

ACADEMIC COUNCIL MEETING MINUTES
Friday, January 25, 2019
Interactive Video Classrooms
Vernon Campus and Century City Center

Member	Vernon College Position	Present	Not Present
Dr. Elizabeth “Lisa” Crandall	Vice President of Instructional Services, Co-Chair	X	
Shana Drury	Dean of Instructional Services, Co-Chair	X	
Dr. Brad Beauchamp	Director of Instructional Assessment, Mathematics Instructor		X
Christina Feldman	Director of Continuing Education	X	
Greg Fowler	Division Chair Behavioral & Social Sciences, Criminal Justice Instructor		X
Clara Garza	Counselor	X	
Marian Grona	Director of Library Services	X	
Kristin Harris	Dean of Student Services	X	
Mark Holcomb	Division Chair Information & Technology, Industrial Automation Systems Instructor	X	
Bettye Hutchins	Faculty Senate Representative, History Instructor	X	
Joe Johnston	Division Chair Communications, English Instructor	X	
Melissa Moore	Early College Start Coordinator		X
Kirk Polk	Government/ Faculty Senate Representative	X	
Amanda Raines	Director of Enrollment Management/ Registrar	X	
Dr. Mary Rivard	Director of Associate Degree Nursing	X	
Steven Underhill	Business Administration/ Faculty Senate President	X	
Paula Whitman	Division Chair Mathematics & Science, Mathematics Instructor	X	

I. OLD BUSINESS

Approval of Minutes – November 9, 2018

Mark Holcomb made a motion to accept the November 9, 2018 minutes, seconded by Marian Grona. The motion passed unanimously.

II. NEW BUSINESS

A. Kinesiology

Paula Whitman

Paula Whitman motioned to add KINE 1301 Foundations of Kinesiology and KINE 1338 Concepts of Physical Fitness to the course inventory as field of study options. Bettye Hutchins seconded the motion. Kristin Harris recommended that the college notify Midwestern State University so they can add these courses to their Transfer Guide. The motion received unanimous approval.

- B. Industrial Automation Systems Mark Holcomb
 In the form of a motion, Mark Holcomb asked council members to approve the addition of EEIR 2366 Practicum (or Field Experience)-Electrical/Electronics Equipment Installation and Repair, General. Mark explained that this course was removed from the program's inventory in error; it is an alternate course substitution for IAS students. Shana Drury seconded the motion and it received unanimous approval.
- C. Heat, Ventilation, and Air Conditioning Mark Holcomb
 At the recommendation of the HVAC Advisory Committee, Mark Holcomb motioned to remove the EPA testing fee from HART 1407 Refrigeration Principles. Shana Drury seconded the motion and it was approved by unanimous vote.
- D. MATH 1351 Mathematics for Teachers II Paula Whitman
 Paula Whitman motioned to revise the prerequisites for MATH 1351 Mathematics for Teachers II. She explained that students only need to take MATH 1314 College Algebra with a grade of "C" or better. Mark Holcomb seconded the motion and it was approved unanimously.
- E. Medical Assisting Program Revisions Nina Feldman
 At the recommendation of the Medical Assisting Advisory Committee, Nina Feldman motioned to reduce the contact hours for the program from 490 to 418. She explained that the program faculty reported that three courses have excessive contact hours and they recommended reductions as follows:
 HITT 1005 Medical Terminology I from 48 to 32 contact hours
 HPRS 2000 Pharmacology for Health Professions from 54 to 32 contact hours
 MDCA 1009 Anatomy & Physiology for Medical Assistants from 98 to 64 contact hours
 Students will save almost \$500 in tuition costs and about \$240 on textbooks. Shana Drury seconded the motion and committee members voted unanimously in approval.
- F. Associate Degree Nursing Degree Plan Revisions Mary Rivard
 General Education Requirements:
 Add BIOL 2420 Microbiology for Non-Science Majors
 Remove MATH 1314, MATH 1414, MATH 1332

At the recommendation of the Associate Degree Nursing Advisory Committee, Mary Rivard made a motion effective Fall 2019 to revise the Associate Degree Nursing Program as follows:

Course Addition

- RNSG 1146 Legal & Ethical Issues in Nursing

Course Deletion

- RNSG 1246

Generic Degree Plan

- Add BIOL 2420 Microbiology for Non-Science Majors to the General Education Requirements and remove the college level math requirement
- Increase the General Education Requirements from 20 to 21 semester hours
- The Major Requirements change from 34 semester hours to 33 semester hours
- Under Occupational Skills Award, Add RNSG 1146 Legal & Ethical Issues for Nursing and delete RNSG 1246 Legal & Ethical Issues for Nursing
- The Occupational Skills Award changes from 12 semester hours to 11 semester hours

