

Northshore Technical Community College
Academic Affairs Meeting
December 16, 2024 9:00 a.m.
Minutes

Present: Daniel Roberts, Owen Smith, Amanda Jacob, Cindy Knight, Todd Dozier, Frank Fudesco, Tracie Rizan, Sandy Yaeger, Sarah Pinion, Danaty Moses, Kim Finch, Christi Marceaux, Don Wheat, Melandie McGee, and Dewayne Lambert

Absent: Bridget LaBorde, Paul Haddican, Kim Zanders, Britanie Breland, John Polk, and Pamela Williams

Guest: None

I. Welcome

II. Minutes from October 28, 2024 Meeting

Cindy Knight motioned to approve the Meeting Minutes. Owen Smith seconded the motion. The motion was unanimously approved.

III. Old Business

IV. New Business

A. Plumbing Program (Daniel Roberts)

- i. **CTC in Construction Laborer**
- ii. **CTS in Plumber Helper Level I**
- iii. **CTS in Plumber Helper Level II**
- iv. **TD in Plumbing**

Daniel Roberts presented the new Plumbing Program with additional stackable exit points to the Committee. Roberts added that it is a program adoption of Northwest Louisiana Technical Community College through the LCTCS Board of Supervisors. After a brief discussion, Sarah Pinion motioned to approve the new Plumbing Program with all additional stackable exit points. Melandie McGee seconded the motion. The motion was unanimously approved.

V. Discussion

A. Faculty Roster & Show No-Show Policy Revision (Sarah Pinion)

Sarah Pinion shared with the Committee the additional of a deadline to complete student enrollment associated with Show and No-Show for their courses. Pinion added that there are student financial aid implications when Show and No-Show are not timely and accurately completed. After a few questions, the final version of the policy will be presented at the next Committee meeting.

B. Credit for Prior Learning Policy Revision (Daniel Roberts)

Daniel Roberts shared with the Committee the addition of a limitation on the number of attempts to earn credit by examination. The final version of the policy will be presented at the next Committee meeting.

Please forward all agenda items and handouts to Daniel Roberts one week prior to the meeting.

C. RN & General Education Courses (Sarah Pinion)

Sarah Pinion discussed with the Committee the need to limit General Education courses needed for RN students. Todd Dozier shared previous methods used to manage RN students and General Education courses and supported the idea of dedicating General Education courses for RN students. Pinion suggested cross listing General Education courses, so seats are dedicated to RN students. The result would create separate CRN numbers for RN students for the same General Education courses.

D. Changing Courses in CourseDog (Daniel Roberts)

Daniel Roberts shared with the Committee about planning for course sections, especially online courses. Courses can be cross listed but should not be merged once enrollment occurs. Roberts added that courses not meeting minimum enrollment requirements should still be canceled.

E. SACSCOC Update on Substantive Changes (Daniel Roberts)

Daniel Roberts informed the Committee that the St. Tammany Academic Center received full approval from SACSCOC to be an off-campus site. Roberts also informed the Committee that the Prison Education Program (PEP) is stalled waiting on MOU addendum from the state department. Additional substantive changes will be submitted to SACSCOC in the spring for new programs.

VI. Next Meeting

Next Academic Affairs Committee Meeting will be on January 17, 2025 at 10:00 am.

VII. Adjourn

Tracie Rizan motioned to adjourn the Committee meeting at approximately 10:50 am. Amanda Jacob seconded the motion. The motion was unanimously approved.