NWCC

Annual Goal Workshops".

- Also, a sentence was added: All outcome assessments will be evaluated by the Institutional Effectiveness Committee (IEC).
- Motion to accept Policy 902 change.

Policy Number 904

- Instead of the "Student Learning Outcomes Committee" being tasked with the oversight and evaluation of student learning outcome assessments, the new IEC will oversee and evaluate the student learning outcome assessments.'
- This is due to the Student Learning Outcomes Committee being disbanded and the creation of IEC.
- Motion to accept Policy 904 change.

Decisions

- Stacy Honeycutt motioned Policy 901 change. Kristin Davis second. Motion passed.
- Stacy Honeycutt motioned Policy 902 changes. Angel Nickens second. Motion passed.
- Stacy Honeycutt motioned Policy 904 change. Stacy Taylor second. Motion passed.

Attachments

IRE 901 - Strategic Planning.pdf, IRE 902 - Assessment of Organizational Units.pdf, IRE 904 - Student Learning Outcomes.pdf

6.2. 2022-2023 Program Assessment Report

Informational only per Policy 905

- Per Policy Number 905, IEC is required to present the institutional instructional program review assessment report to IAC for informational purposes.
- Stacy Honeycutt and Dr. Domas are available to respond to any questions or concerns.

Attachments

2022-2023 Program Assessment Report.pdf

7. Old Business/Other Discussion

Dr. Matthew Domas

Offering a technical English to CTE students

- Leelee Haraway mentioned that the English department can offer ENG 1033, which is a technical English, for CTE students.
- If it is in the Bulletin, it can be offered without bringing it to IAC for a vote; however, this course is not transferrable.
- Itawamba Community College (ICC) has a technical English course that is transferrable and it has been successful as part of their offered course. If this course is not in the NWCC Bulletin, then we can bring it to IAC. Also, UCNS will need to be considered.

SSP 1003 for non-CTE students

- Angel Nickens asked if a student needs an LLS graduation requirement, could either RST or SSP 1003 be used to fulfill that requirement?
- SSP 1003 was brought to IAC on 2/22/2023. It was discussed that "if high school students who plan to be CTE students at NWCC decide on an academic pathway, then SSP 1003 can still be used in place of First Year Experience".

- After further deliberation with Angela Dortch, it was determined that an LLS graduation requirement for NWCC could, in fact, be LLS 1311 First Year Experience, RST 1313 Freshman Orientation, or SSP 1003 Smart Start Pathway.

Actions



Katie Broadway will ask the CTE director at ICC to get details.



Not set



Not set



Leelee Haraway will check the NWCC Bulletin for both technical English courses.



Not set



Not set

8. Adjournment

Dr. Matthew Domas

Meeting adjourned at 2:13pm.