Academic Council Meeting Minutes – September 2, 2020


Absent: B. Lagal

I. Minutes

The August 5, 2020 minutes were approved unanimously.

II. Business

a. Course Proposals (A. Bigby)

Ms. Bigby provided some points for course proposals. She asked deans to remind faculty to place effective dates on course proposals. She reminded deans the courses are numbered so that the second digit is related to how many credit hours the course will be. She would like to have a deadline for course proposals of April 1st because of the turnaround time to complete the catalog. Her goal is to have the catalog published by late July.

Due to Ms. Bigby needing to leave the meeting, she shared her unit update early. The Registrar’s office is currently searching for an assistant registrar and she is working on catalog updates.

b. Annual Reports

Dr. Glenn asked units reporting to him to complete an annual report for the past year so that an Academic Affairs annual report can be provided to the President and Executive Committee. He announced the deadline to submit the report to the Provost office is September 15th. Dr. Bailey reminded the units who are not Provost or deans’ office that the annual assessment report is due in October. This report is designed to meet SACS requirements. The annual reports for Dr. Glenn can be added to this report.

c. Emergency Management Summary

Dr. Glenn said there is a continuity of operations plan prepared by Stuart Sherman’s office that every division should have. The template forms will be placed in the folder and units preparing a plan can refer to it.

d. First week review

Dr. Glenn said almost 5000 students enrolled this year. He asked attendees to share their experience of the first week of school. This discussion will also include the unit reports for each area.
Dr. Colwell said operations for Business are running smoothly, although his staff has questioned having to be on campus due to lack of traffic through their office. The staff’s desktops are at home and they are limited as to what they can do on campus. Dr. Glenn suggested staff use spare computers already in the office. He would like at least someone to be in the office.

Mr. Faulk reported everything is going well in his department. He discussed Turn It In. The license is renewed every year and will be coming up in December. There is a new feature offered that faculty may be interested in, but Dr. Teixeira said he has discussed with faculty and most feel it is not necessary at this time. Dr. Glenn agreed the license should be renewed without the new feature.

Dr. Lambert said some students are not wearing masks, but there are also staff not wearing them. He mentioned Blackboard is confusing and suggested standardizing it.

Ms. Locher said they have seen the same problem with masks. She agreed with Dr. Lambert on the lack of standardization on the Blackboard courses. The library will be shooting a video tour today.

Dr. Martinez reported no major issues. Regarding Blackboard, she routinely looks at the syllabi for faculty and finds very detailed information; she suggested having students check the syllabus. Faculty are utilizing some of the side tabs and she does not think Blackboard can be fully standardized. The nursing director search is in progress now. Dr. Martinez said Dr. Vaughn has done a great job as interim director; she is an army nurse, positive and inspiring. Dr. Martinez has asked Paula Cobler to write an article on her.

Dr. Teixeira said from his experience students are confused the first week or two with Blackboard. He said faculty could be encouraged to communicate better with the students. He agrees with Dr. Martinez that he does not feel it will ever be standardized, but they could possibly create a template and encourage faculty to use it. He said the first week was fine, nothing major. Dr. Glenn said he and the President would be addressing the Faculty Senate on Friday.

Dr. Tomek said they do have a sort of template for Blackboard and she can share it if anyone wants to look at it. She said everything is going well. She suggested continuing the present mode of teaching for the future since it has been successful.

As recorded by:
Kendra Matthews