

NORTHWEST-SHOALS COMMUNITY COLLEGE
ACADEMIC COUNCIL MINUTES
September 6, 2016

Members Present: Debbie Benson, Christopher Demorse, Roger Garner, Brittney Humphres, Crystal Reed, Timmy James, Rose Jones, Heather Johnson, Tim Kelley, Tim Maupin, John McIntosh, Kim Tucker, Medina Peebles

Members Absent: Ed Carter, Tom Carter, Dr. Glenda Colagross, Teresa Roberson, Mark Simpson, Rachel Trapp

The Northwest-Shoals Community College Academic Council met on Tuesday, September 6, 2016 in Room 141 – Bevill Center on the Shoals Campus and L13 on the Phil Campbell Campus. The following is a summary of the items that were discussed at the meeting:

- **Follett Discovery – Jennifer Hallmark**

Textbook Adoptions are due October 17, 2016.

Follett Discovery is a free service offered through the bookstore. Instructors can use it to schedule new textbooks. It also remembers the last textbook information and notifies users of upcoming new editions. In addition, videos related to the textbook are available. Division Chairs can track who has submitted their textbook adoptions. Students can see the textbook required for their course as soon as they register.

The Academic Council agreed to try it and Jennifer Hallmark will coordinate with Alan Mitchell in the IT Department to set it up.

- **Title III Grant – Dr. Timmy James**

The College has been awarded a Title III Grant. Funds will be used for technology and student retention. The first year, part of the funds will be used to improve Wi-Fi connection on both campuses. The second year, funds will be used to improve Distance Education through the purchase of Canvas. An instructional designer will be hired to help with the implementation.

- **Orientation ORI107 – Crystal Reed**

ORI107 Student Success, is a one credit-hour course that is offered to all freshmen students. Crystal Reed proposed that this course be counted in Area V for all Associate in Arts Degrees and Associate in Science Degrees. Course will be added to the Program Award Planning forms. A vote was taken and all members voted in favor.

- **Round Table Discussion**

Rose Jones requested that all Division Chairs get with their instructors to make sure they print the latest roll for their courses to verify all students who are in the class are registered. All adjunct faculty need to have a Northwest-Shoals e-mail to stay informed at all times.

Dr. Timmy James mentioned the adjunct faculty handbook is being updated to provide information to new instructors. He also mentioned he e-mailed out an article about Student Success from Tony Holland.

Rose Jones reminded everyone that full-time faculty should have their office hours updated for the fall by Friday, September 9. She also reminded everyone that all purchase orders need to be completed in a timely manner due to the end of the fiscal year.

John McIntosh reported enrollment numbers were down about 6% headcount and 5% total credit hours.

Kim Tucker expressed the concern of some faculty regarding the increase of dual enrollment. Dr. Timmy James mentioned we have to make sure the quality of instruction is comparable to any other course taught on campus. The trend is that dual enrollment will keep increasing.