

NORTHWEST-SHOALS COMMUNITY COLLEGE
ACADEMIC COUNCIL MINUTES
September 1, 2015

Members Present: Debbie Benson, Ed Carter, Tom Carter, Roger Garner, Joe Hackworth, Crystal Ingle, Timmy James, Rose Jones, Heather Johnson, Tim Kelley, Tim Maupin, John McIntosh, Mark Simpson, Shelia Smith, Rachel Trapp, Kim Tucker

Members Absent: Glenda Colagross, Teresa Roberson

Also Present: Tia Stone, Lavon Duboise, Jennifer Hallmark, Dr. Humphrey Lee

The Northwest-Shoals Community College Academic Council met on Tuesday, September 1, 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:

- **Textbooks – Jennifer Hallmark**

It is very important that textbook adoptions are sent to the bookstore with plenty of time for them to have all materials ready. The information can either be e-mailed or sent by courier to Jennifer Hallmark, new manager at the bookstore. Deadline for the fall semester is April 15, spring semester October 15 and summer semester is March 15. The Academic Council requested that these dates be put in the academic calendar. Jennifer Hallmark will e-mail Trent Randolph to make the request. Please contact Jennifer Hallmark if you need any help or have any special request for materials or textbooks.

- **Human Resources Issues – Tia Stone**

The deadline to enter EPAF's in Banner is Friday, September 4, 2015 and all forms need to be approved by Wednesday, September 9, 2015.

Adjunct faculty cannot teach more than 9 credit hours or 17 contact hours by semester. Dual Enrollment instructors paid through the system do not qualify for this. Any instructor teaching at another Alabama Community College will be affected by this new policy. The HR Department will add a space in the application form changes. Sometimes the application is not completed on time, so the HR department requests that they are notified when an adjunct instructor is teaching at another community college in Alabama. If the instructor works at a K-12 school, they can sign the waiver of coverage form declining health coverage under the College's health plan.

The HR department requested that they are notified when an instructor is not coming back the following semester. In the case of an instructor that has been away for more than a year, a new payroll packet will need to be completed.

- **Schedule – Lavon Duboise**

Information in Banner is rolled over from the previous semester every semester. Lavon sends out a copy of the information from Banner to each Division Chair. She requested that they return the hard copy she sends with corrections. Do not send schedule information in an old format.

If there are any extra sections that should not be scheduled in the semester, the section needs to be crossed out. Any additional sections should be added in the blank form that Lavon created for that purpose. After the information is received back, it is updated in Banner and then Angie downloads the information and sends it to Marsha Oliver. Lavon said she can send another hard copy to division chairs with revisions; the only information that will not be on the hard copy will be the footnotes. Lavon is missing information for the spring schedule from a few departments and requested that the information be sent as soon as possible.

Tom Carter thanked division chairs for accommodating dual enrollment students in distance classes that had already been closed. He mentioned the recruitment of students has become very competitive and UNA, for example, is now teaching de/dc courses at Tuscumbia, Russellville and Muscle Shoals. Timmy James said that it will be a good idea to identify what areas de/dc students are interested in to be able to schedule classes for them in the spring.

The Academic Council also requested that first and second mini terms, and distance courses are included in a separate section on the printed schedule. A request will be sent to Trent Randolph to add this sections.

- **Unit Planning – John McIntosh**

John McIntosh reminded everyone that all 2014-2015 unit plans need to be completed and all 2015-2016 information entered in the system. Student learning outcomes can be used to work on new unit plans. He also notified everyone that a SACS visit is scheduled in the fall of 2018.

- **Maximum Course Loads – Timmy James**

It is very important that division chairs look at the course load numbers every semester. There have been instances where the load was 0 and nobody could register for the course. Timmy requested that division chairs look at the numbers for all sections and make sure they are correct. If you have 4 sections in the same room, try to keep the same number of available seats consistent. Dr. Lee also requested that limits are set and that some flexibility is given for students who are ready to graduate.

- **Duty Days for Faculty – Timmy James**

Remind faculty there are duty days scheduled in the Academic Calendar for a reason. When grades are due or we are advising students, faculty needs to be there to address any problems.

- **Trip to Europe – Timmy James**

Brad Pool wants to organize a trip for students to go to Europe. He did some research and there is a group that charges \$2600/person. Timmy requested approval from the Academic Council to do it. The trip would be scheduled during spring break. It has been done at the College in the past and it is done by other colleges in the area. The Academic Council approved the idea. Dr. Lee requested that we get all the information necessary to organize this trip for students from other colleges to make sure we are following adequate policies and procedures.

- **New Division Chairs – Timmy James**

Timmy James will go over the policy manual and go over the items that need to be reviewed at the College.

- **Attendance Verification and Financial Aid Reinstatement – Rose Jones**

Remind all faculty to print rolls by Friday, September 4, 2015. It is very important that faculty ensure all rolls are correct.

- **Round-Table Discussion**

Tom Carter - Darlene Hamm has retired. Please contact Tracy Waldrop if you need any help.

Dr. Lee – We have not heard anything about any changes in Montgomery yet, but we are looking at major changes that have already happen at the main offices.

Shelia Smith – Name in all documentation has to match the name on the student's birth certificates. She pointed out sometimes name on transcripts are different.

Timmy James – All full-time and adjunct faculty have to have a NW-SCC e-mail to receive notifications from the College.