**ADMINISTRATIVE COUNCIL MEETING MINUTES**
**October 24, 2011**
**Wednesday, 3:00 p.m.**

MEMBERS PRESENT                                    MEMBERS ABSENT
David McLawhorn                                    Dorie Richter
Crystal Ange
Wesley Beddard
Dixon Boyles
Clay Carter
Jo Linda Cooper                                    OTHER STAFF PRESENT
Lisa Hill                                          Gary Burbage
Chet Jarman
Judy Jennette
Kim Mullis
Phillip Price
Morgan Roberson, SGA

The Administrative Council met at 3:00 p.m. on Monday, October 24, 2011, in the Conference Room of Bldg. 1. Dr. McLawhorn welcomed Morgan Roberson, SGA President and called the meeting to order and addressed the agenda items as follows:

I.    **Approval of Administrative Council Meeting Minutes May 25, 2011**

The May 25, 2011 minutes were distributed to all Administrative Council members prior to the meeting.  Dr. McLawhorn called for corrections or a motion to approve. Wesley Beddard made a motion to approve the minutes as presented. Phillip Price seconded the motion. The motion was approved with an all ayes vote. (See regular session minutes on the Internet under the appropriate Committees and Minutes link.)

II.   **Old Business**

1.  Approval of International Transcript Policy – At the May 25, 2011 Administrative Council meeting it was decided that Crystal Ange would take the policy back to the Admissions Committee for review.  Crystal Ange called on Gary Burbage, Director of Admissions to discuss the revisions to the policy. After discussion of the revisions to the policy, Wesley Beddard made the motion to approve the policy as presented and to be included in the College Catalog, he added that the policy be revisited at a later date to see what other community colleges are doing. Judy Jennette seconded the motion. The motion passed with an all ayes vote. The revised policy will be placed in the College Catalog.
2.  Approval of Admission of Undocumented Immigrants Policy - At the May 25, 2011 Administrative Council meeting, Dr. McLawhorn recommended the Admissions Committee only state the General Statute in the policy. It was decided that Crystal Ange would take the policy back to the Admissions Committee with the recommendation from Admin Council. Crystal Ange addressed the revision to the policy from the Admissions Committee, "Beaufort County Community College will follow Administrative Code 23 NCAC 02C.0301." Wesley Beddard stated that the governing name for "Administrative Code" has changed, but currently it is not clear what the new governing name is or will be. Crystal Ange will contact Shanté Martin, General Counsel for the NC Community College System to obtain the appropriate name. Wesley Beddard made the motion to approve the revised policy as

1

presented and once Crystal Ange obtains the official governing name that name will replace the term Administrative Code. Phillip Price seconded the motion. The motion carried with an all ayes vote. The revised policy will be placed in the College Catalog.

**III.    New Business**

1. Faculty Senate Minutes for the April 19, 2011 and September 13, 2011 meetings had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)

2. Approval of corrections to the 2011-2012 Instructional Calendar – Wesley Beddard distributed a revised calendar for members to review. He stated that the revision to the calendar is necessary due to missed days because of Hurricane Irene. Wesley Beddard made the motion to approve the revised calendar as presented. Phillip Price seconded the motion. The motion carried with an all ayes vote. The approved revised 2011-2012 instructional calendar will be posted on the BCCC webpage.

3. Proposed 2012-2013 Instructional Calendar – Wesley Beddard addressed the proposed calendar from the Faculty Senate. The calendar had been distributed electronically prior to the meeting for review. Dr. McLawhorn noted concern over graduation being held on Thursday evening instead of Friday evening. Kim Mullis addressed the decision to move graduation from Friday to Thursday. She noted that moving graduation will allow more time between spring and summer semester. After discussion, Dixon Boyles made the recommendation to approve the 2012-2013 Instructional Calendar as presented with a couple of minor changes: 1) change December 20 from SSFV to SFV and 2) change December 24-26 from SSFV to Holidays. Wesley Beddard seconded the motion. The motion carried with an all ayes vote.

4. Drop/add policy changes – Crystal Ange addressed the proposed changes to the Drop/Add/Withdrawal policy. Wesley Beddard suggested at some point in time to take this policy back to the Registration Workgroup to see about changing "drop" in section 2 to "withdrawal". Crystal Ange will take the recommendation back to the Registration Workgroup for review at a later date. Crystal Ange made the recommendation to approve the Drop/Add/Withdrawal policy changes for the Spring Semester as presented. Phillip Price Seconded the motion. The motion carried with an all ayes vote.

