

# Academic Council Meeting

*October 15, 2015, 3:30pm in Student Center Foundation Room*

## Attendees

- Susan Finazzo
- Mike Mahan
- Anne Purvis
- Ed Whitelock
- Tom Aiello
- Barry Kicklighter
- Nolan McMurray
- Terry Betkowski
- Steve Raynie
- Peter Higgins
- Sonya Gaither
- Tonya Moore
- Janet Barras, Guest
- Kristi Hayes, Guest
- Britt Lifsey
- Brenda Blackstock

Dr. Knighton began the meeting at 3:30 by welcoming everyone.

## Change of Major Process

- Ms. Barras distributed a handout entitled Proposed Change of Concentration/Major Process and reviewed the steps.
  - The online process starts on the student's Banner Web account
  - The end of the drop/add period is the deadline for concentration/major changes to become effective for the current semester. Concentration/major changes submitted after the deadline will be effective the following semester.
  - Administrative overrides will be permitted if the concentration/major change is needed for financial aid, graduation, or VA benefit certification.
  - The student takes the approval form to his/advisor to receive advisement regarding changing the concentration/major.
  - Once the advisor signs the form, the student takes the form to the school/department of the desired major and meets with the contact person to make a decision as to whether or not the request is appropriate.
  - The school/department will sign the form and forward it to the Registrar's office.
  - The Registrar's office will post the change and send the student an email reflecting the decision.
  - The approval form will be scanned and indexed to the student's record.
- Questions and concerns were expressed. Following are the responses.
  - There is currently no data on how many times a student changes his/her major. Janet will have to research this.
  - If a student lists English as their major and does not indicate what level, it will default to the bachelor's degree. Undecided defaults to General Studies.
  - The Registrar's office still has the designation of "intended" for some majors. Dr. Finazzo reported that Arts & Sciences wants to do away with the "intended designation," but other schools may need to keep it.
  - Dr. Knighton wants the advisor to look at the student's academic summary and see how much work would transfer to the new major.
- Dr. Knighton and Ms. Barras will meet again to refine the process before it is taken to the President's Cabinet.

## Title IX

- Emails were sent October 15 to students who had not completed the required modules and holds were placed on records.
- Faculty and staff will have similar modules to complete soon.

## Move On When Ready

- No one had any concerns about Move On When Ready students taking summer classes.

## Dead Hour

- Faculty and students will be surveyed in November regarding concerns about the dead hour.

## Annual Plans

- Annual plans for fiscal year 2017 are due by November 1.
- Professor Terry Betkowski and Creche Navarro are continuing training sessions for Performance Cloud.

## John N. Gardner Institute & the Gateway Course Transformation Process

- The USG sponsored a presentation recently in Macon, GA by the John N. Gardner Associates on the Gateway Course Transformation Process.

- Gateways to Completion create and subsequently implement an evidence-based plan for improving student learning and success in high-enrollment courses that historically resulted in high rates of failure and/or unsatisfactory progress (grades of D, F, W). The Comprehensive Model consists of a three-year timeline.
- Gordon has the opportunity to become a member of a co-hort participating in this project, but a decision must be made by Oct 31. Dr. Knighton will distribute the power point from the Macon meeting and will speak to the QEP Committee on October 21. He asked deans and dept heads to talk to their faculty about this initiative and report back to him by October 23.

## Library Renovation

- The library renovation is on schedule; March 21 is the scheduled date for completion. The AV meeting has been held and the meeting with the furniture consultant is scheduled for November 2.
- Dr. Knighton thanked Dr. Gaither for the personal librarian program and said that he had heard good things about it.

The meeting was adjourned at 4:40pm.

*Minutes submitted by Brenda Blackstock*

## **Proposed Change of Concentration/Major Process**

1. Student will complete the Online Concentration/Major Change form via their Banner Web Account.
2. Instead of receiving a confirmation page, the student will receive an approval page which reflects the current concentration /major as well as the desired concentration/major. In addition the approval page will contain signature lines for the current advisor as well as the Dean/Department Head (or appropriate contact person) for the desired major.
3. The student will be required to take the approval form to his/her advisor to obtain approval to change his/her concentration/major.
4. Once the current advisor signs the form, the student will then take the form to the appropriate contact person in the school/department of the new desired major. This person will meet with the student and make a decision as to whether or not the request is approved or disapproved. The school/department will indicate their decision on the approval form and forward the approval form to the Registrar's Office.
5. Once the approval form is received in the Registrar's Office, our office will login to the concentration/major change report and submit the decision reflected on the approval form.
6. The student will automatically receive an email reflecting the decision.
7. The approval form will be scanned and indexed to the student's record (if needed)

### **NOTES:**

- We can add text to the online concentration/major change form as well as the approval form to advise students that if their request has not been submitted to the Registrar's Office in "X" number of days/weeks, their request will automatically be denied by the Registrar's Office and they will have to submit a new request for consideration if desired. Computer Services can write a script to delete all request that are over "x" days/weeks old.
- Emails can be sent to the current advisor and Dean/Department Head of the requested concentration/major once the request is submitted online by the student. This will not take the place of the paper approval form but will notify the appropriate individuals that the student has submitted this request and should be speaking with them to discuss the request further.
- There are numerous obstacles that will have to be overcome by Computer Services in order to make this a completely online process (no paper). We will continue to research the possibility of making this a completely online process but in the meantime recommend the procedure outlined above.

# Draft

## Change of Concentration/Major Form

You have successfully submitted the Gordon State College Change of Concentration/Major Form. Your Change of Concentration/Major request has now been filed with the Registrar's Office and will be reviewed.

**Date:** 21-JAN-15  
**GCID:** 929007462  
**Full Name:** Karen D. Rames  
**Current Concentration(s)/Major(s):** Human Services - BS Degree  
Social Work  
**New Concentration(s)/Major(s):** English Minor

In order to complete the Concentration/Major Change process, you must meet with your current advisor as well as the Dean or Department Head of the concentration/major in which you are requesting. Once the appropriate signatures are obtained, this form must be submitted to the Registrar's Office in Lambdin Hall, Room 126. If this form is not received in the Registrar's Office within 30 days of the date of your request, your request will automatically be denied.

..... Current Advisor: Pratt, Christy	Approve _____ Deny _____ Date _____
..... Dean / Department Head (Major1):	Approve _____ Deny _____ Date _____
..... Dean / Department Head (Major2):	Approve _____ Deny _____ Date _____
..... Gordon State College Registrar's Office	Approve _____ Deny _____ Date _____

## **Change of Concentration/Major Process Implementation Timeline**

### Immediate Action

- Set policy that the end of the drop/add period is the deadline for concentration/major changes to become effective for the current semester.
- Post all concentration/major changes submitted after the deadline as effective the following semester.
- Allow administrative override of deadline if concentration/major change is needed for financial aid, graduation, or VA benefit certification.
- Publicize policy to students, faculty, and staff through email, big screens, newsletters

### During Fall Semester 2014

- Develop Kristi Hayes' proposed Change of Concentration/Major process
- Designate person(s) in each school/department to review concentration/major change approval forms (from proposal) and approve or deny them.
- Train academic advisors and staff

### Spring 2014

- Implement new change of concentration/major process