

FINAL Academic Council Meeting Minutes

DATE: March 27, 2006
TIME: 11:00 am to 12:30 pm
PLACE: Room N-5

AGENDA

- 1) Review and Adoption of March 20, 2006 Meeting Minutes
 - 2) Review and Adoption of March 27, 2006 Agenda
- First order of Business: Nursing course guides cancellations (21)
- 3) Old Business
 - a) WASC related issues
 - b) Course Guide N:Drive and web templates
 - c) EC 211 course guide review
 - d) Disability issues
 - e) Liberal Arts IDP
 - f) Learning outcomes
 - g) AC evaluation process
 - h) Credits for experiential learning
 - 4) New Business
 - a) Rules and regulations for course guides
 - b) Course guide reviews:
 - i) CS 224 course guide review
 - c) Course waivers and substitutions
 - d) Credit by examination during Summer semester
 - 5) Other Issues
 - a) Public Administration degree
 - 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Doris Aldan-Atalig – Office of Admissions & Records; Jeanette Villagomez – ALO; Kathy Pohl – Counseling Programs & Services; Larry Lee – Business; Lynne Curtis – Nursing; Michael Nurmi – Languages & Humanities; Michael Reber – School of Education; Roxanna Arriola – ASNMC; Sam McPhetres – Social Sciences & Fine Arts

Member absent: Lisa Lunde – Human Performance & Athletics

Others present: Eric Plinske; Donna Leong-Aguon – Recorder

The Academic Council Chair Glenn Keaton called the meeting to order at 11:10 am.

- 1) Review and Adoption of March 20, 2006 Meeting Minutes
Michael Nurmi stated that he forwarded his Eligibility Requirement #9 to Dr. Debra Cabrera, and thus that item can be removed from today's Agenda. He also questioned if a policy on saving paper should be considered. Both Glenn and Larry said whether a person prints a document to review, or not, is a personal preference. Sam preferred printing; Glenn did not. Someone said either printing or not, everyone needs to be cautious of paper waste. The AC then **moved, seconded and unanimously adopted the March 20, 2006 Meeting Minutes with suggestion.**

- 2) Review and Adoption of March 27, 2006 Agenda
An item, How NMC awards academic credit, was removed from the Agenda. Lynne requested her 21 course guide cancellations be the First Order of Business because she would need to leave early for class. The AC then **moved, seconded and unanimously adopted the March 27, 2006 Agenda with changes.**
- 3) Old Business
 - a) WASC related issues
Dean Jeanette reported that the annual report for the Junior and Senior Commissions will be submitted today. WASC is aware that NMC has six programs awaiting the proper time for submittal for substantive changes (proper time being April, 2007).
 - b) Course Guide N:Drive and web templates – nothing new to report

First (actually, third) order of Business: Nursing course guides cancellations (21)
Lynne explained her need for housekeeping. Several courses are very old and have not been offered for a long time. Several courses have been incorporated into newer courses. When asked if she was sure there were no students on an IDP requiring any of the proposed courses for cancellation, she said she was reasonably sure, and would double check. Doris mentioned the need to cross reference an old course for a new course in PowerCampus. Lynne will speak to Doris about this issue. The AC then **moved, seconded and unanimously canceled all of Nursing's 21 course guides (NU 101, 102, 103, 104, 106, 110, 111, 112, 112b, 113, 150, 196, 200, 201, 202, 204, 205, 206, 208, 210, and 211).**

- c) EC 211 course guide review
Michael Nurmi reported he spoke to Wil Maui about a prerequisite, EN101, for this EC211 course. Wil confirmed his desire to have EN101 as a prerequisite. Michael suggested the words English placement level at EN202 instead of prerequisite of EN101. Some advisors are confused and stating the placement level may have less chance for mistakes. Larry told Michael he understood his concern, but believed people are familiar with the word prerequisite. Advisors need to be conscientious of both words: prerequisite and placement.

Larry informed the AC members that this course, EC211, had been enhanced. It fulfills AA degree requirements in Business and Liberal Arts, and can be transferred to the University of Hawaii.

