

## DRAFT



### Academic & Campus Affairs Council (ACAC)

Date: October 7, 2011  
Chair: Mike Midgley

Time: 10:00 am  
Location: Room 502, HBC

Attendees: Kathleen Christensen, David Fonken, Jon Luckstead, Soon Merz, Charles Quinn, Gaye Lynn Scott, Hazel Ward, Mike Midgley, Juan Molina, Terry Mouchayleh, Robert Bermea, Stan Gunn, Lara Niles, Ina Midkiff, Anaka Rivera, Julie Todaro, David Tucker, Stacey Stover, Soon Merz, Amanda Karel, Samuel Echevarria-Cruz, Eileen Klein, Susan Thomason, Linda Kluck, Yolanda Chapa, Daisy Diaz  
Alemany for Clint Rodenfels

#### Minutes

---

**Agenda Item:** Training and Qualifications for Distance Learning Faculty      **Presenter:** Robert Bermea

**Discussion:** First reading. Robert Bermea presented a proposal for training workshops recommended by a subcommittee of the Distance Learning Committee for the purpose of qualifying faculty to teach DL courses. The workshops will satisfy DL teaching requirements as stated in SACS Distance and Correspondence Education Policy Statement and in AR 4.01.001 Distance Learning Best Practices. The proposed workshops are an introduction to the topics of technology, pedagogy, course management and DL administrative processes and support services. Susan Thomason, Director of Instructional Management Services, will lead a committee to work on developing the workshops. The process will be documented as required by SACS.

**Actions:** A motion was made to approve the proposal for distribution to employee groups and the Student Government Association for comment. Motion passed.

**Follow-up Item:** The proposal will be distributed to employee groups and SGA for comment and return to the November 4<sup>th</sup> council meeting for further discussion and possible approval.

---

**Agenda item:** Administrative Rule 4.04.016 Developmental Education:      **Presenter:** Yolanda Chapa  
Mandatory Skill Development Courses for Certain Developmental Students

**Discussion:** First reading. Yolanda Chapa presented the administrative rule with a proposed change to the deadlines for completion of HUDE 0111 and non-compliance extension. Under the proposed revision, students will have two semesters to complete the HUDE 0111 requirement with a grade of "C" rather than the current three semesters. They will be dropped for non-compliance at the beginning of the third semester.

**Actions:** A motion was made to approve the rule for distribution to employee groups and the Student Government Association for comment. Motion passed.

**Follow-up Item:** The rule will be distributed to employee groups and SGA for comment and return to the November 4<sup>th</sup> council meeting for further discussion and possible approval.

---

**Agenda item:** Administrative Rule 4.03.005 Faculty Qualifications      **Presenter:** Gale Spear

**Discussions:** First reading. Gale Spear presented a revision to AR 4.03.005. The rule was edited to add guidelines and procedures. Other changes include title change, a definition of "Skills Instructors", and the inclusion of the requirements for faculty teaching DL courses.

**Actions:** A motion was made to approve the rule and guidelines/procedures for distribution to employee groups and the Student Government Association for comment. Motion passed.

## DRAFT

**Follow-up Item:** The revised rule and guidelines/procedures will be distributed to employee groups and SGA for comment and return to the November 4<sup>th</sup> council meeting for further discussion and possible approval.

---

**Agenda Item:** New Administrative Rule - Reporting of Substantive Change    **Presenter:** Soon Merz  
and accompanying Guidelines

**Discussion:** First reading. The proposed AR will provide a policy to guide the College in reporting substantive changes to SACS. The college is mandated to report, among other changes, new awards that are significantly different than those currently offered and teaching sites when certain % of degree plans are taught at the new site. In reviewing the Guidelines, there was discussion on the difficulty of departments identifying potential substantive changes. After discussion, it was recommended that language related to these issues be moved to the guidelines. It was also suggested that the language on the *Timely Reporting Substantive Changes to SACSCOC* section of the rule be edited for consistency.

**Actions:** A motion was made to approve the rule with language corrections and distribute to employee groups and the Student Government Association for comment. Motion passed. A motion was made to send the guidelines back for work on suggested editing. Motion passed.

**Follow-up Item:** The rule will be distributed to employee groups and SGA for comment. The rule with the edited guidelines will return to the November 4<sup>th</sup> council meeting for further discussion and possible approval.

---

**Agenda item:** General Education Competencies    **Presenter:** Ron Johns

**Discussion:** Ron Johns returned the General Ed competencies to the Council for final approval. The General Ed Task Force drafted the proposed student learning outcomes in preparation for the upcoming SACS visit and in response to proposed changes in the Coordinating Board's required learning outcomes for core curriculum courses. Programs/departments will determine which outcomes are included in specific courses.

**Actions:** A motion was made to approve the competencies for distribution to employee groups and the Student Government Association for comment. Motion passed.

**Follow-up Item:** The competencies will be distributed to employee groups and SGA for comment.

---

**Agenda item:** AR 1.02.003 Admission    **Presenter:** Linda Kluck

**Discussion:** First reading. The Admission rule was modified to reflect the addition of Early College High School (ECHS). An agreement between ACC and Austin Independent School District directs that the College admit students migrating from 8<sup>th</sup> grade up into 9<sup>th</sup> grade. The change to the rule will accommodate the new program.

**Actions:** A motion was made to approve the rule for distribution to employee groups and the Student Government Association for comment. Motion passed.

**Follow-up Item:** The rule will be distributed to employee groups and SGA for comment and return to the November 4<sup>th</sup> council meeting for further discussion and possible approval.

---

**Agenda item:** Online Withdrawal    **Presenter:** Kathleen Christensen

**Discussion:** First reading. KC presented a revised list of reasons for student withdrawals as part of implementation of student online withdrawal. The revised reasons for withdrawal include the exception to the six-course withdrawal limit and a revision to the current reasons. All students will have access to

## DRAFT

online withdrawal with the exception of at-risk students. At-risk students will need to meet with an advisor to withdrawal from classes. There was a concern expressed on losing information with the consolidation of some of the reasons. A recommendation was made to implement a training module to orient the students in the new process.

**Actions:** A motion was made to approve the withdrawal reasons for distribution to employee groups and the Student Government Association for comment. Motion passed.

**Follow-up Item:** The withdrawal reasons will be distributed to employee groups and SGA for comment and return to the November 4<sup>th</sup> council meeting for further discussion and possible approval.

---

### Other Information

Mike Midgley requested approval of the June 3, 2011 Council minutes. An error in the minutes was noted and corrected as shown below. A motion was made to approve the minutes with the correction. Motion passed.

**Agenda item:** Administrative Rule 6.07.002 Professional Development Hours

**Presenter:** Terry Mouchayleh

**Discussion:** First Reading. Terry Mouchayleh presented. Professional Development Committee has recommended that employees be allowed to roll over excess (~~more than~~ 42) professional development hours continuously each year. Required Professional Development training (e.g., Sexual Harassment or ADA Compliance) must be completed each year no matter how many rollover hours the employee has accumulated.

The next Council meeting: November 4, 2011