

Academic Council Meeting Minutes

Friday, January 20, 2017

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building K-2 on January 20, 2017. Voting members in attendance included Ajani Burrell, Barbara “Bobby” Hunter, Beylul Solomon, Ermelinda Oneto, Jennifer Wilson, Jesse Pangelinan, Joan Torres, Kathleen Winkfield, Lisa Lunde, Timothy Baker. Voting members not in attendance included Alfredo De Torres, Chavel Green, Roger Croft, Velma Deleon Guerrero (Proxy = Lisa Lunde), Zerlyn Taimanao (Proxy = Lisa Lunde).

Meeting was called to order at 9:08am.

Approval of agenda and minutes

The agenda was presented to the council by Ajani Burrell. A motion to adopt the agenda was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the January 6th meeting was presented to the council by Beylul Solomon. Changes to the minutes were made regarding members in attendance and their proxies. A motion to adopt minutes with changes was made by Joan Torres. The minutes were adopted unanimously.

Reports

- I. Any old business from previous Academic Council meetings where Dean Barbabra Merfalen was the Chair must be resubmitted to the new Academic Council.

Old business

- a. Course Guide Review process
 - i. Guide to Preparing Course Guides (GPCG)
 1. Discussion centered on how the Academic Council would like to handle minor changes to course guides. Suggestions included taking non-substantive changes to the AC Chair and have the chair make the decision. Other suggestions included having the chair make the non-substantive changes and notifying the council of those changes so it can be recorded in the minutes. The council will discuss what will be considered a minor/non-substantive change on the February 3rd Academic Council meeting. Discussion also included the need to have an overall review of course guide, including the course guide structure and elements, and a standardized system for their review. The Language and Format Specialist indicated that many of the submitted course guides had their “Purpose” and “Reason for Initiating” copied from other syllabi and not specific to the course. In addition, the GPCG has a more substantial description in terms of what should be included in the “Methods of Evaluation”, “Course Activities and Design”, and “Assessment Measures” sections for course guides, which is no longer being followed. For

- example, the “Assessment Measures” should correlate to instructional goals and student learning outcomes, but currently that isn’t the case. The council resolved to discuss these concerns at a future meeting.
2. Furthermore, the council agreed on having textbook resources in APA or MLA style depending on the course. Examples of each will be provided in the GPCG.
 3. Jesse Pangelinan made a motion to adopt the GPCG with changes and it was unanimously adopted.
 - ii. Summary sheet of GPCG – Ajani Burrell will develop a summary sheet of GPCG and upload the document to the shared drive.
 - iii. Electronic Review System – A discussion was brought forth by Ajani Burrell whether uploading documents to the Google shared drive for members to review prior to coming in for council meetings was working for everyone. The council unanimously consented and also suggested creating a separate “review tracker” for other documents besides course guides. Ajani Burrell will be responsible for creating a separate review tracker and uploading it to the Google shared drive.
- b. Leadership: Joan Torres nominated Tim Baker for the Vice-Chair position. The council unanimously approved his nomination.
 - c. Three-semester commitments: In an effort to have a staggered number of new and old members in the Academic Council, Ajani Burrell asked for three-semester commitments. Beylul Solomon, Chavel Green, Jesse Pangelinan, and Lisa Lunde volunteered.
 - d. Bylaws: Discussion centered on clarifications in the document referring to functions and responsibilities. Specifically, bylaw #6 under functions & responsibilities stating, *“Monitor the progress of course review at the department level to ensure the timely completion of course review tasks”* was unclear. Ajani will check with Dean Bobbi and PROAC (and anyone else they recommend) to see if anyone else is responsible for monitoring the progress or if the Academic Council should be responsible for this item. Furthermore, the section for AC procedures were clarified, including #3, *“An agenda of items to be considered at any meeting shall be sent by the Academic Council Chair to the members of the Committee, Department Chairs, and appropriate administrative personnel not less than two (2) working days prior to the meeting”* was modified to 1 week prior to the meeting. All items added to the agenda will be at the discretion of the chair. Tim Baker made a motion to adopt with changes and was adopted unanimously.
 - e. Business/Plans for Spring 2017 Semester
 - i. Tabled until next meeting.
 - f. Spring 2017 meeting schedule
 - i. Academic council will meet every other Friday, skipping Spring Break, and the last meeting for this semester will be held on April 28, 2017.

New Business

1. Robert’s Rules of Order
 - a. Tabled until next Academic Council meeting
2. Course Guides and Individualized Degree Plans for Review
 - a. No course guides or IDPs were brought forth for review.

Announcements

No announcements.

Adjournment

The meeting was adjourned at 11:02 am.

Beylul Solomon Secretary	February 3, 2017 Date of approval