**VP COUNCIL MINUTES**

**January 22, 2008**

**PRESENT**: Julie Leidig, Linda Luehrs-Wolfe, Gary Liebst, Bill Coppola, Cher Brock, Deana Sheppard, Judy Murray

**GUESTS:** Christina Todd

1. **Curriculum proposals** (Christina Todd) – The VP Council approved the consent agenda with the exclusion of the following items:
	1. EDUC 1300: Marie Thibodeaux will check with the facilitator to determine if the course content is primarily a learning skills course or a learning theory course. If the course is determined to be primarily a learning theory course, the VP Council agreed with the recommendation to remove the pre-requisites and change them to co-requisites with the highest level developmental reading/writing courses. The Math 0310 prerequisite can be kept or removed.
	2. EDUC 2301: The VP Council voted to place the statement, “or departmental approval” in the catalog description for this course, but not in Colleague. Also, the curriculum team needs to address the notation of “(2 hrs. lec., 2 hrs. lab)” in the catalog to include the external hours for this course.
	3. The VP Council approved granting PLA Credit for POFT 1301 and POFT 1309 for CPS or CAP certification. The VP Council charged the BUSI/MGMT curriculum teams with determining if HRPO 2301 should be granted PLA credit for the CPS or CAP certifications.
	4. The VP Council requested that the Vet Tech curriculum team revise the learning outcomes for the Vet Tech courses by February 2008. Christina Todd agreed to notify the Vet Tech curriculum team.



1. **PLA Prerequisites** (Christina Todd)
	1. The VP Council recommended asking the curriculum teams if attaining PLA course credit for higher level courses satisfies the lower level prerequisites for that course. Specifically, should the lower level course prerequisites be required to grant PLA course credit?
	2. The VPs this morning approved the removal of the ACT & SAT information for placement into developmental courses.  The information will continue to be used for placement into college level courses (page 28 in 07/08 catalog).
	3. The TOEFL scores for placement will be retained in the catalog although the use is very limited.  IT we be requested to build a field to enter TOEFL scores.
	4. The VP Council agreed to change the requirement for an honorable discharge from the military for granting PLA credit on KINE 1111 to read the completion of basic training. The PLA Manual will need to be updated as well and include the addition about having to comply with the Hazelwood requirements for granting military credit.
2. **Faculty Workload** (Linda Luehrs-Wolfe) – The Deans’ Council approved the updated Faculty Workload Committee Recommendations at their meeting last week.
	1. One of the primary differences is the removal of the section requirement and the calculation of load based on contact hours.
	2. The VP Council recommended returning the workload model to 70/20/10.
	3. The VP Council agreed with the following as a recommendation, not a mandate: New faculty would be discouraged from teaching an overload in their first year.
	4. The VP Council recommended that CIT be moved back to 320.
	5. Human Development is currently set at 320, but this may need to be re-evaluated in the future, but as there are no fulltime HUMD faculty, this is not an urgent matter.
	6. Health Occupations will be changed from 336 to 320, but in the future this area should be studied to determine how other educational institutions handle the workload for health occupations.
	7. The VP Council would like to invite Jean Grove back for a future meeting to review stipend issues.
	8. The council determined that independent study courses need to be evaluated in the future.
	9. The VP Council agreed with the workload recommendations for external learning experiences.
	10. The VP Council required an update from Jean Grove on the topic of substitute pay.
3. **Nursing Appeals Process for Admissions** (Linda Luehrs-Wolfe) – The Council stressed the need to make the recommendation that any changes to policies in the health occupations need to be sent to the Deans’ Council for approval and then to the VP Council for review. The VP Council suggested changing the time limit noted on the appeals process from three days to five business days and seven business days to ten days.
4. **Nursing** (Linda Luehrs-Wolfe) – Tabled, the items will first be discussed by the Health Occupations Deans at their meeting on February 22, 2008.
5. **Tracking Student Overloads** (Julie Leidig) – Julie Leidig presented reports on the success rate of students who were allowed to take more than one course during a mini-mester and more than the normal number of credit hours per semester. The results clearly showed much higher success rates for students who attempted overloads in shortened semesters (summer or mini) than for those who attempted 19 or more hours in a long semester.
6. **Faculty Credentialing** (Linda Luehrs-Wolfe) – The Faculty Credentialing matrix was presented at the Executive Council, and approved. A major focus of the presentation was how to ensure that all the colleges are making the same identical hiring decisions? Dr. Carpenter requested a list of the faculty who are not qualified based on SACS credentialing requirements. Exceptions that are created for instructors who have qualifications above and beyond the norm should also have equivalencies evaluated and specified and placed in the instructor’s file.
7. **P-16 Update** (Linda Luehrs-Wolfe) – Faculty identified will be requested to submit their course syllabus as well as an evaluation form. All faculty contact information has been submitted to the CB.
8. **Early Alert** (Linda Luehrs-Wolfe) – An Early Alert Committee meeting is scheduled for this afternoon to finalize the process and create a form. Linda Luehrs-Wolfe will forward the Early Alert form to the VP Council for their information and review. Lea Campbell and Larry Rideaux are scheduled to attend this meeting.
9. **Institutional Review Board Update** (Linda Luehrs-Wolfe) – The Executive Council approved the IRB recommendation including the two tier process recommended by the IRB committee. The system IRB will report to Bonnie Longnion, AVC Grants Administration. Linda will send a final copy to the VP Council after all the changes have been made in the original document. Linda requested the council begin thinking about who should serve on the IRB committees.
10. **MATH 1314 Pilot** (Deanna Sheppard and Cher Brock) – The curriculum team recommended that this 64 hour option remain as an option at each college, not a mandate. The results of the 64 hour pilot were not substantially better than the 48 hour course. The VP Council moved to return MATH 1314 courses to the 48 hour format, and not continue the 64 hour pilot.
11. **Six Drop Rule** (Linda Luehrs-Wolfe) – It was recommended that a system-wide statement be drafted about the Six Drop Rule, which would enable our instructors to insert the statement in their course syllabus if desired. Ed Albrecht wrote one for TC’s use. The VP Council decided to handle this separately at each college. The Executive Council approved the implementation plan effective this semester, spring 2008. However, IT must write a program to handle this automatically, and this will have to wait until Feb. 1, 2008 when the new CIO starts working.
12. **Faculty web sites in comment fields** (Linda Luehrs-Wolfe) – The Easy Search web site will be inactivated effective summer 2008. When Easy Search is removed, students will need to manually go to the instructor’s web site. It was suggested that scheduled builders can add the instructor’s web site to the comment field of each course, but this will be strictly optional, not mandatory.

Next Meeting: February 12, 2008