

Academic Affairs Committee Meeting

May 17, 2018

10:00 a.m.

President's Conference Room

Present: Dr. Richard Dawe, Dr. Keith McClanahan, Fred Holzhauser, Ryan Howard, Darla York (via conference call), Tim Gammill (via conference call), and Candace Killian

The meeting was called to order at 10:00 a.m. by Tim Gammill.

Robert Wright made a motion to approve the minutes from the last meeting. Fred Holzhauser seconded the motion.

Dr. McClanahan gave a summary of the agenda before explaining each item individually.

1. Proposed Associate of Applied Science in Surgical Technology: Dr. McClanahan explained that the proposed AAS in Surgical Technology has been requested by local medical practitioners. This is the Surgical Technology degree with an embedded Certification of Proficiency (CP) in Surgical Scrub Technician and a Technical Certificate (TC) in Surgical Technology. He then explained that the Certificate of Proficiency would allow completers of this one semester program to enter the workforce at an entry level in a variety of the surgical facilities. The Technical Certificate would allow completers to perform the more advanced procedures found in operating room surgical procedures. This program would seek to become an accredited program through the various surgical technology accrediting agencies. Dr. McClanahan stated that the Technical Certificate would be approximately one year long, Fall, Spring, and Summer. And that completers of the TC could complete the AAS in one additional semester of general education coursework and could do this in an online format so they could be working while finishing the AAS degree. This degree would begin in Spring 2019 at the earliest but would most likely be in the Fall 2019. He stated that graduate salaries are in the low to mid \$40K range. Darla made a motion to approve the proposed Associate of Applied Science in Surgical Technology and Tim seconded it.
2. Proposed Modifications to Board Policy 2.21 Compensation and Categorization of Faculty: Dr. McClanahan explained that the current policy sets minimum class size at eight students in all semesters for adjuncts but sets the minimum for full-time faculty in the summer at 10 students. Since all faculty are essential to the operation of the College it is logical to have the same enrollment minimums for all faculty members. Proposed changes are:
 - a. To add a bullet point under Course Overload Formula stating the following: "Maximum class enrollment is 30 students. The Provost may approve class enrollments greater than 30. Faculty will be compensated an additional amount as detailed in Administrative Procedure 2.21 for enrollments over 30 students."
 - b. Under the Adjunct Faculty section, Paragraph B is reworded to indicate minimum class sizes of 10 and allowing the Provost to make exceptions to this minimum class size as

needed as well as pro-rating of pay or providing additional compensation for large class sizes (greater than 30 students) per Administrative Procedure 2.21.

- c. To decrease adjunct teaching loads from 12 credit hour to nine credit hours per semester to remain in compliance with US Department of Labor distinctions between full-time employees. The Provost is allowed to make exceptions to this maximum teaching load as needed.
 - d. To change the pay calculation date to the census date for all overload and adjunct classes.
3. Proposed Modifications to Board Policy 4.25 Faculty Loading: Dr. McClanahan explained that there are differences in Board Policy 4.25 Faculty Loading and Board Policy 2.21 Compensation and Categorization of Faculty that may cause misunderstandings among faculty as they compare minimum and maximum class sizes for full-time faculty and adjunct faculty. The proposed change to Board Policy 4.25 is to add a bullet under both the Fall and Spring Semester and the Summer Terms to establish maximum class size of 30 students allowing the Provost to approve exceptions to the maximum class size as needed.

With no further discussion from the committee, Darla made a motion that the proposed academic and discussion items be recommended for approval to the full board at the next board meeting. Fred seconded the motion. The meeting was adjourned at 10:25.