

## Final Approved Minutes of the Academic Council Meeting on 05 October 2001

DATE : Friday, 05 October 2001  
TIME : 10:00 to 11:30 A.M.  
PLACE : Building V-205

### **AGENDA**

1. Review and adoption of 10/5/01 Agenda
2. Recording minutes meeting
3. Continuation discussion in regards to **BE 110 College Success**
4. Other issues
5. Items for the next meeting's agenda

### **MINUTES**

Academic Council Chair Melody Actouka called the meeting to order at 10:15A.M. in Building V-205. Members present were Sallie Sablan, Kurt Barnes, Danny Wyatt and John Sherbo. Nenette Prather was present as recorder.

#### **1. Review of Agenda**

Action # 1: It was moved, seconded, and unanimously approved to accept the Agenda as presented.

#### **2. Recording minutes meeting**

Action # 2: It was moved, seconded and unanimously approved that meeting minutes would include the summary topics that was discussed, critical key elements and action taken if any.

#### **3. Discussion of BE110 College Success**

Discussion today continued on **BE 110 College Success**. John Sherbo opened up the discussion regarding the number of credit hours of this course. Kurt Barnes also enumerated on the content of the course outline, instructor criteria and changes in any IDP's without approval of the Academic Council. Changes were made without informing the council of the changes which is not the proper standard procedure.

Danny Wyatt brought up the course outline presented in this course guide, Goals 1.0, 3.0, 4.0 are not academic credit but a remedial in nature. Should be covered in orientation program before the semester starts. However, Goal 2.0 is an academic credit.

Sallie Sablan suggested to separate the course apart. Students should attend a mandatory orientation first before attending classes. The orientation given to new students is a separate from college life and would include topics about the policies and procedures of the institutions, campus site and facilities.

The Academic Council made the following recommendations for BE 110 College Success course guide.

- a. Motion # 1 : It was moved, seconded and unanimously recommend that the course guide be returned to proposer and department chair for removal of content in 1.0, 3.0, 4.0 for incorporation into a mandatory orientation program.
- b. Motion # 2 : It was moved, seconded and unanimously recommended that the remaining course content 2.0 be revised to comprise in a 3 non degree unit course.
- c. Motion # 3 : It was moved, seconded and unanimously recommend that the Division of Instruction be requested to suggest criteria for the student who will be required to take this course.
- d. Motion # 4: It was moved, seconded and unanimously recommend that the Instructional Deans investigate if any IDP's and ICP's have been changed and without prior approval of the academic council and to review with department chairs the proper procedure for IDP and ICP modifications.
- e. Motion # 5 : It was moved, seconded and unanimously recommend decision to offer course or provisional course. Who decides – Is it the Dean, Vice President for Academic Affairs? The Division Unit Review reviews first the course before it will be offered to semester so that it would eliminate the confusion on the credit hours.

#### **4. Other Issues :**

No other issues were discussed.

The next meeting will be held on Friday, October 19, 2001.

#### **5. Other Items for the next agenda**

- Review and adoption of other P.E. course guides.

Meeting adjourned at 11:35AM