<u>**Proposed**</u> **Drop/Add/Withdrawal**

Courses may be added only during the period designated in the College calendar. After the drop-add period, no course may be added without the instructor's approval. Students who find it necessary to add or drop a course or to withdraw completely from the college should secure a drop/add form from the Registrar's Office. Students who register early for classes with pre-requisites must withdraw from those classes if they do not meet the pre-requisites (i.e. students must pass BIO 165 in order to remain in BIO 166). Students who do not withdraw will be dropped from the class.

In order to add a course, a student must complete the following steps:

2

1. Complete all required information on the drop/add form.
2. Have the instructor initial the completed form.
3. Have the academic advisor sign the completed form.
4. Return the form to the Registrar's Office for final processing.

In order to drop a course, a student must complete the following steps*:
1. Complete all required information on the drop/add form.
2. ~~Have the instructor initial the completed form.~~
3. Have the academic advisor sign the completed form.
4. Return the form to the Registrar's Office for final processing.

In order to withdraw from school, a student must complete the following steps:
1. Complete all required information on the drop/add form.
2. Have the academic advisor ~~and a member of the counseling staff~~ sign the completed form.
   (Students receiving financial aid must see the Financial Aid Officer.)
3. Return the completed form to the Registrar's Office for final processing, which includes checking for student restrictions..

*A student may not drop a class after the published last day to drop without penalty for reasons other than those of documented medical or other emergency. The student must ~~also~~ obtain the permission of ~~both the academic advisor and appropriate course instructor(s).~~ the Dean of Student Services.

5. Wesley Beddard stated that the Curriculum Committee met prior to the Administrative Council meeting and unanimously approved the following changes to the catalog. Wesley addressed each change/addition to the catalog and made a recommendation to approve as presented. Dixon Boyles seconded the motion. The motion carried with an all ayes vote. The changes/additions are listed below and will be placed in the College Catalog.

Addition to catalog – *Effective Spring 2012*

Add local prerequisites *BIO 168, BIO 169, PSY 150, ENG 111*
to NUR 214 - Nsg Transition Concepts

**NUR 214 – Nsg Transition Concepts       3   3   4**
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Prerequisites:  BIO 168, BIO 169, PSY 150, ENG 111 and
Admission to the Advanced Placement LPN Program.

**RE:**        Changes to Mechanical Engineering Technology Associate Degree
          MAC 112, Machining Technology II
          MAC 113, Machining Technology III
          MAC 132, Blueprint Reading/Mach II

The following courses have changed North Carolina State Combined Course Library at the state level to reflect no Minimum State Prerequisites effective fall 2011.

I am requesting the prerequisites be removed from MAC 112, MAC 113, and MAC 132 in the 2012-2013 Catalog due to the changes in the NC State Combined Course Library. (See attached)

*This course is active within the CCL.*

MAC-112_2011FA                  Machining Technology II                  MAC-112

CIS Course ID   S22988

**Effective Term Fall 2011**

End Term

Class 2 Lab 12 Clinical 0 Work 0 Credit 6

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**Minimum State Prerequisites None**

Minimum State Corequisites    None

College Transfer                      N/A

*This course is active within the CCL.*

MAC-112_1997SU                 Machining Technology II                  MAC-112

CIS Course ID   S11762

Effective Term Summer 1997

**End Term      Summer 2012**

Class 2 Lab 12 Clinical 0 Work 0 Credit 6

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**Minimum State Prerequisites Take MAC-111**

Minimum State Corequisites    None

College Transfer                      N/A

*This course is active within the CCL.*

MAC-113_2011FA                  Machining Technology III                 MAC-113

CIS Course ID   S22989

**Effective Term Fall 2011**

End Term

Class 2 Lab 12 Clinical 0 Work 0 Credit 6

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

**Minimum State Prerequisites None**

Minimum State Corequisites    None

College Transfer                      N/A

*This course is active within the CCL.*

MAC-113_1997SU        Machining Technology III        MAC-113

CIS Course ID S11700

Effective Term Summer 1997

**End Term**     **Summer 2012**

Class 2 Lab 12 Clinical 0 Work 0 Credit 6

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

**Minimum State Prerequisites Take MAC-112**

Minimum State Corequisites    None

College Transfer           N/A

*This course is active within the CCL.*

MAC-132_2011FA        Blueprint Reading/Mach II        MAC-132

CIS Course ID   S22991

**Effective Term Fall 2011**

End Term

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

**Minimum State Prerequisites None**

Minimum State Corequisites    None

College Transfer           N/A

*This course is active within the CCL.*

MAC-132_1997SU        Blueprint Reading/Mach II        MAC-132

CIS Course ID S12707

Effective Term Summer 1997

**End Term**     **Summer 2012**

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

**Minimum State Prerequisites Take MAC-131**

Minimum State Corequisites    None

College Transfer           N/A

Addition to catalog – *Effective Spring 2012*

**ACA 122 – College Transfer Success    1    0    1**
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.


This course is required under the Career and Promise Core 44 Pathway.

