VP COUNCIL MEETING

February 12, 2008

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

ABSENT: Larry Rideaux

GUESTS: Marie Thibodeaux, Christina Todd, Bonnie Longnion, Jean Grove

1. **Curriculum Proposals** (Marie Thibodeaux) – The VP Council approved the consent agenda, except the following items:
	1. GEOL 1404 Course Outcomes Updates – The VP Council requested the curriculum team clarify the new course outcomes in relation to the course description.
	2. Accounting – Marie will send an email message to the VP Council and curriculum team about the accounting specialized degree plan.



1. **Dual Credit** (Christina Todd) – The VP Council discussed the issue of no official LSCS grading scale, and the fact that the dual credit contacts at the high schools have requested a grading scale be included in the catalog. The primary issue is related to the grading scale in the C and D range. Some college grades consider a D a failing grade, some school districts divide 70 to 74 as a D, and 75 to 79 as a C. The dual credit students need this defined for proper class placement. The VP Council recommended that the Deans’ Council review this issue and develop a procedure to address this topic.
2. **Former Student Survey for Program** **Review** (Christina Todd) – Only one question in the program review impacts the quality indicators. There are programming issues in IT that deliver inconsistent lists for the former students, and this will not be addressed until after the R-18 upgrade is completed. The Vice Presidents agreed that the former student survey will not be used this cycle.

1. **Faculty Credentialing** (Linda Luehrs-Wolfe) – Curriculum teams continue to submit updates to the Faculty Credentialing Document, even after it was formally submitted to the Executive Council and approved by EC. The most recent suggested changes submitted are as follows:.
	1. SPCH – The curriculum team wants the qualifications revised to read, “18 graduate hours in the teaching specialty, e.g. speech communication, journalism, etc.” The VP Council decided on the following: Master’s in speech or communication with a minimum of 12 graduate hours in speech, or a masters with 18 graduate hours speech.” The VP Council noted the need to add COMM to the faculty credentialing matrix, specifying a Master’s with 18 graduate hours in communication or related area.
	2. HITT – The VP Council agreed with the curriculum team’s recommendation to revise the qualifications for the HPRS and MRMT courses.
	3. ENGL and Dev ENGL – The VP Council did not approve removing the section after the semi-colon in the ENGL and Developmental ENGL sections.
	4. BCIS – The council approved changing the “W” to “T” and making it identical to the COSC faculty credential requirements.
	5. EMSP – The council approved the team recommendation to update the EMSP to read, “Associates in EMS or related field or Bachelor’s degree and 3 years non-teaching work experience in the field. Must be certified or registered as a paramedic.”
	6. Corrosion Technology was added to the matrix, and listed an associate’s degree in a related field with 3 years related work experience.
2. **Student Success Course** (Bill Coppola) – The student success course was supposed to go live in the fall semester of 2009, but a success course will be piloted at all colleges beginning in the fall 2008 semester. This course is targeted for students who place into two of the three developmental courses of reading, writing, and/or math. This course will not be placed in the Fall 2008 Credit Schedule. This course will start two weeks after the start of the semester and end two weeks prior to the end of the semester. Bill Coppola will work with the task force to develop the course content.
3. **Academic Appeals Process** (Julie Leidig) – There are some gaps in the academic appeals process printed in the current catalog.  Julie provided a specific example of a student who submitted an appeal based on  receiving an inappropriate penalty for an academic integrity violation.  However, the committee discovered that a miscalculation of the given grade would have been an appropriate reason for an appeal, even though the student didn’t submit the appeal based on that factor.  The VP Council determined that if the committee discovered additional information, this information should not be ignored and can be used to develop their recommendation.  The policy will not be rewritten at this time.
4. **Nursing Admissions Appeal** (Linda Luehrs-Wolfe) – The appeals process for the nursing admissions and health disciplines need to be reviewed at the next VP Council meeting.
5. **Stipends and MOAA** (Jean Grove)

Jean distributed copies of the extra compensation policies and processes to the VP Council. Jean noted:

* 1. The handouts are guidelines only, not policy.
	2. Faculty and chairs can teach a summer adjunct load outside of summer contract.
	3. Exceptions are allowed upon approval by the President after recommendation from the VP of Instruction.
	4. FT faculty substituting for adjunct faculty may be paid with the VP of Instruction or Dean’s written approval.
	5. In the Faculty Handbook, specific bullets can be listed that note there are exceptions to the guidelines about full time faculty not being paid for substitute work.
	6. The VP Council requested Gary Liebst take this item to the Deans’ Council with the charge to draft a list of exceptions to the guideline that they would recommend paying substitutes for.
	7. Directing plays should be considered an additional assignment and be paid through a MOAA.
1. **Institutional Review Board Update and the Composition of the IRB Committee** (Bonnie Longnion) – The chancellor and EC have assigned this to Bonnie Longnion’s department, Insitutional Resource Development. Until the IRB committee members have been identified, the application cannot be submitted to the federal assurance agency. The IRB must be a diverse group, representing gender, ethnicity, science, social sciences, as well as someone outside the college, and one person versed in ethics or religion. The following individuals were nominated for the committee:
	1. KC-Jon Connolly
	2. MC – Kathleen Monahan
	3. NH – TBA
	4. CF – TBA
	5. TC – TBA
	6. System – Martha Oburn
	7. Community – Reggie Jaynes, from the University of Houston or Amaury Nora, from UH

The VP Council will send Bonnie additional candidates to serve on the individual college committees as well as the system-wide IRB committee. This committee will most likely become operational in April 2008. EC will still be responsible for approving doctoral dissertations.

Next VP Council Meeting: Tuesday, March 18, 2008

Next VP Council Meeting Topic: Nursing Appeals Process