

# DRAFT



## Academic & Campus Affairs Council (ACAC)

Date: November 4, 2011  
Chair: Mike Midgley

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

Attendees: Richard Armenta, Richard Cutler, Lyman Grant, Gary Hampton, Stephanie Hawley, David Fonken, Jon Luckstead, Soon Merz, Charles Quinn, Gaye Lynn Scott, Hazel Ward, Mike Midgley, Juan Molina, Matthew Pappas, 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, Stewart Sachers for Clint Rodenfels, Linda Smarzik, Susan Thomason

### Minutes

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**Agenda Item:** Administrative Rule 3.05.002 Use of College Information Systems  
**Presenter:** Stan Gunn

**Discussion:** Stan Gunn presented the amended rule and proposed guidelines. The amended rule is less specific with details and mention of technologies and focuses on staff, faculty, and student rights and responsibilities in using ACC's information systems. The proposed guidelines are not overly specific with technologies since they change at a rapid pace. The guidelines make the College community aware that the institution's electronic communication methods are official records and subject to the College's retention rules and policies, and subject to Texas open records regulation.

There was a request from the Council to restore the FERPA statement to the rule and clarify the use of personal email accounts via the College's network.

**Actions:** A motion was made to update the rule and guidelines with suggestion of added content and return to the council for further discussion and possible approval. Motion passed.

**Follow-up Item:** Additional comments should be sent directly to Stan Gunn. The rule and guidelines will return to the Council's next meeting.

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**Agenda item:** Study Abroad Faculty Handbook  
**Presenter:** Mike Midgley

**Discussion:** No discussion. The item will be on the Council's February 3, 2012 meeting agenda.

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**Agenda Item:** New Administrative Rule - Reporting of Substantive Change  
**Presenter:** Soon Merz  
Amanda Karel

**Discussion:** The rule returned to the Council for a second reading. The rule 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. Language related to departments identifying potential substantive changes was removed and added to the proposed guidelines and language in the *Timely Reporting Substantive Changes to SACSCOC* section of the rule was edited for consistency.

The Council members suggested clarification of the *Publicizing Substantive Change* statement and removal of the detailed substantive change definitions since they are detailed in the guidelines.

**Actions:** A motion was made to approve the rule with recommended changes. Motion passed.

**Follow-up Item:** The rule will go forward to the President for signature.

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**Agenda Item:** New Administrative Rule (Guidelines) - Reporting of Substantive Change

**Presenter:** Soon Merz  
Amanda Karel

**Discussion:** Second reading. As recommended by the Council, language related to departments identifying potential substantive changes was added to the proposed guidelines. The guidelines detail the procedures with timelines and documentation required by SACSCOC for the reporting of program, location, and college-related substantive changes.

**Actions:** A motion was made to approve the guidelines with minor word edits and for distribution to employee groups and Student Government Association for comment. Motion passed.

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

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**Agenda Item:** Training and Qualifications for Distance Learning Faculty

**Presenter:** Robert Bermea

**Discussion:** No discussion. Item had earlier been moved to last on the agenda, and the Council did not have a quorum when the item was presented. The item will be on the Council's February 3, 2012 meeting agenda.

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

**Presenter:** Yolanda Chapa

**Discussion:** The rule returned to the Council for a second reading. The proposed change to the rule allows certain developmental students two semesters to complete the HUDE 0111 requirement with a grade of "C" rather than the current three semesters. Students will be dropped for non-compliance at the beginning of the third semester.

**Actions:** A motion was made to approve the rule. Motion passed.

**Follow-up Item:** The rule will go forward to the President for signature.

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**Agenda item:** Administrative Rule 4.04.007 Developmental Education: State Exemptions and Exceptions to Overall TSI Requirements, and Guidelines

**Presenter:** Yolanda Chapa

**Discussion:** Third reading. The proposed change to the rule adds a TSI exemption allowing non-degree seeking students to enroll in a class for personal enrichment. The students will not be exempted from skills prerequisites. The draft of the rule's procedures ensures that students will not avoid TSI requirements.

There was discussion on adding a statement to point out that a student cannot receive a level 2 certificate or associate degree without being TSI complete. A minor word modification change was suggested to one of the enrollment restrictions in the guidelines.

**Actions:** A motion was made to approve the rule and guidelines with recommended statement and minor word edit. Motion passed.

**Follow-up Item:** The rule will go forward to the President for signature.

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**Agenda item:** Administrative Rule 4.03.005 Faculty Qualifications

**Presenter:** Gale Spear

**Discussions:** Second reading. 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.

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**Actions:** A motion was made to approve the rule and guidelines/procedures with recommended edits from the Faculty Senate. Motion passed.

**Follow-up Item:** The rule will go forward to the President for signature.

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**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. Motion passed.

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**Agenda item:** AR 1.02.003 Admission

**Presenter:** Linda Kluck

**Discussion:** No discussion. The item will be on the Council's February 3, 2012 meeting agenda.

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**Agenda item:** Online Withdrawal

**Presenter:** Richard Armenta

**Discussion:** Second reading. Additions made to the reasons for withdrawal since the last Council meeting include the "care of sick, injured, or needy" to the six course withdrawal limit exceptions and "student met course goals" to the faculty-initiated reasons.

A request was made to reinstate the "conflict between class and job" reason in the personal-related list.

**Actions:** A motion was made to approve online withdrawal with addition of the one personal-related reason. Motion passed.

**Follow-up Item:** Online withdrawal will be implemented in the Spring 2012 semester.

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### Other Information

Mike Midgley made a motion to approve the Oct 7, 2011 Council minutes. Motion passed.

The next Council meeting: February 3, 2012