LVN Transition Degree Plan

- Add BIOL 2420 Microbiology for Non-Science Majors to the General Education Requirements and remove the college level math requirement
- Increase the General Education Requirements from 20 to 21 semester hours
- The Major Requirements change from 26 semester hours to 25

Shana Drury seconded the motion. Mary Rivard stated that retention rates for the program decreased after the removal of Microbiology from the program's prerequisite courses to meet the Coordinating Board's limit of 60 semester hours for all associate degrees. Faculty attempted to cover crucial topics relating to microbiology throughout their lectures but time limitations prevented them from covering the topic thoroughly.

Amanda Raines reported that the Department of Education announced that they will no longer accept major declarations of "pre-" (examples: pre-nursing, pre-pharmacy.) As result, students working on fulfilling the prerequisites for the Associate Degree Nursing Program at Vernon College should declare Associate of Science (AS) as their major until receiving notification of acceptance into the RN program. This will have a negative impact on the college's completion rates as students switch from AS to ADN as their major; the impact will be shared by all colleges that have been using "pre-" majors.

Kristin Harris questioned whether students that have taken a college level course will have an advantage over those that have not as the selection committee reviews the student's files. Mary Rivard commented that successful completion in college-level math could have a positive effect. Although students are not required to have college-level math for the Associate Degree Nursing Program, the course is required for students seeking an Associate in Science degree; therefore, students receiving financial aid will receive funds for that course. Paula Whitman commented that Midwestern State University requires statistics for their Bachelor of Science in Nursing degree and they will accept MATH1342 Elementary Statistical Methods for that requirement.

Since students are allowed to use a catalog degree plan for up to 5 years, Mary Rivard stated that she and her faculty will have to closely monitor the individual student's degree plans to advise them about whether they need to take college-level math or microbiology. Paula Whitman requested that the department create an information sheet to help advisors (Student Services and Course Schedule Advisors) as they meet with students. She also asked that the information include a statement that although college-level math is not required it is highly recommended and it could have a positive impact on the student's chances of acceptance into the RN Program.

Committee members voted unanimously in support of the motion.

G. Letter announcing closing of SLC Office

Lisa Crandall

Dr. Crandall explained to the committee that Vernon College has had no classes at the Sheppard Learning Center for several semesters due to no enrollments. Civilian students populated the majority of prior classes that did make. Registration days at Sheppard Learning Center resulted in a few or no enrollments; however, military students visit the Century City Center often to complete their registration.

Enrollments at the Sheppard Learning Center were high in the past but several things

contributed to the decline seen today. Several years ago, the Air Force made a rule that enlisted personnel must have an associate degree to be eligible for promotion. Most students arrive at SAFB having already completed their associate degree through the Community College of the Air Force (CCAF.) Many of those still working on their degree benefit from taking courses through Wayland Baptist University because the private college has degree plans that award credit for much of the experiential training acquired through the Air Force.

Shana Drury motioned to approve the proposal to close the Sheppard Learning Center and Amanda Raines seconded the vote. Committee members voted unanimously in approval. Dr. Crandall stated that upon approval by the Vernon College Board of Directors, the college will submit a Substantive Change Report to the Texas Higher Education Coordinating Board. Notification of their approval or denial of the proposed change should arrive in July 2019.

- H. Review of Substantive Change Policy Lisa Crandall
Dr. Crandall asked committee members to review the Substantive Change Policy. She commented that it is crucial that the college notifies the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of significant modification or expansion of the nature and scope of the accredited institution as listed on Appendix T in the Vernon College Employee Handbook.
Bettye Hutchins made a motion to approve the Substantive Change Policy as written. Paula Whitman seconded the motion and it received unanimous approval.

III. OTHER

- A. Spring 2018 ACGM Revisions Joe Johnston
Joe Johnston stated that the Spring 2018 ACGM Update includes a mandatory reduction in the maximum contact hours from 96 to 64 for the following courses:

DRAM 1120 Theater Practicum I
DRAM 1121 Theater Practicum II
DRAM 2120 Theater Practicum III
DRAM 2121 Theater Practicum IV
- B. Core Objective Update Brad Beauchamp
Dr. Beauchamp was absent due to illness so he will give a report during the February 15, 2019 meeting.
- C. The next Academic Council Meeting will be Friday February 15, 2019.

IV. ADJOURN