

**NORTHWEST-SHOALS COMMUNITY COLLEGE**  
**ACADEMIC COUNCIL MINUTES**  
**November 8, 2016**

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

**Members Absent:** Dr. Glenda Colagross, Rachel Trapp, Medina Peebles

The Northwest-Shoals Community College Academic Council met on Tuesday, November 8, 2016 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:

- **Catalog Changes for AA and AS Degrees – Dr. Timmy James**

The College is authorized to award the Associate in Arts and Associate in Science degrees for students planning to transfer to a four-year college or university. Transfer guides are used to determine what courses should be taken while at NW-SCC. The College does not award degrees such as an Associate in Science degree in Business Administration or Computer Science, so this information should not be included in their transcript nor their diplomas. Students should be able to take any elective courses that are appropriate to the degree requirements and major of the individual student to complete the number of hours required for Area V. To eliminate problems or confusing information among advisors and students, a change in the catalog is required to show only the above mentioned awards. This change affects information that is already in Banner and will require extra work from Mark Simpson, Lavon Duboise and Adriana Wuotto.

The College should inform students and make sure they understand this information and change should help them graduate faster since they can use elective courses in area V. Crystal Reed recommended all students complete an individual STARS transfer guide in their chosen major to ensure they take the courses related to their pre-professional major.

Potential problems for this change might include marketing, according to Mark Simpson. Also, he recommended we check with Financial Aid to make sure changes do not affect a student's financial aid. There might be courses that go to technical degrees only.

There will be an Advising Workshop offered during Professional Development on campus in November that will include this information for Faculty and Staff.

- **Substitutes for Full-Time Faculty – John McIntosh**

John McIntosh suggested that a person or persons are designated to substitute last minute classes and be able to take roll, administer a test, or distribute assignments when an instructor is absent. He asked for ideas as to who at the College could be given this assignment and be available on call. Rose Jones asked division chairpersons to e-mail her suggested names to come up with a list of people to help with classes.

- **E-Mail Use – Rose Jones**

Rose Jones asked April Cookson to offer a workshop during Professional Development this November to go over the basics for Outlook 365. She asked that personnel who may have problems using e-mail attend this workshop.

- **Printed Schedule vs. Banner – Rose Jones**

Rose Jones asked Division Chairpersons to ask their instructors to go over courses for the semester and compare the information from the printed schedule to the information in Banner to make sure courses are correctly listed.

- **Professional Development Attendance – Rose Jones**

There are some instructors who do not attend professional development. Unless they are sick or have permission from the President, they must attend professional development sessions. Division Chairpersons think it will be easier to enforce this if we had a policy. John McIntosh will work on it and present it to President's Cabinet for approval.

- **Round Table Discussion**

Mark Simpson – Parking

Parking spaces behind the Bevill Center building are reduced and create difficulties when pulling out and might be a cause for future accidents. Rose Jones suggested that she along with Tim Inman and Mark Simpson get together and look at the area to come up with a solution.

Brittney Jones – Admission Criteria for Nursing

Beginning fall 2017, ADN program applicants must have a minimum 18 ACT composite score (National or Residual). The TEAS-V will not be used for admission anymore. NW-SCC will offer the ACT residual beginning November 28 and once a month after that. Crystal Reed said the cost to take an exam will be \$45 and only for NW-SCC students. A student has to wait 60 days before being able to retake the test. Brittney Humphres suggested this information is publicized so that students take the ACT test in time when applying to the program.

**Dr. Timmy James – State Vehicles**

When a car is returned to the pool of vehicles, it should be returned in a timely manner. It is the driver's responsibility to maintain the cleanliness of the vehicle. All trash should be removed before returning the vehicle.

**Crystal Reed – Advising Guide**

A new Associate in Science Degree guide has been developed for advisors and will be posted in the intranet. The new form includes a section at the top for development coursework if required. Crystal Reed will check if Athens State accepts MTH116 in area V since it is not included in the STARS agreement now.