

NORTHWEST-SHOALS COMMUNITY COLLEGE
ACADEMIC COUNCIL MINUTES
February 4, 2014

Members Present: Ed Carter, Tom Carter, Timmy James, Rose Jones, Craig Sockwell (for Heather Johnson), Tim Kelley, Ginger Long, Steve McGouyrk, John McIntosh, Teresa Roberson, Chris Demorse (for Mark Simpson), Shelia Smith, Medina Peebles (for Desiree South), Rachel Trapp, and Kim Tucker

Members Absent: Dr. Glenda Colagross, Crystal Ingle

The Northwest-Shoals Community College Academic Council met on Tuesday, February 4, 2014, in the Bevill Center – Room 147 on the Shoals campus and in the Library – L13 – Phil Campbell Campus. The following is a summary of the items that were discussed at the meeting:

1. Discuss Banner New Forms - Tia Stone

- **Time Sheets** will be filled out by Student Workers, Federal Work Study Students and all 19-hour or less employees in Banner
- Salary Schedule E and H employees will just enter their **Leave** through Banner
- Reporting periods go from the 16 of the month through the 15 of the following month
- When supervisors approve leave, they will be able to see all employees' names in their area
- Leave should be submitted by the end of the period just one time
- Employees can save their information and submit all leave by the end of the period. If submitted early, neither the supervisor nor the employee will be able to access that period after it has been processed
- Supervisors can see all leave that has been approved and who is pending when they go to the originator summary
- If leave is not submitted before the deadline, you can e-mail HR

2. Proposed Catalog Changes – Dr. Timmy James

- Transfer degrees in catalog are shown as Associate in Arts Degrees or Associate in Science Degrees
- During the last IOA meeting, it was brought up to our attention the above are not really degrees and they really should be described as transfer guides
- To meet guidelines with the state and SACCS, a proposal was made to refer to these programs as transfer guides instead of plans of study
- This change will not impact AAS, Certificates, nor Short-Term Certificates in the technical area
- Copies of the proposed changes were distributed at the meeting
- Steve McGouyrk proposed the motion to be approved, Teresa Roberts seconded the motion, and all were in favor of making this change.

3. Faculty – Office Hours – Overtime – Payroll Adjunct Form – Rose Jones

- Rose Jones asked the Academic Council to make sure office hours for all instructors are posted correctly. This information is important for students when they are trying to meet with their instructor.
- Faculty leave hours should reflect the number of hours posted in their office hours

4. Tools for Schools – Rose Jones

- As part of the Tools for Schools Project, showcases of the career tech programs are planned for Tuesday, February 10, 2014 from 9 a.m. to 11:30 a.m. There will be approximately 800 high school students visiting the College. Students will select the three top programs they want to visit and three sessions have been scheduled for each of the programs

5. Summer Schedule – Tom Carter

- Copies of schedules will be sent out soon. Tom Carter asked everyone to meet the deadline for changes.
- There will be a lot of changes in the catalog, so it is very important that the deadline is met, too.
- Trent Randolph will be making these changes in the catalog

6. Student Success Center – Rose Jones

- Encourage your students to go to the new Student Success Center
- The center offers wireless internet and students can check out a laptop
- Students can use study rooms to meet with their classmates
- There will be an Open House probably by the end of March
- Workshops are being offered on Thursdays

7. ADA – Rose Jones

- Requests should be sent to Crystal Ingle
- Accommodations should be reviewed every semester
- Also, an Early Alert System has been created to help students who are struggling academically or have personal issues.
- Faculty can fill out a form that will be sent to the Student Success Center

8. Round Table Discussion

- John McIntosh asked all members of the Academic Council for their help to make sure all unit plans are updated.
 - There are some areas that have not updated any information
 - Copies this information were handed out for division chairs to look at
- John McIntosh also informed everyone that a team from Postsecondary - Office of Civil Rights will be interviewing people and visiting our facilities February 12-14

- **Timmy James – Banner**

- Northwest-Shoals was the first school doing the payroll conversion. Our Human Resources and Business Office did a great job at this
- The College was the only school to go live with Financial Aid
- The next step is to work on the Student portion of the program

- **Jennifer Hallmark – Bookstore**

- There are new food supplies being sold at the bookstore. If there are any requests for new items, you can contact the bookstore