# Beaufort County Community College
## *Proposed* Core 44 College Transfer Pathway
### Business and Economics

**English Composition**

| | | |
|---|---|---|
| ENG 111 | Expository Writing | (3 SHC) |
| ENG 112 | Argument-Based Research | (3 SHC) |

**Humanities/Fine Arts**

| | | |
|---|---|---|
| ENG 131 | Introduction to Literature | (3 SHC) |

**Social/Behavioral Sciences**

| | | |
|---|---|---|
| HIS 111 | World Civilizations I | (3 SHC) |
| SOC 210 | Introduction to Sociology | (3 SHC) |
| ECO 252 | Principles of Macroeconomics | (3 SHC) |

**Natural Sciences/Mathematics**

| | | |
|---|---|---|
| BIO 111 | General Biology I | (4 SHC) |
| MAT 161 | College Algebra | (3 SHC) |
| MAT 161A | College Algebra Lab | (1 SHC) |

**Other Required General Education**

| | | |
|---|---|---|
| CIS 110 | Introduction to Computers | (3 SHC) |
| BIO 112 | General Biology II | (4 SHC) |

**Other Required**

| | | |
|---|---|---|
| ACA 122 | College Transfer Success | (1 SHC) |

**Total Semester Hours          34**

# Beaufort County Community College
## *Proposed* Core 44 College Transfer Pathway
### Humanities and Social Science

**English Composition**
| | | |
|---|---|---|
| ENG 111 | Expository Writing | (3 SHC) |
| ENG 112 | Argument-Based Research | (3 SHC) |

**Humanities/Fine Arts**
| | | |
|---|---|---|
| ENG 131 | Introduction to Literature | (3 SHC) |
| ART 111 | Art Appreciation | (3 SHC) |

**Social/Behavioral Sciences**
| | | |
|---|---|---|
| HIS 111 | World Civilizations I | (3 SHC) |
| PSY 150 | General Psychology | (3 SHC) |

**Natural Sciences/Mathematics**
| | | |
|---|---|---|
| BIO 111 | General Biology I | (4 SHC) |
| MAT 161 | College Algebra | (3 SHC) |
| MAT 161A | College Algebra Lab | (1 SHC) |

**Other Required General Education**
| | | |
|---|---|---|
| HIS 112 | World Civilizations II | (3 SHC) |
| SPA 111 | Elementary Spanish I | (3 SHC) |

**Other Required**
| | | |
|---|---|---|
| ACA 122 | College Transfer Success | (1 SHC) |

**Total Semester Hours**          **33**

# Beaufort County Community College
## *Proposed* Core 44 College Transfer Pathway
### Life and Health Sciences

**English Composition**

|         |                        |         |
| ------- | ---------------------- | ------- |
| ENG 111 | Expository Writing     | (3 SHC) |
| ENG 112 | Argument-Based Research | (3 SHC) |

**Humanities/Fine Arts**

|         |                            |         |
| ------- | -------------------------- | ------- |
| ENG 131 | Introduction to Literature | (3 SHC) |

**Social/Behavioral Sciences**

|         |                     |         |
| ------- | ------------------- | ------- |
| HIS 111 | World Civilizations I | (3 SHC) |

**Natural Sciences/Mathematics**

|          |                         |         |
| -------- | ----------------------- | ------- |
| BIO 111  | General Biology I       | (4 SHC) |
| BIO 112  | General Biology II      | (4 SHC) |
| CHM 151  | General Chemistry I     | (4 SHC) |
| CHM 152  | General Chemistry II    | (4 SHC) |
| MAT 171  | Precalculus Algebra     | (3 SHC) |
| MAT 171A | Precalculus Algebra Lab | (1 SHC) |

**Other Required**

|         |                         |         |
| ------- | ----------------------- | ------- |
| ACA 122 | College Transfer Success | (1 SHC) |

**Total Semester Hours** **33**

## IV. Progress Reports - Updates

Crystal Ange
- The Assumptions Committee met last week and will be presenting the Critical Issues to the Planning Council in November.
- Met last week with the guidance counselors from the public school to discuss Career and College Promise.
  - Great turnout – 14 people in attendance
    - Career Counselors and members from their county offices
- SGA Blood Drive tomorrow from 8:30 a.m. – 2:30 p.m. in the student lounge of building 9.
- ADA workshop is scheduled for tomorrow night at 5:30 p.m.
- Wednesday, October 26 is Club Day – trying to get our BCCC Clubs to interact.
- Wednesday, October 26 at 6:30 p.m. in the Auditorium of Building 8 – Wesley Beddard and Crystal will hold a Career & College Promise Presentation. This presentation is offered to all public, private, and home school parents.
- Thursday is the last day to drop without penalty.
- Spring Registration is scheduled for Monday, October 31 for our graduating students. Currently we have 184 potential graduates.
- Spring Registration for returning students scheduled for Nov. 1 – 4.

