
Academic Council Meeting Minutes

Friday, May 24, 2019

Call to order

A regular meeting of the Academic Council was held at 9:00am in Room V-205 on May 24th, 2019.

Voting members in attendance included Ajani Burrell, Barbara “Bobbie” Hunter, Beylul Solomon, Johnny Aldan, Lisa Lunde, and William Hunter.

Voting members not in attendance: Alfredo De Torres, Christine Inos, James Kline, Jesse Pangelinan (Proxy = Beylul Solomon), Kathy Winkfield (Proxy = Lisa Lunde), Marji Tarope, Velma Deleon Guerrero (Proxy = Lisa Lunde), and Zerlyn Taimanao (Proxy = William Hunter).

Meeting was called to order at 9:16 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. Beylul Solomon asked that *Old Business (a) Independent Study Proposal* and *(b) PLA PLOs* be removed per discussion in the previous Academic Council meeting. A motion to adopt the agenda with changes was made by Beylul Solomon. The motion was adopted unanimously.

The minutes from the April 26th, 2019 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.

The minutes from the May 10th, 2019 meeting were also presented to the council by Ajani Burrell. A motion to adopt the minutes was made by Johnny Aldan. The minutes were adopted unanimously.

Announcements

- a. None.

Reports

- a. None

Old Business

- a. Course Assessment Plan supplemental documents and planning
 - a. Ajani Burrell stated that he has been working with Dean Charlotte Cepeda to try and schedule a meeting with department heads to inform and get their input on the plans for the CAP. Ajani has proposed a meeting time with Dean Charlotte Cepeda for next week Wednesday, May 29, 2019 and is waiting to hear back from her if that time will work.
- b. Self-Study

- a. Discussion by council members centered on what the purpose of the self-study should be and how that ties into the assessment cycle as a whole for the institution.
- b. William Hunter shared the Form 2 for Distance Learning Education so that the Council has another example for reference. Ajani Burrell will include that document in the Academic Council Shared Folder under *Self Study Resources*
- c. Ajani Burrell also asked council members' thoughts regarding what the self-study should focus on and examine. He suggested creating subcommittees that will address each section of the self-study by the end of the Fall 2019 semester.
 - a. Beylul Solomon suggested to use the Form 2 as a template so it can be standardized with other parts of the institution. However, she also suggested to adapt it to so that it fits with what the Academic Council (AC) actually does by referring to the AC bylaws and other relevant documents (i.e. documents shared by Lisa Hacskaylo and the Academic Senate for California's Community College's self-study as a template.
 1. Ajani Burrell agreed with the suggestion and proposed a motion to adopt the Learning and Student Success Form 2 as the guide/template with appropriate changes for AC's self-study. The motion was unanimously adopted.
- d. Council members proceeded to review AC's bylaws and other self-study samples to make a preliminary list of what sections might be used for the self-study. The following sections were populated based on that review:
 - a. Membership (Governance) – Needs to include exactly what AC's role is in the institution
 - b. Organization
 - c. Functions & responsibilities
 - d. Procedures
 - e. Assessment and Evaluation
 - f. Professional Integrity
 - g. Openness and Disclosure
 - h. Bylaws
 - i. Accomplishments/Improvements/Initiatives
- e. Ajani Burrell said that council members will review the list at the next meeting and determine which of the sections will be used for the report. He added that he wasn't sure whether we would have enough time at the next meeting to determine who will be on which subcommittee, so he might have to assign members of the council to subcommittees.

New Business

- a. None.

Course Guides and Individualized Degree Plans for Review

- a. Individualized Degree Plan for Associate of Arts in Liberal Arts with an Emphasis in Pre-Engineering
 - a. This agenda item was abled

- b. Individualized Degree Plan for Associate of Applied Science in Hospitality Management
 - a. Bobbie Hunter presented the IDP for the A.A.S. in Hospitality Management to reflect the change of the Practicum in Internship Training I course (TS 288) being stopped out and replaced with the Introduction to Cooperative Education course (CE 250). She explained that the two courses were identical, thus the program has decided to use CE 250 since that is the course being used in the other concentrations for the Business program.
 - b. A Motion to adopt the IDP with changes was made by Beylul Solomon. The motion was adopted unanimously.
- c. Practicum in Internship Training I (TS 288)
 - a. Bobbie Hunter asked for the TS 288 course guide to be stopped out since it is identical to Cooperative Education CE 250.
 - b. A motion to adopt the stop out was made by Beylul Solomon. The motion was adopted unanimously.
- d. Information Technology Management (CS300)
 - a. The course guide for CS 300 was presented by Bobbie Hunter. She stated that the change being requested was to have the course offered in both Fall and Spring semesters since the class fills up very quickly.
 - b. Council members suggested also revising Student Learning Outcomes #2, 4, and 5.
 - f. A motion to adopt the course guide with changes was made by Lisa Lunde. The motion was adopted unanimously.
- e. Educational Technology (ED 290)
 - a. The course guide for ED 290 was presented by Beylul Solomon. She stated that the main change to the course guide was changing it from ED 480 to ED 290 to reflect the appropriate level of the course.
 - b. Council members also suggested additional changes: move “Permission of SOE director” from *Math Placement Level* section to *English Placement Level* section, delete section on online/hybrid requirements since all online and hybrid courses require students to go through a mandatory online orientation, and delete “maintenance of technology equipment” from *Cost to College* section.
 - c. A motion to adopt the course guide with changes was made by Lisa Lunde. The motion was adopted unanimously.
- f. Theories and Techniques of Counseling (RH 310)
 - a. The course guide for RH 310 was presented by Beylul Solomon to indicate that changes were being made for periodic updates and the removal of course prerequisites of inactive courses.
 - b. Ajani Burrell stated that the description under *Purpose* section needs to depict the purpose of the course not only a description of the course.
 - c. A motion to adopt the course guide with changes was made by William Hunter. The motion was adopted unanimously.
- g. Medical and Psychosocial Aspects of Disability (RH 430)

- a. The course guide for RH 430 was presented by Beylul Solomon to indicate that changes were being made for periodic updates and the removal of course prerequisites of inactive courses.
 - b. Council members made the following recommendations: revision of the description of the *Purpose* section, remove “acceptance into Teacher Candidacy” since another course prerequisite (RH 330) already requires Teacher Candidacy, and add “permission of SOE director” to *Course Prerequisites* section.
 - c. A motion to adopt the course guide with changes was made by William Hunter. The motion was adopted unanimously.
- h. Community Education Practicum (ED 493)
- g. The course guide for ED 493 was presented by Beylul Solomon to indicate that changes were being made for periodic updates.
 - h. Ajani Burrell suggested tweaking the description of the *Purpose* section and removing “forms” and “rubrics” from the *Assessment Measures for Student Learning Outcomes* section.
 - i. A motion to adopt the course guide with changes was made by Lisa Lunde. The motion as adopted unanimously.

Adjournment

The meeting was adjourned at 11:06 am.

Beylul Solomon

Secretary

June 7, 2019

Date of approval
