

NORTHWEST-SHOALS COMMUNITY COLLEGE
ACADEMIC COUNCIL MINUTES
April 4, 2017

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

Members Absent: Dr. Glenda Colagross, Brittney Humphres, Rachel Trapp

The Northwest-Shoals Community College Academic Council met on Tuesday, April 4, 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:

- **Leslie Tomlinson Introduction – Rose Jones**

A new initiative from the President’s Cabinet is to pursue new grants. A search was conducted and Ms. Leslie Tomlinson obtained the position of Executive Director of Grants Development.

- **Summer Employment and Honors Night**

Forms for summer employment should be turned in to the Vice President’s office stating the percentage full-time faculty can work. Please remind faculty to consider vacation plans. Faculty are allowed no more than three days.

Honors Night will be April 18 on the Shoals Campus and April 20 on the Phil Campbell Campus. Faculty are not required to attend only if they have a class meeting at that time.

- **Proposed Changes to the Office Administration Program – Ed Carter**

Ed Carter handed out information to change the name of the program from Office Administration to Business Office Management. Changes will be included in the 2017-2018 Catalog. The AAS program and certificate have been restructured to include the following concentrations:

- Technical Concentration in Business Management and Supervision
- Technical Concentration in Computer Technology
- Technical Concentration in Accounting Technology

These concentrations will replace the Accounting Option, Administrative Option and Clerical Option. Justification: Today’s office worker is not only responsible for the traditional “secretarial” duties but must serve as an office manager as well. Along with

the typical office task, the office worker may also be asked to do minor computer maintenance, design web pages, and maintain fiscal records.

Motion to approve the changes was made by Ed Carter, a vote was taken and all present voted to accept the changes.

- **Unit Planning and Evaluations – John McIntosh**

All unit plans should be complete for reaffirmation at the end of June. Next year's plans should be complete no later than the end of July. Faculty should go back and make sure unit plans for the years 14-15, 15-16, 16-17, and 17-18 are complete.

- **Catalog and Summer Registration – Tom Carter**

Any dates you want to add to the 17-18 Academic Calendar should be submitted to Trent Randolph by April 12.

Changes to the new catalog are due April 10. Any significant change to the catalog should be ran through Timmy James before being submitted. Rose Jones asked division chairpersons to go over courses in their programs and make sure all courses are in the course catalog.

Registration for summer semester starts April 10.

- **Graduation and Upcoming Events – Crystal Reed**

Grades for spring semester are due May 10 by 9 a.m. Timely entry of grades will help the Advising and Admission departments to process grades and graduation/degrees.

ACCA Community College Day is scheduled for April 6 in Montgomery. Buses will be chartered for faculty and students to attend.

A high school math competition will be held on the Shoals campus on Friday, April 7 in Building 110. Event has been organized by Matt Gargis and Beth Brewer.

The PTK International Convention in Nashville, TN will be held April 6-7 and Dr. Timmy James will receive the Distinguished Administrator Award.

Spring Fling will be April 12 on the Phil Campbell Campus and April 13 on the Shoals Campus.

The Program Advisory Dinner will be on the Shoals Campus April 25.

The Smoke on the Water Festival will be April 28 in McFarland Park to raise funds for Shoals Scholar Dollars.

- **Round Table Discussion**

Rose Jones – A proposed Agricultural Center in Lauderdale County is in the House for approval. The 10,000-seat arena would include a Workforce Center and a Multi-Purpose Center.

Leslie Tomlinson – If you have any needs or know about a grant, please submit this information. A committee will be put in place to go over this information to select the projects for the College