

**NORTHWEST-SHOALS COMMUNITY COLLEGE**  
**ACADEMIC COUNCIL MINUTES**  
**April 7, 2015**

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**Members Present:** Ed Carter, Tom Carter, Roger Garner, Joe Hackworth, Crystal Ingle, Timmy James, Rose Jones, Tim Kelley, Ginger Long, Steve McGouyrk, John McIntosh, Teresa Roberson, Mark Simpson, Shelia Smith, Desiree South, Rachel Trapp, Kim Tucker

**Members Absent:** Glenda Colagross, Heather Johnson

The Northwest-Shoals Community College Academic Council met on Tuesday, April 7, 2015, in the Bevill Center, Room 141 on the Shoals Campus and in the Library – L13 on the Phil Campbell Campus. The following is a summary of the items that were discussed at the meeting:

- **Bookstore Updates – Jacquie Shafer**

The bookstore is working on summer orders. Jacquie requested that textbook adoptions for the fall be sent by April 15. She requested that ISBN numbers are included in the information. The bookstore can help instructors get this information and if anyone needs to order any special material, Jacquie can help them.

- **No Shows – Tom Carter**

Tom Carter requested that division chairs get with faculty to make sure they turn in their “no shows”. Financial Aid has had some problems to process the information. If an instructor reports a student as a “no show”, please e-mail Financial Aid as soon as possible to inform them. All faculty needs to check their e-mail for important information regarding add/drops and “no shows”. Registration starts Monday.

- **Soft Skills Workshop – Crystal Ingle**

The College will host a Professional Skills Workshop on the Shoals campus on April 29<sup>th</sup>, 2015. There will be speakers from local businesses to discuss different topics including workplace etiquette, work ethics, leadership and teamwork.

- **Leave – Rose Jones**

Please remind faculty and staff that when they save their leave in Banner they need to remember to submit it at the end of the period.

- **Purchase Orders – Per Diem – Rose Jones**

Please make sure that all purchase orders submitted in Banner include a detailed description of the item. If you are submitting a purchase order requesting per diem, please include the date, time, and location of the event.

- **Round-Table Discussion**

Rachel Trapp – The PTK Annual Convention will take place in San Antonio, Texas next week.

Shelia Smith – ECM Hospital – Community Services provided an award to sophomores in the Nursing Program.

Steve McGouyrk – Adjunct pay has not been revised since 2008. Timmy James said he was going to mention it to Dr. Lee.

Crystal Ingle – Advising for the summer semester will start soon. If help is required, we will be sending out an e-mail.

Mark Simpson – The Paramedic site visit/accreditation is scheduled for April 28-29.

Ed Carter – Congratulated Steve McGouyrk on his future retirement and the Academic Council thanked him for his continued contributions and mentorship.

Timmy James – Reminded everyone to submit their changes for the new catalog.

John McIntosh – Reminded everyone to close the two first semesters of unit plans and to start getting ready for the new academic year. Information is also used for Career Tech – Perkins and all faculty need to have their own number for unit plans, including adjunct faculty. Also all outcomes need to be populated. A new survey has been created for students to complete the form.

Rose Jones – There will be a power outage scheduled on April 17 to hook up electricity for the new Cosmetology building. The IT department will shut servers down during the weekend and will turn them back on Monday, April 20<sup>th</sup>.

Rose Jones – Please remind all faculty to turn in any change of grade forms for students who have been given an incomplete grade. This is very important because graduation is coming soon and we want to identify all potential graduates.