

### *Meeting Minutes: Draft*

**Present:** *Mary Pflanz, Yvonne Telep, Laura McKnight, Melissa Lenos, Tyler Johnson, Richard Wallace, Gretchen Meinhardt, Megan Jordan*

**Regrets:** *Patricia Palmietto, Joseph Multhauf, Lisa Stoothoff, Jennifer Bales*

Yvonne Telep called the meeting to order at 1:30 and offered the opening prayer.

Megan Jordan moved to approve the agenda; Tyler Johnson seconded the motion. The agenda was approved with a voice vote.

Mary Pflanz moved to approve the minutes from the meeting of October 1<sup>st</sup>, 2019; Tyler Johnson seconded the motion. The minutes were approved with a voice vote.

Tyler Johnson presented a hard copy of the new Library Collection Development Policy. He highlighted the major areas and answered a few questions. One point was that it would be helpful to have a procedure outlined to ask for faculty input on a regular basis. This will be revised so that this process is specified to be done each semester. No other major changes were suggested, but some minor corrections were suggested and a full proofreading by a couple of committee members was suggested. A motion for approval of the Library Collection Development Policy, pending proofreading and appropriate corrections, was made by Gretchen Meinhardt. Mary Pflanz seconded the motion, and approval was made with a voice vote. This Policy will be presented to the Academic Council for their approval on October 23<sup>rd</sup>.

Yvonne asked for a review of a list of Items to be presented at Academic Council. The items that will be presented are:  
Library Collection Development Policy (for approval vote)  
Suggested Plan of Study forms for Business and IS/IT degrees (For information purposes)  
No other items have been passed since the last Academic Council meeting that require a vote or attention.

Discussion of the introduction of Hybrid Courses into LAS was revisited. Megan Jordan reported that the Online Taskforce is currently preparing some policies and procedures for the offering of Hybrid (also called Blended) and Online classes and that the goal is for those to be completed by December. They will then be presented to this committee and subsequently Academic Council for approval. Melissa Lenos reported that the surveys for LAS were completed and would be discussed at the upcoming LAS meeting. She will update the committee at our next meeting. Melissa pointed out that the Portuguese class currently being taught in LAS is a hybrid class. There was also some discussion about the distinction between hybrid, web-enhanced, and blended, and Megan stated that one of the tasks of the online taskforce was to clarify those terms. Updates on the progress in both the taskforce and LAS will be discussed at our next AC meeting.

Yvonne passed on a reminder from Jennifer Bales that Assessment Plans need to be updated in the AMS (Taskstream) as soon as possible, as the deadline for this has officially passed. She also reminded the committee that this group should be a forum for questions or concerns about processes such as this, so if there are questions or problems with this task, they should be brought to the group.

Melissa Lenos offered an update on our discussions in previous meetings about KPIs. She said that she had shared some of the information from the Assessment Power Point and the Gloria Rogers materials that Lisa Stoothoff had sent out during the last meeting in the most recent LAS meeting. She had reviewed suggestions about creating good KPIs, so that

the LAS instructors have had a refresher on this. This should be helpful for spring semester classes and the KPIs that will be developed.

Yvonne asked about the Curriculum mapping project that was taken up by the ACDC before the committees were merged. Melissa and Mary confirmed that this work had been completed. New courses are now mapped when they are approved by the Program directors.

Meeting Adjourned at 2:09

Respectfully submitted 10.15.2019  
Yvonne Telep Chair