

AGENDA/MEETING MINUTES

August 20, 2014

11:00 a.m.

Lake Worth Campus

Music Cluster (HU 127)

- ITEM 1. Over the past two-three years, there has been an increase in the number of instances in academic dishonesty. Because there is not one standard college policy that clearly identifies the student consequence for academic dishonesty, more issues seem to increase in the equitable treatment of students. Therefore, we are requesting that each discipline/program cluster develop one standard policy for the consequence of academic dishonesty. The policy should be approved by the cluster by the October 15 Development Day, for time to have appropriate review by the college General Counsel and inclusion in the 2015-16 Student Handbook and Catalog.**

Discussion: Michael MacMullen said that two issues should be addressed: a) the number and type of common or similar assignments in courses, and b) policies regarding cheating on tests. Some teachers list increasingly severe consequences for a second and third violation, while some do not; perhaps a policy of a two-step consequence may be a good compromise. Allen Webber mentioned that he does allow student collaboration on some homework assignments and projects, and that the policy would need to consider that allowance.

Data/data source: Common Cluster Meeting Agenda (August 20, 2014)

Action: Michael MacMullen will review syllabi from music courses and teachers to formulate a general Music Cluster policy which can be voted on at the Fall 2014 Development Day on October 15.

ITEM 2. Final Course Grade Appeal Process

Discussion: Michael MacMullen informed us that according to the revised document included in materials given to us at the convocation today, the final decision on grade appeals rests with the Dean of Academic Affairs. The Appeal Committee may make its recommendation to the Dean, but “the Dean of Academic-Affairs will notify the student . . . of her/his decision . . .”, which may or may not be the same as the Committee’s recommendation.

Data/data source: Academic Issues and Procedures (Revised effective 2014-2015 Academic Year), distributed Aug. 20, 2014, at the Fall Convocation.

Action: None

ITEM 3. Additional Full-time Faculty

Discussion: The cluster is hopeful that the music faculty’s fourth full-time position will be restored for the 2015-2016 academic year, based on the second statement under section E. (Incredible Learning/Instruction) that indicates “additional full-time faculty will be added to increase the proportion of classes taught by full-time faculty.” The number of full-time music

faculty was reduced from four to three when Robert Jones retired at the end of the 2012-2013 academic year, and the College did not choose to maintain the position.

Data/data source: Palm Beach State College Completion Agenda 2014 Update (distributed Aug. 20, 2014, at the Fall Convocation).

Action: None

ITEM 4. Measurement of Course Competencies

Discussion: The third statement under section E (Incredible Learning/Instruction) reads “all faculty will measure the extent to which students have achieved the course competencies as expressed by the course learning outcomes.” Questions: How is this related to the assessment of student achievement of course learning outcomes in General Education courses, which was made in the 2013 Fall semester? Does this mean that this assessment should be conducted every semester? Also, will the college be developing assessments and procedures for courses other than the General Education courses? This statement appears to not be limited to just General Education courses.

Data/data source: Palm Beach State College Completion Agenda 2014 Update (distributed Aug. 20, 2014, at the Fall Convocation).

Action: None

ITEM 5. Early Identification of Intended Major

Discussion: The third statement under section G (Crossing the Finish Line) reads “develop procedures to assist students in early identification of their intended major and transfer institution in order [to] ensure that they select appropriate prerequisite courses.” Discussion centered on the lack of “pre-major” information in the College catalog and website. An important step in achieving this upcoming initiative would be to restore this information to the College catalog and to make it easy to find this information on the College website.

Data/data source: (where appropriate) Palm Beach State College Completion Agenda 2014 Update (distributed Aug. 20, 2014, at the Fall Convocation).

Action: None

ITEM 6. Recording of Attendance Requirement

Discussion: The second paragraph of the Convocation handout titled “Recording of Attendance Requirement” reads “[t]herefore, effective Fall 2015-1 all faculty members and instructors are required to take attendance for every class meeting and report withdrawn/dropped students immediately.” This raises some questions, as follows: a) A withdrawal is different than a drop. A student may drop a course only during the drop/add period, but may withdraw from a course after the drop/add period but before the withdrawal deadline (normally about five weeks before exams, in the Fall and Spring semesters). Are instructors actually supposed to report drops which occur during the drop/add period? b)

By what means are we supposed to make these reports of “withdrawn/dropped” students?
c) To whom are we supposed to make these reports? d) What about cases in which a student stops attending class but does not withdraw from the class? Are we to report these cases as well? e) Are professors expected to go over the online class rosters for all classes on a daily basis to ascertain whether any student in any class has withdrawn?

It would be very helpful if Panther Net could be set up so that a daily report of all withdrawals is automatically generated and sent to the Vice President of Academic Affairs and the Vice President of Student Services & Enrollment Management, as well as to the professor from whose class the student has withdrawn.

Data/data source: “Recording of Attendance Requirement” (distributed Aug. 20, 2014, at the Fall Convocation).

Action: None

ITEM 7. General Education Music Enrollment

Discussion: Michael MacMullen reported that the enrollment in our General Education music classes at the Lake Worth Campus is exhibiting an overall decline over the past two to three years. Some of this may be attributable to an increase in the General Education music classes being offered at other campuses, as well as a long-term increase in the individual classes which now satisfy the Humanities portion of the General Education requirements. It will be interesting to watch how the new General Education requirements affect enrollment in the General Education music classes at the Lake Worth campus.

Data/data source: Palm Beach State College enrollment figures, Fall 2011 through Fall 2014.

Action: None

ITEM 8. Music courses to be deactivated

Discussion: The following courses have not made enrollment since 20082 or previously
MVS1117 Class Guitar 2 (previously MVS1116B)
MVS1314R Applied String Bass Freshman
MVS2324R Applied String Bass Sophomore
We have not offered MVS1117 in several years. This only “made” when it was offered as a class “stacked” with MSV1116. Students who complete MVS1116 tend not to continue further study. When they do, they are usually at a level to start applied lessons.
We have not offered MVS1314R and MVS2324R since hiring David Tomasello as our instructor for MVJ1317R and MVJ2324R (Applied Jazz Bass Guitar). We have never had any purely “classical” bass students. Some students previously took MVS1314R and MVS2324R to develop their technique playing an acoustic bass (as opposed to an electric bass). David Tomasello is fully capable of teaching acoustic bass technique (including bowing technique) to students in the MVJ classes, so there is no need to have a separate class for acoustic bass.

Data/data source: email from Kathleen Gamble May 12, 2014.

Action: The music faculty approved deactivating the three listed music courses.

OTHER.

Attendance:
Allen Webber

David Gible
Vernon Grant

Michael MacMullen

Submitted by:

Allen Webber
Scribe

c. Minutes Distribution List