
Academic Council Meeting Minutes

Friday, November 22nd, 2019

Call to order

A regular meeting of the Academic Council was held at 9:00am in Room V-216 on Friday, November 22nd, 2019.

Voting members in attendance included Ajani Burrell, Beylul Solomon, James Kline, Jesse Pangelinan, Johnny Aldan, Kathy Winkfield, Lisa Lunde, Marji Tarope, Velma Deleon Guerrero, and William Hunter.

Voting members not in attendance: Alfredo De Torres, Barbara “Bobbie” Hunter, Christine Inos, and Zerlyn Taimanao.

Guest: Charlene Masiwemai

Meeting was called to order at 9:07 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. Beylul Solomon made a motion to review the course guide for ED 406 after the adoption of the agenda. The motion was adopted unanimously. A motion to adopt the agenda with changes was made by Beylul Solomon. The motion was adopted unanimously.

The minutes for the October 25th, 2019 minutes were presented by Ajani Burrell. A motion to adopt the minutes was made by Kathy Winkfield. The motion was adopted unanimously.

Announcements

- a. None.

Reports

- a. AC Updates on meeting with Dean Charlotte Cepeda
 - a. Ajani Burrell met with Dean Charlotte Cepeda on Wednesday, October 23rd, 2019, and reported that subcommittees are working on their respective reports and will submit them on December 6th, 2019. He stated that she also asked about Course Assessment Plan updates and also discussed the need for a course prerequisite overhaul which will be discussed under *New Business*.
 - a. With regards to the CAP assessment cycle and the current structure of the GELO cycle (i.e. assessing 2 or 3 GELOs every semester, Dean Charlotte Cepeda thought it was a good idea and for the council to discuss further and make a recommendation. Ajani Burrell said that the council needed to discuss this today since it is the last regular meeting of the Council. In addition, he has another meeting scheduled with the Dean in early Spring 2020 to determine what will be done about the GELO schedule. Several council members agreed with this statement

and the importance of having the time to “close the loop” on assessments.

- b. Discussion centered on what the GELO assessment cycle will look like since there are 7 GELOs. Ajani suggested having 3 GELOs assessed on the first year, then 2 GELOs on the second year, and 2 GELOs on the third year. This way it will allow all 7 GELOs to be assessed twice within the 6-year course assessment cycle. The council members agreed with this suggestion.
 - i. Ajani Burrell will make the recommendation to Dean Charlotte Cepeda to have the GELO assessment cycle yearly rather than different GELOs every semester.
- c. Ajani Burrell also stated that Dean Charlotte sent another email to the Council and LSS leadership asking them to finish curriculum mapping. He stated that the Language, Arts & Humanities Department, Social Science & Fine Arts Department, and Science, Math, Health, & Athletics Departments need to do their mapping since they have traditionally been lumped under the Liberal Arts Program. However, the Liberal Arts Program has only been responsible for assessing only the students who fall under their program, not all the students that take courses under those 3 departments.
 - i. Ajani Burrell stated that the curriculum maps have been requested to be submitted by December 16th, 2019. He asked that council members notify their department chairs that these curriculum maps need to be completed by that date.

Old Business

- a. Course Assessment Plan supplemental documents and planning
 - a. Ajani Burrell reported that all the supplemental documents for the CAP have been compiled. He said that council members will need to review these documents and finalize them.
- b. Self-Study Subcommittees
 - a. This agenda item was tabled.
- c. LH & SMHA & SSFA SLO Mapping
 - a. Ajani Burrell continued discussion on figuring out the best approach for L&H, SMHA, & SSFA departments to conduct their SLO mapping since they don't belong to any program. He stated that every student at NMC has to take those courses, however, thus far the only students that have been assessed were those who also fell under the Liberal Arts Program. He suggested that for the purpose of assessment, the 3 departments would assess all students and filter out Liberal Arts students so Velma Deleon Guerrero can include them under her program. He also stated that these departments should be mapping their SLOs directly to GELOs since they don't have PLOs.
 - a. William Hunter stated that this issue can be addressed once NMC has implemented WaterMark since that program will allow program heads to access their desired SLOs digitally.
 - b. Ajani Burrell will make the recommendation that programs continue doing their mapping as they have been doing. However, for any SLOs that don't fall under a specific GELO or PLO, they will need to schedule a time for those SLOs to be assessed on the 6-year cycle. In addition,

departments that don't have programs should align their courses directly to the GELOs.

New Business

- a. Board Credit Hour Policy
 - a. Ajani Burrell presented the Board Credit Hour policy for discussion. James Kline asked if it was a previously existing policy that was revised or a new policy, since he recalled accreditation mentioned that NMC didn't have a credit hour policy.
 - b. Ajani Burrell stated that the Faculty Senate found several issues with the policy as it was written. Ajani Burrell will check with LSS if the deadline has already passed or whether they still need feedback on the document. He will put on the agenda for the next Academic Council special meeting held on December 6, 2019.
- b. Course prerequisite overhaul
 - a. Ajani Burrell stated that Dean Charlotte Cepeda asked him to discuss with the council what they think would be best practice for course prerequisites to be more streamlined. He stated that we need to discuss what the format should look like. For example, he said that if there are several courses in a sequence, they don't all need to be listed as prerequisites – only the last course in that sequence should be the actual prerequisite.
 - i. All council members agreed that AC should provide general guidelines on how to indicate prerequisites and have departments and/or programs make those changes. However, these changes would not need to come to the council for review since it's not a change in the actual content of the course or prerequisite.
 - ii. Council members also agreed that English and Math placement levels should also be removed from courses as prerequisites once they have achieved the course.

Course Guides and Individualized Degree Plans for Review

- a. Teaching Linguistically Diverse Students (ED 406)
 - a. The course guide for ED 406 was presented by Charlene Masiwemai. She stated the course guide was brought forth to update it from the last review in 2012.
 - i. Council members made the following recommendations: remove ED 282 as a prerequisite since ED300 is already a prerequisite for ED 282 and remove all "courses and general education requirements" under *Catalogue Description* and *Course Prerequisites*; rephrase *Method of Evaluation* to include bullet points into the sentence and delete "the completion of goals and objectives as indicated in all assignments set by the School of Education faculty member"; and remove "research" from *Assessment Measures of SLOs* and *Method of Evaluation*.
 - ii. A motion to adopt the course guide with changes was made by Lisa Lunde. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 11:01 am.

Beylul Solomon

Secretary

December 6, 2019

Date of approval