

## Academic Council Meeting Minutes October 23, 2003

### AGENDA

1. Review and adoption of October 23, 2003 Agenda
2. Review and adoption of previous meeting minutes
  - a. October 16, 2003
3. Old Business
  - a. School of Education Entrance Exams
  - b. Counseling Programs & Services
    - ED105
    - Membership on the council
4. New Business
  - a. Page numbering on Curriculum Action Requests/Course Guides
5. Other Issues
  - a. IDP and ICP template
6. Schedule of next meeting

**Members present:** Tom Colton – Languages & Humanities, Lois Gage – Nursing, Jerome Jerome – Human Performance & Athletics, Glenn Keaton – Sciences & Math, Lynda Rowe – Social Sciences & Fine Arts, and Jeff Willden – Business. Lourdes Villazon as recorder.

**Members absent:** Sarah Osborn – School of Education

**Staff and Faculty:** Daisy Villagomez-Bier – Counseling Programs & Services.

Academic Council Chair Glenn Keaton called the meeting to order at 1:06 pm.

### 1. Agenda

The agenda was reviewed and approved with changes:

*Add IDP and ICP template as item a under Other Issues.*

### 2. Minutes

The October 16, 2003 minutes were tabled to the next meeting for Dr. Sarah Osborn to review the School of Education section.

### 3. Old Business

- a. School of Education Entrance Exams

The council agreed to continue discussion when Dr. Sarah Osborn is present.

b. Counseling Programs and Services

- ED105

The council approved to recommend that ED105 be placed as cross-reference for CS105 on the Liberal Arts IDP.

- Membership on the council

Daisy Villagomez-Bier is requesting for CPS to have a formal representative on the council. The council agreed that Academic Council membership should remain the same with the seven academic department chairs/directors. The council reiterated that Academic Council meetings are open to everyone.

**4. New Business**

a. Page numbering on Curriculum Action Requests and Course Guides

It was agreed that the Curriculum Action Request should be the cover page and the page numbering should begin on the Course Guide itself.

Jeff Willden recommended formatting the Course Guide template to simply the word processing when preparing them. The council liked Jeff's suggestion and tasked him to format it.

**5. Other Issues**

a. IDP and ICP template

The council agreed to replace the social security number section of the template with "Student ID#".

Jeff also recommended formatting the IDP and ICP template on Microsoft Excel to simplify entering students' information electronically. This will be further discussed at the next meeting.

**6. Schedule of next meeting.**

The next meeting is scheduled for October 30, 2003 at 1:00pm.

The meeting adjourned at 2:12pm.