

NORTHWEST-SHOALS COMMUNITY COLLEGE
ACADEMIC COUNCIL MINUTES
September 9, 2014

Members Present: Joe Hackworth, Crystal Ingle, Rose Jones, Daron Good (for Heather Johnson), Tim Kelley, John McIntosh, Teresa Roberson, Mark Simpson, Shelia Smith, Kim Tucker

Members Absent: Ed Carter, Tom Carter, Glenda Colagross, Roger Garner, Timmy James, Ginger Long, Steve McGouyrk, Desiree South, Rachel Trapp

The Northwest-Shoals Community College Academic Council met on Tuesday, September 9, 2014, in the Bevill Center – Room 147 on the Shoals Campus. The following is a summary of the items that were discussed at the meeting:

- **Phone Tree – Trent Randolph**
The College is in the process of revamping the phone tree. Extension 5200 will be programmed to announce closings when they happen. There will be 6 options given to the caller to be transferred to different departments.
- **Schedule – Trent Randolph**
Schedule information for the spring semester should be sent to Lavon Duboise. First draft can be done in a hard copy and any revisions should be done electronically. Spring 2015 schedule should be ready to come out by the end of October.
- **EPAF's – John McIntosh**
CRN#, course name, and credit hours should be included in EPAF's when submitted. Dual enrollment instructors EPAF's will be processed at a later time to allow instructors to verify their rolls.
- **Soft Skills Career Readiness Workshop – Crystal Ingle**
Workshop will be on September 25 in the Student Success Center. The Ready to Work Program and Student Services will participate and help with the presentations. If any department wants to set up a table to recruit students, please e-mail Tara Branscome.
- **IBEW – Business Minor – Rose Jones**
Proposed requirements for a minor in Business and Supervision were presented to the Academic Council for Approval. Ed Carter distributed copies of the current requirements and the proposed requirements. A copy of the proposed changes is attached. Steve McGouyrk motioned for the change to be approved. Joe Hackworth seconded the motion. A vote was taken and all members agreed to accept the proposed requirements.
- **Changes to Standing Committees – Rose Jones**
Please propose new employees or changes of current employees to participate in the 2014-2015 Standing Committees and send the information to Lavon Duboise by Friday.

Round Table Discussion

MaLea Milstead thanked everyone who helped in the Advising Center during fall registration.

John McIntosh reported a 1.9% up in enrollment and a 1% up in credit hours. Dual enrollment students are still being registered.

Rose Jones reported construction work in Building 110 is on schedule and should be ready by the time spring 2015 semester starts.

Teresa Roberson reported Shoals Scholar Dollars raised approximately \$75,000 during the auction. Approximately 600 students more completed their FAFSA applications due to this program.