

**Northshore Technical Community College  
Academic Affairs Meeting  
October 3, 2025 9:00 a.m.  
Minutes**

Present		Present	
X	Daniel Roberts		Sandy Yaeger
X	Amanda Jacob		John Polk
X	Christi Marceaux	X	Britanie Breland
X	Cindy Knight		Bridget LaBorde
	Dewayne Lambert		Tracie Rizan
	Frank Fudesco		Pamela Williams
	Kimberly Zanders	X	Danaty Moses
	Melandie McGee	X	Owen Smith
X	Paul Haddican	X	Don Wheat
	Sarah Pinion		Burke Jones
X	Todd Dozier		
Guests:			

**I. Welcome**

**II. Minutes from July 10, 2025 Meeting**

Amanda Jacob motioned to approve the Meeting Minutes. Don Wheat seconded the motion. The motion was unanimously approved.

**III. Old Business**

**A. 2026-2027 Academic Calendars (Daniel Roberts)**

Daniel Roberts shared the 2026-2027 Academic Calendars with the Committee. Roberts informed the Committee that the College Leadership Committee reviewed the 2026-2027 Academic Calendars. After a brief discussion, Amanda Jacob motioned to approve the 2026-2027 Academic Calendars with the pending July 4 holiday designation. Cindy Knight seconded the motion. The motion was unanimously approved.

**IV. New Business**

**A. Grade Policy Revision (Daniel Roberts)**

Daniel Roberts reviewed revisions to the Grade Policy with the Committee. Paul Haddican provided additional explanation for the policy change. After no additional questions or concerns, Don Wheat motioned to approve revisions to the Grade Policy. Britanie Breland seconded the motion. The motion was unanimously approved.

**B. Faculty Rank & Promotion Policy Revision (Daniel Roberts)**

Daniel Roberts reviewed revisions to the Faculty Rank & Promotion Policy with the Committee. Britanie Breland requested adding “full-time” to describe the “faculty member” under section “Minimum Time-in-Rank Eligibility” in the first sentence.

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

After a brief discussion, Amanda Jacob motioned to approve revisions to the Faculty Rank & Promotion Policy with stated additional revision. Don Wheat seconded the motion. The motion was unanimously approved.

**C. Surgical Technology Technical Diploma (Christi Marceaux)**

Christi Marceaux presented the new Technical Diploma in Surgical Technology to the Committee. After a brief discussion, Amanda Jacob motioned to approve the new Technical Diploma in Surgical Technology. Don Wheat seconded the motion. The motion was unanimously approved.

**V. Discussion**

**A. SACSCOC Prison Education Program (PEP) Visit (Daniel Roberts)**

Daniel Roberts discussed recent changes presented by the SACSCOC Presidents to the Committee. Roberts reminded the Committee of the PEP Visit by the two person SACSCOC team on November 10 – November 12.

**B. AI Position Statement/Classroom AI Statements (Amanda Jacob)**

Amanda Jacob shared with the Committee that NTCC needs to have an AI Policy by December 15, 2025, as per the Board of Regents. This item will be introduced to the College Leadership Committee and work will begin on a policy. The policy will focus on ethical and responsible use with a focus on data privacy and intellectual property.

**C. Title II: Accessibility Update (Amanda Jacob)**

Amanda Jacob shared with the Committee that faculty and staff can expect training to prepare for Title II Compliance. The deadline for compliance is April 24, 2026. Anyone looking at contracts for 3rd party platforms should reach out to Lauren Donaldson to make sure the platform is Title II compliant (Accessibility Conformance Report).

**VI. Next Meeting**

Next Academic Affairs Committee Meeting will be on November 21, 2025, at 11:00 am.

**VII. Adjourn**

Amanda Jacob motioned to adjourn the Committee meeting at approximately 10:00 am. Britanie Breland seconded the motion. The motion was unanimously approved.