CAAC Minutes: 2024-11-19

November 19, 2024, at Covestro, Room E212 at 2 p.m.
Present: Roshele Friudenberg, Jodi Rodriguez, William Walker, Joseph Queyquep, Jamie Holloway, John Elliot, Nicole Tunmire, Wally Collins, Ed Koretz, Paul Allen, Michael Carson, Alexa-Marie Ramirez, Janena Norris, Christine Miller, Regina M Barrera, Karen Guthmiller, Paul Arrigo, Franklin Emeka, Steve Showalter, Carl Husband, Lisa Tuck, Lara Capson, Joe Ganakos, Regina Barrera, Cristen Martin, Richard Tunstall, Charles Jones, Dana Woods, Heather Merrill, Christine Miler, Frances Parent, Marissa Moreno

1. **Call to Order at 2:03**
2. **Approval of Minutes**
   John motioned to approve. Roshele seconded.
3. **III. Officer Report**
   a. CAAC Chair: Alexa-Marie Ramirez
      Dr. Walcerz added an item to the agenda at the last minute. The item will be discussed at the end of the meeting.
   b. CAAC Vice-Chair: Roshele Friudenberg
      No report
   c. CAAC Secretary: Michael Carson
      No report
4. **Informational Items - Administration**
   a. Provost/SACS Liaison: Douglas Walcerz
      No report
   b. AVP of Academic Affairs: Janena Norris
      No report.
   c. AVP of Student Affairs: Scott Bennett
      Student Affairs identified inaccurate course descriptions on Simple Syllabus. There will be an ACGM update.
   d. AVP of Transfer & Educational Partnerships: Marissa Moreno
      Educational partnership established. Marissa is working with Nicole to provide family documents.
   e. Director of Advising & Transfer Partnerships: Sarah Tidwell
      Not present
   f. Director of Guided Pathways: Nicole Tunmire
      Nicole will provide template for updated Guided Pathways maps next meeting.
   g. Registrar: Carl Husband
      Carl encouraged faculty to RSVP for commencement.
   h. Academic Honesty Committee: Paul Arrigo
      Not present
5. **Old Business**
   a. Steven Saunders
      i. 1940— New Degree/Certificate: Cert. - Commercial Unmanned Aircraft System (sUAS/Drone)
      ii. 1941— New Course: AIRP 1413
      iii. 1942— New Course: AIRP 1445
      iv. 1943— New Course: AIRP1491
      v. 1944— New Course: PHTC 1442

      vi. 1945— New Course: RTVB 2430
     vii. 946— New Course: DFTG 2421
    viii. 1947— New Course: PHTC 2431
     ix. 1948— New Course: GISC 2401
         Tabled. Steven is now focusing on a new degree rather than the certificate.

6. **New Business**
   a. Ingrid Wallace
      i. 1987—Change/Update Course Description MATH 420
      ii. 1986—Change/Update SCH MATH 420
      Motion to discuss. Motion seconded. Ingrid explained the need to review offerings and reduce course credit hours from 4 to 3. Committee members asked when this would take effect. Ingrid explained that it would take effect in Fall 2025. Committee members asked if everything within the division will reflect the change from 420 to 320. Scott Bennett said it will not be automatic but done manually on the back end. Roshele noted that it would require new course combinations for
   b. Waldo Collins
      i. 1981—Requisite Update INTC 1350
      ii. 1980—Requisite Update INTC 2433
      iii. 1979—Requisite Update INTC 1456
      iv. 1978—Degree Plan: Instrumentation Technology (AAS - IR2)
      v. 1977—Requisite Update ENRD 100
      vi. 1976—Miscellaneous: Change/Addition of description - Instrumentation Technology IR1, Certificate of Completion
      vii. 1975—Miscellaneous: Change/Addition of description - Instrumentation Technology IR2, AAS
      viii. 1973—Replace Course TECM 1341 with TECM 1301
      ix. 1972—Replace Course TECM 1341 with TECM 1301
      x. 1971—Replace Course TECM 1341 with TECM 1301
      xi. 1970—Replace Course TECM 1341 with TECM 1301
      xii. 1969—Replace Course INTC 1312 with INTC 1035
      xiii. 1968—Replace Course INTC 1312 with INTC 1035
      xiv. 1967—Replace Course INTC 1305 with ELPT 1321
      xv. 1966—Miscellaneous: Analytical Instrumentation ATI1 Certificate of Completion - Change to Level 2 Certificate
      Wally's division reviewed the curriculum. They need to make a series of changes. This will be the first phase of recommendations.
      1966: Motion to discuss. Motion seconded. Students have found a way to avoid TSIA requirements. A change to level 2 certificate will address this loophole. Committee members asked if this would change course hours. Wally said it would not. Alexa called a vote. Approved unanimously
      1967: Motion to discuss. Motion seconded. The 2019 curriculum adjustment requires taking INTC 1305 out as it is an identical course. Alexa called a vote. Approved unanimously.
      1968-1969: Motion to discuss. Motion seconded. Wally's division needs to streamline catalogue after the 2019 curriculum adjustment. Alexa called a vote. Approved unanimously.

