

ACADEMIC COUNCIL MEETING

September 12, 2016
12:00 PM – Conference Room, Ed Center

MEMBERS:

Eric Reed	Brad Ramsdale
Doug Smith	Barb Berg - absent
Mary Rittenhouse - absent	Ron Rosati
Kevin Martin	Joanna Hergenreder
Vicky Luke (recorder)	

The NCTA Academic Council Meeting was called to order at 12:06 P.M. with the above referenced in attendance.

Minutes from the last meeting

- Minutes from the previous meeting were reviewed
- One adjustment was made to the minutes – The Certificate in Ag is a 16 credit hour certificate, not 18 credit hours.

Kevin Martin made a motion to accept the minutes as amended. Doug Smith seconded. All in favor....motion carried.

Online Course Approvals

- We have a new process for distance learning course approvals
- All distance learning courses are required to come before academic council for approval.
- The Distance Learning Course Approval Form is made up of the following areas.
 - Instructor Qualifications
 - Course Overview and Introduction
 - Student Learning Outcomes
 - Assessment and Measurement
 - Instructional Materials
 - Learner Interaction and Engagement
 - Course Technology
 - Learner Support
- Each of these areas must be addressed and approved by Academic Council before the course can be approved and offered online.
- Eric went through his English Composition course demonstrating each area while Brad completed the approval form.
- There was discussion on the process; It was decided due to the time constraints that it would be more beneficial for instructors to give Academic Council access to the class on Blackboard for them to go through at their convenience. They will make notes and bring back to Academic Council for approval of the course which will speed up the approval process.
- Instructor certificates will go into their HR files.
- As we grow we will link to our student handbook, i.e. plagiarism policy
- Discussion on ADA regarding dual credit.

- Vicky will remind the faculty that any courses they would like to teach online next semester must go through the approval process before it can be offered.

The meeting was adjourned at 1:05 pm

Next meeting is October 11, 2016