

**NORTHWEST-SHOALS COMMUNITY COLLEGE**  
**ACADEMIC COUNCIL MINUTES**  
**January 17, 2017**

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**Members Present:** Debbie Benson, Ed Carter, Tom Carter, Roger Garner, Brittney Humphres, Timmy James, Rose Jones, Craig Sockwell for Heather Johnson, Tim Kelley, Tim Maupin, John McIntosh, Medina Peebles, Crystal Reed, Mark Simpson, Kim Tucker

**Members Absent:** Dr. Glenda Colagross, Christopher Demorse, Teresa Roberson, Rachel Trapp

The Northwest-Shoals Community College Academic Council met on Tuesday, January 17, 2017 in the Bevill Center – Room 141 on the Shoals Campus and Building 302 OC – Room 307B on the Phil Campbell Campus. The following is a summary of the items that were discussed at the meeting:

- **Tim Maupin – Welding AOT Degree – Business Minor Addition**

Tim Maupin proposed to add a Business Minor to the Welding AOT Degree. He handed out copies of the proposal to all members. Request was made by pipe fitters and local unions to add a business minor to prepare workers in leadership positions such as a foreman. The courses suggested for the Business Minor (a total of 12 credit hours) include:

BUS 241 Principles of Accounting I  
BUS 275 Principles of Management  
BUS 279 Small Business Management  
OAD 217 Office Management

Motion was made by John McIntosh to add the above Business Minor to the Welding AOT Degree. The motion was seconded by Ed Carter. Rose Jones took a vote and all members approved the proposal.

- **Upward Bound – John McIntosh**

The Upward Bound Program will have students on the Phil Campbell campus and on the Muscle Shoals campus this upcoming summer semester. Students will be taking HIS101, HIS102, MUS101, and PSY200. All courses will be first mini-term courses and will be exclusive for Upward Bound students. Last day in the first mini-term for Upward Bound students will be June 28<sup>th</sup> and the Awards Banquet will be June 29<sup>th</sup>. Graduate Upward Bound students will be taking Orientation, Sociology, Spanish, and Physical Science.

New grant for Upward Bound will be non-residential.

- **Student Success – Dr. Timmy James**

Dr. Timmy James handed out a copy of the Top Enrollment Courses with the fall 2015 to fall 2016 comparisons. Most of the academic courses had increased success rates especially in the distance format. Developmental classes had the highest increase in success rates.

- **Skills USA District Competition – Rose Jones**

District Competition for Skills USA will be held on the Shoals Campus on March 17. Cari McCanless will be the coordinator of this event. Last year, we had faculty and staff volunteers to help with different events. Approximately 40 judges will be needed for that day. Cari McCanless will send out an e-mail requesting volunteers to help. A meeting with specific information for the event will be held on March 16, the day before the competition. The best students in Region 1 will be attending the competitions and it is a good opportunity to recruit students for all programs.

- **Important Days – Rose Jones**

A list of the most important events was handed out at the meeting.

The Alabama Community College Day will be held in Montgomery April 6<sup>th</sup> and Rose Jones asked everyone to mark their calendars for the event. Approximately 100 people, including faculty, staff and students should be encouraged to attend to represent the College.

- **Round Table Discussion**

Summer Schedule is due to Lavon Duboise January 27<sup>th</sup> and the last day to make changes is February 2<sup>nd</sup>. It is very important to schedule times that do not conflict with other classes. As far as sections offered for the summer, if the class had at least 10 students the previous summer semester, the class can be offered. Timmy James said there may be exceptions to this guideline. Crystal Reed offered to create a chart of academic courses as a One Drive attachment for all to be able to modify and see what courses are being offered.

Crystal Reed asked everyone to encourage faculty to use the Early Alert System as soon as they can in the semester. Career Coaches can follow up the alerts once reports are made. Suggestions to improve this process are welcome. A Distance Education Success Coach will be hired for the Phil Campbell Campus. This person will also be the replacement for Carolyn Fincher.

John McIntosh reminded everyone to review their Unit Plans to make sure all are complete for the current semester. All Unit Plans for the last three years should be

completed and closed. Unit plans should include distance education and dual enrollment courses. All dual enrollment / dual credit instructors should use the same outcomes as any on campus class.

Ed Carter explained the College should consider alternatives to the Video Conference system we have in place now, such as Skype or GoToMeeting. There is some equipment that is not working properly and it is very frustrating for instructors and students.

A copy of Faulkner University's Tuition Reduction Flyer was handed out to all members. All ACCS full-time employees currently receive a 70% tuition reduction if they choose to pursue a degree with Faulkner.