1970-1973: Motion to discuss. Motioned seconded. Changing all TECM 1341 to TECM 1301 will allow SLOs to fit the program and make registration less confusing. Alexa called a vote. Approved unanimously.

1975-1976: Motion to discuss. Motion seconded. Change will allow other "craft-related" courses to be approved for certificate. The committee discussed whether "craft" allowed too much flexibility. The committee decided the language is appropriate for the certification. Alexa called a vote. Approved unanimously.

Motion to discuss. Motion seconded. The division needs more consistency in the catalogue. Alexa called a vote. Approved unanimously.

Motion to discuss. Motion seconded. Division needs to move course from the original pathway to correct sequence and keep foundation courses together on final semester. This change does not necessarily alter the student timeline. Committee members asked if students could get degree earlier. Wally said it was possible. Committee member said it will not align with the website. Alexa called a vote. Approved unanimously.

Motion to discuss. Motion seconded. Students are taking the class too early. It needs to be moved later in the degree plan. Alexa called a vote. Approved unanimously.

Motion to discuss. Motion seconded. The division wants to ensure students are ready for later courses. Alexa called a vote. Approved unanimously.

Motion to discuss. Motion seconded. The change will allow concurrent classes. Committee members asked if students must take the classes concurrently. Wally explained that it is optional. They want to encourage cohorts. The committee discussed the difficulty of aligning dual credit population and night class population in cohorts. Wally said this change will expand student opportunities. Alexa called a vote. Approved unanimously.

c. Angela M. Noack
   i. 1965—Discontinue Course CSEM 2449
   ii. 1964—Discontinue Course CSME 2445
   iii. 1963—Discontinue Course CSME 2444
   iv. 1962—Discontinue Course CSME 2414
   v. 1961—Discontinue Course CSME 2410
   vi. 1960—Discontinue Course CSME 2350
   vii. 1959—Discontinue Course CSME 2343
   viii. 1958—Discontinue Course CSMA 1435
   ix. 1957—Discontinue Course CSME 1434
   x. 1956—Discontinue Degree Certification: Cosmetology Student Instructor (Cert. SI1)
   xi. 1955—Discontinue Degree Certification: Cosmetology (Certificate for HS Dual Credit Students Only - COHS1)
   xii. 1954—Discontinue Course CSME 1255
       Motion to discuss. Motion seconded. The state changed the required program hours from 1500 to 1000. Division delayed change into all currently enrolled students graduated. Alexa called a vote. Approved unanimously.

d. Douglas Walcerz
   i. 1992—Change to Bylaws

Last-minute addition to the agenda. Motion to discuss. Motion approved. Alexa explained that the administration recommends two wording changes to Article II.a of the CAAC Bylaws. They want to add the parenthetical phrase "(all must be full-time faculty)" after the words "Voting Members" to make it clear that all the voting members are full-time faculty, and replace the words "Ad Hoc Members" with the words "Non-Voting Ex-Officio Members" to make it clear that members of the administration are non-voting members. The purpose of these changes is to be very clear that the full-time faculty make decisions for CAAC. The administration believes these wording changes do not change the intended meaning of Article II.a, and the changes will add clarity and help meet SACSCOC standards. Alexa called a vote. Unanimously approved.

7. **VI Open Forum**
   Next meeting will be in the third week of January.
8. **VII Adjournment**
   Meeting adjourned at 3:16 p.m.