

**ACADEMIC COUNCIL MEETING MINUTES**  
**Monday, October 22, 2012**  
**Interactive Video Classrooms**  
**Vernon Campus and Century City Campus**

Present: Dr. Gary Don Harkey, Chair; Bettye Hutchins, Cathy Bolton, Greg Fowler, Karen Gragg, Marian Grona, Mark Holcomb, Adrien Ivan, Joe Johnston, Kristin Harris, Lynn Kalski, Shana Munson, Jessica Sutherland, and Sharon Winn. Absent: Joe Hite (Lana Carter attended as substitute) and Michelle Wood

**I. Old Business**

**A. Approval of Minutes**

Dr. Harkey stated that the estimated lab & special fee revenue generated annually for VNSG is \$24,254 not \$48,510 that was reported in September. Cathy Bolton motioned to accept the September 24, 2012 minutes as amended, seconded by Bettye Hutchins. The motion passed unanimously.

- B.** Mark Holcomb reviewed the Welding Program special fee increases that were tabled at the September meeting. Mark explained that the program is short approximately \$5,400 in supply funds to cover the actual expenses. Mark motioned to accept the proposed special fee increases from \$70 per course to \$85 for each welding course except WLDG1413 Introduction to Blueprint Reading for Welders and OSHT 1309 Physical Hazards Control. Shana Munson seconded the motion and council members voted unanimous approval.

Dr. Harkey expressed concerns about the risk that the special fee increases might price us out of the market as far as our students' ability to absorb these increases. He asked the program coordinators and Shana Munson to review the costs associated with each program and search for money-saving opportunities. He reminded everyone that the approved increases in fees must be reflected on the supply budget lines next year. Shana commented that lab fees can be no higher than \$24 so the only way to cover the excessive costs of consumables for programs is to assess a special fee.

**II. New Business**

**A. Workforce Education Course Guide Manual (WECM) Course Revisions**

Mark Holcomb made a motion to revise POFT 1309 Administrative Office Procedures I to include a prerequisite of POFT 1429 Beginning Keyboarding or consent of instructor. Greg Fowler seconded the motion. Dr. Harkey remarked that Lana Carter lists the prerequisite in POISE. If an instructor or the division chair wants to allow a student into a course without the required prerequisite, then he/she needs to go in to Campus Connect and manually enroll that student in the course.

- B.** Mark reviewed the mandatory WECM changes for POFI 1349 Spreadsheets, POFI 2431 Desktop Publishing, POFT 1309 Administrative Office Procedures I, POFT 1325 Business Math Using Technology, and POFT 2401 Intermediate Keyboarding which included minor revisions in course descriptions, course title and/or prerequisites.

### **III. Other**

- A.** Greg Fowler reported that Dr. Garrison stated that Midwestern State University was not changing their government courses because they teach POLS 1322 and POLS 1433 which are not part of the mandatory ACGM revisions.
- B.** The next Academic Council meeting is scheduled for November 19, 2012 at 2:00 pm.

### **IV. Adjourn**

Greg Fowler motioned to adjourn the meeting, seconded by Cathy Bolton.