



MEETING: SHP Leadership Council – Ad Hoc Meeting

November 7, 2012, 1pm, A-138

PURPOSE: DEGREEWORKS IMPLEMENTATION/CAPP WORKSHOP

FACULTY WORKLOAD/CONTACT HOURS in BANNER

ATTENDEES: Dean - M. Collins, **CPS/RES** – J. Elsberry, **CVT** - J. Davis, ~~**DH** – Karen Molumby~~, **EMS/FIRE** – J. Washburn, **HIT** – D. Howard, ~~**HUS** – S. Brown~~, **NURS** – B. Holbrook, S. Holland, M. Kruger, D. McNulty, C. Paul, ~~**OPT** – R. McCoy~~, **PTA** – J. Gootkin, **RAD** – J. Mayhew

GUESTS: Michelle Fanslau, Director of Academic Services, I-216, x1478
Judith Grasso, Coordinator of Curriculum & Catalog Systems, O-210, x1355
Monique Ward, Application Support Specialist, G-204, x6962

MINUTES - DEGREEWORKS

1. Introductions of SHP Program Directors and 3 Guests
2. **GOALS:** make sure that we build DegreeWorks with correct information and make sure that we don't create barriers for students applying to multiple degree programs within the SHP
3. Interim Registrar – Kevin Coughlin will be actively involved in the conversion
4. Jodi Gootkin, Physical Therapy Assistant Degree Code – may need to be set up as a focus group and not as an AS Degree; problematic since students are Broward and not Edison; could have financial aid implications **Michelle Fanslau/Jodi Gootkin will follow up on this**
5. AA – students will be adding concentrations to this degree in the near future. See list of AA Electives.
6. Barry Paine, Director of Financial Aid – hours per semester; time to degree completion; GREAT IMPACT on student aid. **Dr. Collins will invite Mr. Paine as a FUTURE GUEST.**
7. Course Content versus Credit Hours – GORDON STATE RULE for ENGLISH & MATH (**COP 03-0610**). AA, 36 GenEd; for AS, 15 GenEd. Dr. Collins sent memo to Dr. Harrel regarding this already and will **send to PROGRAM DIRECTORS.**
8. Issue Degree Audit runs clean and then later, not clean – due to CAPP not being kept up-to-date **OR** changes to curriculum in midst of program cycles
9. Co-requisites: only should be used when KNOWLEDGE needed at same time and NOT due to program's attempt to SEQUENCE curriculum. Dr. Collins explained that this is a different paradigm than what accredited health professions are used to since our standard often mandate that we show a continuum of knowledge within our curricula.
10. Don't add PREREQUISITE if not truly a prereq. If okay with other students taking course then DO NOT ADD prereq **ALL PROGRAM DIRECTORS REVIEW PREREQS and COREQS**

11. If cohort, then many prereq/coreq not needed. **DR. COLLINS will work with all to make sure curricula are outline by term with clear indication of credit hours required.**
12. COURSES can be coded as: Permission of Instructor Required when programs are concerned that students will register for a course when they should not/are not ready for that level
13. BAS and BSN Programs of Study are not currently sequenced like the AS programs
14. QUESTION: Overrides can still be utilized as exceptions but should not be the norm, e.g., students cycling back into program
15. NURSING – AP and BASIC can do OR scenario on prer but not cor. NURS Basic or NURS Adv – 3 courses that both take. If pre/co set up on the course and not all meeting...USE OR language (Mental Health I, II, III). USE PERMISSION OF INSTRUCTOR
16. Catalog term – once major is declared, student must follow that catalog or catalog for term they will graduate
17. SHADEGR: code to see a student's degree sequence (change of majors while at Edison). On-line request can be completed for specific Banner access **CONTACT Milano Williams to request this access in BANNER**
18. SUGGESTION: incorporate Degree Audit as part of Application: NOT at EXIT
19. Faculty Chair Consortium in CANVAS: **important information for program directors will be posted there so contact Michelle Fanslau if you do not have access**
20. Program of Study Checklists – in lieu, it is BEST to use Degree Audit. Some students have presented these pages that were SIGNED/CHECKED OFF by program directors/staff but DEGREE AUDIT still unclear.
21. CAPP – field that says total credits required; if total credits required does not matter as long as
22. CLARIFICATION: CAPP and Degree Audit are not the same programs used to register for classes
23. DEGREEWORKS - must build/scribe up to 5 years so Edison must have both DW and CAPP until CAPP is phased out
24. STUDENTS entering 2011-2012 Academic Year = DegreeWorks ONLY
25. Curriculum Action may be needed if change needed
26. **November 15, 2012 DW Reports Due to Michelle Fanslau/cc Dr. Collins** so she, Judi, and Monique can review
27. January 4 and February 1 – Deadlines remaining for Curriculum Review and approval for FALL 2013 CATALOG changes.
28. QUESTION, what are Program Restricted Subjects – Remedial or any other developmental courses that won't. PEA is physical fitness. CAPP restricts developmental, English for Academic purposes. EPI – education prep institute.
29. GEN ED – **Michelle Fanslau** will verify that only a GEN ED can be used when extra credit hours are needed to meet an area
30. Minimum Course Grade: cumulative GPA
31. C or D may be permissible for GEN ED progression/course completion but a program can state if this is NOT permissible for their limited access program
32. AA Degree – only Gordon Rule courses require a minimum grade of C; others, a D is passing
33. AGE limit on courses – none exists right now
34. TAKE a look at Common Course Prerequisites for each program: if common core standards say CGSXXXX that means ANY CGS courses; BAS and BS are tied to COMMON CORE PREREQ STANDARDS
35. IGNORE items in memos that relate to LIT and LIN courses