The modification of EC211 was then **moved, seconded and unanimously adopted with minor format changes.**

- d) Disability issues
Kathy reported the Counseling letter had been revised. It stated the extended test time to be individualized to the student's needs, and not be standardized to 200%. There was no further discussion, this item is **complete.**
- e) Liberal Arts IDP
Kathy referred to Frank Sobolewski's e-mail. Among several recommendations, he suggested EN202 be a core course. Everyone knew the importance of completing EN202 with a "C" or better for transferability. Rather than placing EN202 among the core courses, Glenn, and others, suggested a double asterisk

next to General Education Requirements with a notation of a minimum C for all courses intended for transferability, and advisors diligently informing students of this.

Kathy asked if Statistics and College Algebra should be separated as per Frank's suggestion, but the AC members preferred keeping them as is, together on one line.

There was no further discussion. Kathy will revise the IDP for AA in Liberal Arts for next week's meeting.

- f) Learning outcomes
Everyone agreed that Robert Churney did a great job on learning outcomes. The AC then **moved, seconded and unanimously adopted Robert Churney's write-up of learning outcomes.**
 - g) AC evaluation process
Michael Reber did not have time to write this item up. **Tabled.**
 - h) Credits for experiential learning
After a brief discussion, this item was **tabled.**
- 4) New Business
- a) Rules and regulations for course guides
Glenn pointed out the *Guide for Preparing Course Guides* states that reviews of course guides should be addressed before other AC business (first order of business). However, the AC members agreed that reviews will be taken care of just like in the past; reviews will not become the first order of business.

Michael Nurmi mentioned this *Guide* states that in course guides, the Prerequisites are to be listed in **#4. Course Prerequisite(s)**..., and he suggested listing the prerequisites in the **D. Catalogue Course Description** section, also. Advisors often refer to NMC's catalog for this information, and even though this information is available on PowerCampus, there is the chance of PowerCampus being unavailable when this information is needed. Even though this extra wording would lengthen the new catalog, AC members agreed it was important to include both prerequisites and placement levels in the course description section of both NMC's newest catalog, and future course guides.
 - b) Course guide reviews:
 - i) CS 224 course guide review
Larry informed the AC members that Robert Laurie (whom we recruited from the University of Guam) had been reviewing NMC's computer program. It is called the Curriculum Reform Proposal for the Business Department. The IDP will be revised, new courses will be created, and articulation will be improved.

Regarding the CS224 course guide, Glenn made several suggestions, including simplifying the cover sheet (moving part of it to the **Purpose** section). Other changes were recommended. The modification of CS224 was then **moved, seconded and unanimously adopted with several changes, including minor format changes.**

- c) Course waivers and substitutions
Doris reported the need to officialize the process of Advisors, through the Dean, waiving and substituting courses. A new form for this process would help document cases for the Office of Admissions and Records. This process would require the Advisor to obtain a memo from the Dean approving the Advisor's waivers and/or substitutions. Someone suggested expanding the Dean's title to **Dean of Academic Programs and Services**. Glenn suggested forwarding this proposal to the College Council for their information. The AC then **moved, seconded and unanimously adopted OAR's process for Course Waivers and Substitutions with change.**
- d) Credit by examination during Summer semester
Glenn reported a student of his approached him for a Credit by Examination in Summer Session I. If this student failed, is this student allowed to register for this class in Summer Session II? During a regular semester, the student would wait a few months before the next semester begins. However, during the Summer, the student would wait only a few weeks for the next session to start. After a brief discussion, the AC agreed that if a student attempts Credit by Examination in Summer Session I and fails, that student may enroll in that class in Summer Session II.

This group's focus then detoured and briefly discussed Danny Wyatt's e-mail, I believe, on the offering of Summer classes, and the costs. Also, new rates are effective as follows: fees in the Summer, tuition in the Fall. Furthermore, some discussion on Math and English Placement Tests followed.

- 5) Other Issues
 - a) Public Administration degree
Glenn asked Eric if he could present next week, and Eric agreed. **Tabled.**
 - b) Glenn mentioned Doris' e-mail he received this morning. It was interesting. A Sacramento, California college wants to make tougher regulations. He noted that this college required Elementary Algebra and freshman English. Apparently, NMC demands more, and is ahead of them. Yeah! The California college was concerned that students were being offered degrees regardless of their level of achievement.
- 6) Schedule of next meeting
Next Monday, April 3rd, 11:00 am in Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 12:30pm.

“In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.”