

## **Academic Council Meeting Minutes November 6, 2003**

1. Review and adoption of November 6, 2003 Agenda
2. Review and adoption of previous meeting minutes
  - a. October 16, 2003
  - b. October 30, 2003
3. Old Business
4. New Business
  - a. Nursing IDP
  - b. Hemo Technology ICP
  - c. Nursing Assistant ICP
  - d. ED397 Course Guide
  - e. Education IDP
5. Other Issues
  - a. Electronic version of IDP and ICP
  - b. Course guide template
  - c. Special student issues in Nursing
6. Schedule of next meeting

**Members present:** Tom Colton – Languages & Humanities, Jerome Ierome – Human Performance & Athletics, Glenn Keaton – Sciences & Math, Sarah Osborn – School of Education, and Jeff Willden – Business.

**Members absent:** Lois Gage – Nursing, and Lynda Rowe – Social Sciences & Fine Arts

**Staff and Faculty:** Ed Lieberman – School of Education

Academic Council Chair Glenn Keaton called the meeting to order at 1:09 pm.

### **1. Agenda**

The agenda was reviewed and accepted.

### **2. Minutes**

- a. The October 16, 2003 minutes were reviewed and accepted.
- b. The October 30, 2003 minutes were reviewed and accepted.

### **3. Old Business**

### **4. New Business**

- a. Nursing IDP  
Item tabled.

- b. Hemo Technology ICP  
Item tabled.
- c. Nursing Assistant IDP  
Item tabled.
- d. ED397 Course Guide  
The council made some recommendations to the course guide. Ed Lieberman will resubmit it with changes at the next meeting.
- e. Education IDP  
The Elementary Education IDP could not fit properly on the approved IDP/ICP template. A recommendation was made to arrange it on landscape format with the same headings as the template.

**5. Other Issues**

- a. Electronic version of IDP and ICP  
The council discussed the components and prospective uses of the electronic version of IDPs/ICPs.
- b. Course guide template  
Suggestion was made to include prerequisites information in the catalog description of the course guide.  
It was agreed that the course guide template would be placed in the public folder for everyone's access. It will be used in a testing phase then reviewed again for discussion of results.
- c. Special student issues in Nursing  
Item tabled.

**6. Schedule of next meeting.**

The next meeting is scheduled for November 13, 2003 at 1:00pm.

The meeting adjourned at 1:50pm.