

Academic Council Meeting Minutes **September 30, 2004**

Members present: Glenn Keaton – Sciences & Math, Tony Satur – Human Performance & Athletics, Tom Colton – Languages and Humanities, Sam McPhetres – Social Sciences & Fine Arts, Lois Gage – Nursing

Members absent: Larry Lee – Business, and Geri Willis – School of Education.

Staff and/or Faculty present: Betty-Ann Palacios-Cabrera as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:12 am.

- 1) Review and adoption of September 23, 2004 minutes.

Adopted without changes.

- 2) September 30, 2004 Agenda

Motion to make changes and add to agenda:

Added under New Business: 5 d) Combined Law Enforcement Academy ICP
 5 e) Basic Law Enforcement ICP

The agenda was accepted with changes.

- 1) Old Business

- a) Substantive change report issues

Item tabled

- b) Learning Outcomes and Assessments

Continued discussion, and will not be clarified until the template format is resolved. There is a function on MS Word, the ‘auto-outline’ feature that will help in using CG template. AC member Tom Colton will ask Gregg McCroskey for the status of the new CG template. The AC will need to review the web template first before asking Mr. McCroskey to attend a meeting, possibly within the following weeks.

- c) Sciences, Mathematics, & Technology involvement in Audio/Video Production ICP’s and IDP’s. No word has come back from Dean Sablan regarding Film & TV Productions lack of involvement in the AC or its departmental responsibilities.

- d) Course Guide Management

Continued recommendation by AC: Departments are reminded to continue to clean up and update all course guides.

- e) The Nursing dept. has been getting a high number of applicants. The dept. is considering instituting an application process that will require applicants to take an entrance examination that involves critical thinking, and is tentatively scheduled to begin the examinations in April 2005. Because the dept. still remains understaffed (only one of the two instructor positions was filled), the number of students that can be accommodated into the nursing program is less than the demand. AC requests the Nursing dept. to check with the Education dept. to see if they do a similar type of selective process for applicants. A concern was voiced regarding the possibility that this proposed application process may be competitive, considering that NMC has an open-enrollment policy.

- 4) Other Issues

- a) Course guide template
Item tabled
 - b) Course guide web template
The web template possibly has several flaws, such as the drop-down menu for departments. Mr. Colton of the Language & Humanities department noticed that his department designation is incorrect on the menu, plus he had difficulty modifying the lab hours. The AC members are again reminded to view the course guide web template on the NMC website and make note of any difficulties.
- 5) New Business
- a) AC members responsibilities
The AC chair reminds all AC members to always print out and examine prior to the meetings the IDP'S, ICP's and course guides submitted for approval by the AC. To increase our efficiency, these forms must be previewed before discussion in the AC meetings so that all content can be discussed and necessary corrections made. The AC recommends that all IDP'S, ICP's and course guides that will be submitted to the AC be sent electronically to Frank Sobolewski at our Rota campus. The request was also made that all members be on time for the meetings.
 - b) AC Recorder
Since Lourdes Cabrera Villazon is on maternity leave, the administrative manager for the Sciences, Mathematics & Technology dept, Betty-Ann Palacios-Cabrera, will be the AC recorder until Ms. Villazon returns. All department chairs are requested to send all submissions to Betty-Ann, acting AC recorder, and cc the AC chair by no later than Tuesday of the week. The AC needs to find a written official policy of its responsibilities.
 - c) 12-month evaluations
The AC requests that Danny Wyatt resend the 12-month evaluation forms to the AC members.
 - d) Combined Law Enforcement Academy ICP
Need to request Linda Rowe to come in for the next AC meeting to explain. If this is for a new program, Ms. Rowe will need to provide course guides and prepare a Substantive Change Report.
 - e) Basic Law Enforcement ICP
Need to request Linda Rowe to come in for the next AC meeting to explain. If this is for a new program, Ms. Rowe will need to provide course guides and prepare a Substantive Change Report.
- 6) Schedule of next meeting
The next meeting is scheduled for October 7, 2004. The meeting adjourned at 12:08 pm.