Lisa Hill
- Tuesday from 6:00 p.m. – 8:00 p.m. is Early College High School transfer night -
  - Including all three counties
  - Encouraging any juniors, seniors, and their families to attend
  - Kim Jackson and Harold Smith will be leading a presentation on financial aid and college applications.
- On November 3, Dr. Blumenreich and Lisa will be showing a presentation to Beaufort County Schools for early graduation for ECHS students.

Dixon Boyles
- The Writing Across the Curriculum Committee has started meeting this fall. The committee will have a definition of criteria for writing intensive courses finalized by the end of the semester and hopes to designate about a dozen courses as writing intensive to be implemented next fall.
  - Have had some preliminary meetings with ECU where they have identified what is necessary for those courses to transfer as writing intensive.
- Currently in the process of writing a report on BCCC's Gen Ed assessment practices for SACS 3.5.1.
  - Plan to have this report to the November 2011 Admin Council meeting

Morgan Roberson
- Members of SGA attended a conference in Asheville that was a cultural enrichment activity for everyone
  - While there they attended Haywood Community College
  - SGA would like to thank everyone for allowing them this experience.

Judy Jennette
- Update from Special Events Committee

- - - Committee met on October 12 to discuss upcoming events
      - Employee Christmas Luncheon – December 20 (requests for catering have gone out)
      - Service Awards Luncheon – May 10
      - Dr. McLawhorn's retirement party – May 31
  - 2012 N.C. Community Colleges Art Exhibition is seeking works of art
    - Each college may enter four art pieces
      - Bryan Oesterreich suggested we submit the covers from Life on the Pamlico – Judy has contacted the print shop to enlarge these to poster size
    - Art may be created by current and former community college faculty and staff
    - Deadline is December 1
  - This Friday is the deadline for Spring Scholarships – please inform students
  - Discussed upgrading our BCCC commercials with David Clark – should be updated by the spring
  - Foundation Board met on September 29
    - Voted to accept a revised mission statement
    - Need three people for the Rembrandt Rockets trip in November to sign up – please pass the word.
  - Presented a joint BCCC/Foundation PowerPoint presentation to the Cypress Landing Homeowners Association on October 15.
  - Golf Tournament  was held this past Friday
    - 22 Teams
    - Made $1,900 off mulligans this year – this money will go towards the emergency grant funding

Jo Linda Cooper
- The staff association canned food drive is scheduled to begin next month. The food collected will go to the Zion Shelter.
  - Will have raffles and prizes (more information will follow)
  - Competition between buildings

Kim Mullis
- Faculty Senate
  - Several members participated in the Annual Adult Spelling Bee and made it to the final round (Members were: Laura Bliley, Michele Elks, Cynthia King and Jay Anders).

Wesley Beddard
-  Update on state-wide Developmental Education Initiative
  - Mathematics begins this fall
    - Jay Sullivan and Gretchen Thompson have been attending meetings
  - English will begin soon
    - Should kick off one year after math
  - Code Green CIP (Curriculum Improvement Project)
    - Impacts programs on our campus (construction equipment, automotive technology, welding, and electrical/electronics)

- Definitive recommendations should be coming out soon - at some point we will be changing our curriculum to match the recommendations.
- Registration begins next week
  - Quick Registration will begin Monday and Tuesday in Bldg. 10
    - Monday – returning students 8:00 a.m. – 11:00 a.m.
    - Tuesday – 8:00 a.m. – 3:00 p.m.

Chet Jarman
- New class in Roper – New facility
  - CRC and HRD Classes
  - Hope to have medical terminology and medical billing/coding
- Wilkerson Center in Belhaven
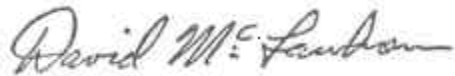  - New Basic Skills class

Phillip Price
- Construction on the new Allied Health & Nursing Building seems to be running fairly smooth
  - We are working on issues with the sewer and water expansion
- Working with Almeta Woolard on the guidelines for the $2.2 million grant we recently received – working to develop equipment lists and determine rules associated with the funds.

David McLawhorn
- Will attend the Fall Presidents meeting at Davidson Community College Wednesday – Friday of this week.
- Next Thursday will give a presentation to the Committee of 100 on BCCC and vocational programs.
- Planning Council meeting scheduled for Nov. 9 at 3:00 p.m.
- Christmas Luncheon December 20

The next regular meeting date will be November 30.

The meeting adjourned at 4:18 p.m.

_David McᶜLawhorn_
_____
David McLawhorn, Chair