36. If catalog says CREDITS in a particular area but having the CONDITION met is the intent, then CONDITION may be better for programming and avoid issues that arise when credit hours are different for outside programs/old Edison catalog years.
37. AS Degree – YES, build DegreeWorks to use other GEN EDUC CREDIT to make up extra CREDIT HOURS after CONTENT is met
38. BSN/BAS degrees have an ELECTIVES AREA but AS Programs of Study do not
39. To obtain a degree from Edison: 25% of total credits for program must be completed at Edison. If not a whole number, ALWAYS ROUND UP **-SACS 3.5.2**
40. JUDITH GRASSO – Keeper of the Catalog. Once a Catalog year begins, NO CHANGES ALLOWED until the next catalog year. Programs of Study cannot be changed without Curriculum Committee review.
41. WEBMASTER – Daniel Stoeltzing, Information Technology
42. IMPORTANT DATES: Directors should ALWAYS attend these important meetings for the latest updates to College processes. **ATTACHED - next Meeting is December 7 @ 8:30am in I-122.**
43. DISCUSSIONS regarding adding BSC1010/1010L Biology as a HUN1201 Nutrition prerequisite (communicated by Dr. Koupelis 22Oct12). CURRENTLY, no prereq for HUN1201.
44. DISCUSSIONS regarding removing CGS1000 as a prerequisite to CGS1100 (communications between Dr. Meyer/Scott Vanselow). CURRENTLY, prereqs are CGS1000 with a grade of “D” or higher **OR** CGS1077/KLEP Transfer Credit **Dr. Collins will follow up**

MINUTES - FACULTY WORKLOAD/CONTACT HOURS IN BANNER

1. COP: 03-1110 Faculty Teaching Loads/Overload Hours
2. PROBLEM: Information entered in Banner (entered 3-4 years ago) shows incorrect data for Faculty Instructional Hours
3. SOLUTION: complete and submit through Curriculum Committee Review: Change of Course Form
4. Example: A&P I and II: may be 4 credit hours but faculty receive credit for 5 instructional hours
5. In some programs, faculty not assigned to some classes due to terminal degree qualification issues; this must be revisited. **Dr. Collins will review with each program (SACS 3.5.4)**
6. **SACS 3.7.1** – guidelines that consider faculty qualifications (1) if a course is designed to transfer and (2) the degree level of the course
7. Not including the faculty who are actually teaching the course adds additional burden for reporting grades and other course administration
8. SHP Faculty Workload in Clinical/Laboratory teaching will be discussed in future meeting. **Dr. Collins will add to an Agenda**
 - a. Student Credit Hours
 - b. Student Contact Hours
 - c. Faculty Contact Hours – will NOT MATCH student contact hours if multiple small groups are required for clinical feasibility or accreditation mandated faculty to student ratios. **SHP metric needed**
 - d. Possible error in COP 03-1110 because there is no distinction between load hours for lecture and laboratory/clinical. Both say 1:1? Same language in Collective Negotiations Agreement as well in 6.4.Section B **Dr. Collins will inquire**