
Academic Council Meeting Minutes

Friday, January 16, 2019

Call to order

A special meeting of the Academic Council was held at 9:00am in the Board of Regents Conference Room on January 16th, 2019.

Voting members in attendance included Ajani Burrell, Beylul Solomon, Jesse Pangelinan, Lisa Lunde, Marji Tarope, William Hunter, and Velma Deleon Guerrero.

Voting members not in attendance: Alfredo De Torres, Barbara “Bobbie” Hunter (Proxy = William Hunter), Christine Inos, Ermelinda Oneto, James Kline, Kathy Winkfield (Proxy = Lisa Lunde), and Zerlyn Taimanao.

Non-voting members in attendance: Lisa HacsKaylo for OIE

Guests: Dean Charlotte Cepeda and Sally Yntema

Meeting was called to order at 9:06 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. He stated the special meeting was being called to review the Spring 2019 schedule and the Chinese 101 course guide, thus all other previous agenda items would be tabled. A motion to adopt the agenda was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the October, 12, 2018 meeting were presented to the council by Ajani Burrell. A motion to adopt the minutes was made by Lisa Lunde. The minutes were adopted unanimously.

Announcements

- a. None.

Reports

- a. None

Old Business

- a. Independent Study Proposal
 - a. This agenda item was tabled.
- b. PLA PLOs

- a. This agenda item was tabled.

New Business

- a. Course Assessment Plan supplemental documents and planning

- a. This agenda item was tabled.

- b. Self-study (outcomes) and course assessment working session

- a. This agenda item was tabled.

- c. Spring 2019 Schedule

- a. The Spring 2019 schedule was presented by Dean Charlotte Cepeda. She stated that due to Typhoon Yutu, several changes had to be made to the schedule in order to accommodate the shortened 11-week spring semester. She said that department leaders met and determined that all spring courses could be taught in 11 weeks by adjusting the length of classes and that all required contact hours would be met.

- b. Council members noted the following points that need revision:

- i. The length of instruction weeks for Session I and Session II: Session I is 7 weeks long and Session II is 5 weeks long.
 - ii. Computers courses that are accelerated are the same length in time as non-accelerated courses.
 - iii. Velma Deleon Guerrero suggested only listing the days for hybrid courses where students actually met for class, but Dean Charlotte explained that both days are listed on the schedule as evidence that the college is meeting the required contact hours. Both Velma Deleon Guerrero and Ajani Burrell stated to have them listed as “Labs” so that both days are not shown as being in-class days.
 - iv. PY 101 needs to have the length of the class shortened
 - v. SO 297 needs to have the days and times of the course updated.
 - vi. CO 210 having a cap of 27 students is too high. Discussion centered on lowering the cap of all CO 210 classes to 20 students.
 - a. Dean Charlotte stated that she would consider the recommendations but would like to see if the number of sections for the course would be enough with the reduction of the cap.
 - b. Sally Yntema stated that the current cap for CO 210 is at 20 students and is working well. She added that an increase in cap for the course should be on a case by case basis.

- c. Dean Charlotte will consider the requested changes to the schedule as suggested by the council.

- d. A motion to adopt the Spring 2019 schedule with changes was by Velma Deleon Guerrero. The motion was adopted unanimously.

Course Guides and Individualized Degree Plans for Review

- a. Elementary Chinese (CN 101)
 - a. The course guide for CN 101 was presented by Sally Yntema. She stated the course was inactive, thus bringing an updated course guide to the council to activate and offer the course in the Spring 2019 semester.
 - i. The council made the following recommendations:
 - a. Update textbook format to APA or MLA, add when course will be offered under *Catalogue Course Description*, include attendance under *Method of Evaluation*, change topic name for 11.0 under *Course Outline* to have it related to subtopics, and remove class participation under *Assessment Measures of Student Learning Outcomes*.
 - ii. A motion to adopt the course guide with changes was made by Beylul Solomon. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 9:55 am.

Beylul Solomon

Secretary

March 1, 2019

Date of approval
