

Curriculum & Academic Policy Council

October 8, 2009
Meeting Minutes

Present: Normah Salleh-Barone , Thomm Beggs, Zuri Breceda, Linda Christopher, , Christine Grela, Charlie Huang, Gwen Koehler, Luisa Lauf, Cynthia Letteri, Robert McCord, Tony Miksa, Sarah Ruthven, Paul Stahlmann, Sarah Sullivan, Steve Young
Absent: Doug Goostree
Others: Tony Capalbo, Amy Ortiz, Laura Power

Call to Order: 2:40PM

Acceptance of Minutes

Minutes from the September 24, 2009 meeting were approved electronically.

Announcements

Old Business:

Action Item:

Student Representative's Roles and Responsibilities

Suggested Changes:

- Minimum GPA raised from 2.5 to 3.0
- Must review CAPC course proposal, program reviews, etc., prior to next meeting.
- Open position to part-time and full-time students
- Need to indicate candidate is chosen from MCC's student senate
 - o Questions from CAPC committee: Why are we reimbursing CAPC Student Representative for course work? It was explained by N. Salleh-Barone that this is to help the student be actively engaged in CAPC, we need to be aware of the responsibility we are asking the student to take on, in addition to their course work. Program Reviews are time consuming in addition to student senate work and CAPC responsibilities.

Sullivan/Grela motioned to accept the revision. Motion unanimously accepted.

Informational/Discussion Items:

Minimum reading/writing standards: Program Review Committee suggests the following:

- Make minimum standards a co-requisite vs. pre-requisite (learning community?)
- Offer summer boot camp to get students prepared and retest after boot camp.
- Give reading/writing test to students in junior year of high school and give them senior year to bring up their levels. If the high schools ask for scores, we will certainly provide. However, we do not want to create a gap between MCC and H.S. if they do not ask (they may take offense). J. Falco indicated Illinois is falling behind in the national average in integrating reading/writing scores. T. Beggs and C. Letteri also see in their areas, that there is comprehension difficulty in DGM course and in preparing papers for various courses, when doing research in the library.

New Business:

Action Item:

PCCCS (Tech Prep) requests to change spring break dates from 3/21-28/2010 to 3/28-4/4/, to match with high schools in the district. Dual credit students (150 students) from 14 public high schools, have their break one week after MCC's break and may miss several classes if they go on vacation. They may make up the missed classes, however, they may also fall behind which will affect their grade, and in turn the grade is also the one which will transfer to college. Adjuncts with younger children may not be able to teach class that week and we'll have to find substitutes.

The high schools have not set schedules beyond 2009-2010, so it's difficult to coordinate in advance. How do we address issue of staff if they have planned vacations? We need to look at larger school community and attempt to coincide with their schedule.

- T. Miksa will write a proposal to the Board of Trustees for October meeting, presenting the idea of changing spring break week.
- G. Koehler will discuss with A. Carzoli to confirm facilities' schedule with public.
- T. Miksa suggests we get a poll from the faculty to see if there will be an issue moving spring break one week later to align with McHenry schools. T. Miksa has agreed to send out the question to faculty: "Move spring break to one week later, 3/28/10 – 4/4/10.
- N. Salleh-Barone will discuss with OMPR.

The motion was retracted and will be made at the next CAPC meeting pending more information. Motion to move spring break to 3/28/10-4/4/10 by S. Sullivan/T. Beggs. S. Sullivan amends the motion as we need to bring to the Board of Trustees first.

Committee Reports:

AT: Working on a tool to revise assessment unit goals with department chairs.

FDAC: Working on developing spring workshops and speaker along with Kate Middy for learning presentation. Emergency drills and workshops are planned and workshops for Personal Development Day, October 20, 2009. A schedule is pending for the day.

CD&R: Approved some NOCs. Discuss term from hybrid to blended being used.

CP&R: Continuing to research telecourse issue.

PR: Discussed reading level issues and next week looking at manufacturing technology.

SPAS: Underprepared students and contacting Elgin Community College to find more ways to get others involved.

TECH: Will have presentation at next meeting regarding bandwidth and computer access in Room E103 on October 22, at 2:30pm. All are welcome to attend. T. Beggs will send email.

VP Report: Supports investigation to pursue what's appropriate to make our students successful. The Exec. Deans through ERP have downloaded all prerequisites for courses and possible changes will be going to CD&R. ERP conversion was set to take place in February 2010. However, there are issues with the Financial Aid package and there is not sufficient time to test (only one month). We cannot test ERP during open registration period. Next opportunity to convert is September 2010. At next division meeting, the Exec. Deans will be soliciting faculty to join committees.

Student Rep: Zuri Breceda met with Student Senate to explain roles of CAPC student rep. Student Senate was pleased with communication between CAPC and the students. They reviewed previous CAPC meeting minutes.

Cont. Ed: Shah Center will be a testing site for Microsoft certifications. The request for approval to hire the FAST coordinator will be brought to the October Board meeting. As a result, classes can begin to be planned in these three areas: basic manufacturing, CNC (Computerized Numerical Control), and bilingual nurse's aide training.

Motion to Adjourn: McCord/Beggs – unanimously agreed.

Adjourned: 3:46pm