

## Academic Council Meeting Minutes April 7, 2005

**Members present:** Glenn Keaton – Sciences, Math & Tech., Tom Colton – Languages and Humanities, Sallie Sablan – School of Education, Lisa Lunde – Human Performance & Athletics, Larry Lee – Business, Cindy Tice (for Lois Gage) – Nursing, Geri Willis – ALO WASC.

**Members Absent:** Sam McPhetres – Social Sciences & Fine Arts

**Staff and/or Faculty present:** Pat Taylor, Danny Wyatt, Mary Anne Campos, Qian Ma

Academic Council Chair Glenn Keaton called the meeting to order at 12:35pm.

- 1) Review and adoption of March 31, 2005 minutes.  
Adopted without changes.
- 2) Review and adoption of March 31, 2005 agenda.  
Added to the agenda, under Other Issues: a) **TS 185** course guide  
Moved to first order of business: **CN 101**, Elementary Chinese course guide  
Agenda adopted with changes.

First Order of Business: **CN 101**, Elementary Chinese

Because there is a demand for a transferable course in Chinese and a demand for a Chinese course students can take for further study, CN 101, Elementary Chinese has been created. The course has been designed to meet the transferability demand as well as address local community requests for additional writing and reading Chinese language instruction. An additional feature of the course is the use of computers for typing in Chinese characters (of which there are 369). The **AC approved CN 101 pending changes**.

3) Old Business

a) WASC related issues.

Geri showed the AC a copy of WASC's *Evidence Guide*, subtitled "A Guide to Using Evidence in the Accreditation Process: A Resource to Support Institutions and Evaluation Teams." She informed the AC members that Dean Sablan will be handing out to each departments chair/directors a copy at the next Department Chair/Directors' meeting. Geri also handed out a copy of a letter from WASC to President Guerrero regarding WASC's concern "for the current lack of compliance in light of the fact that students have enrolled in a program prior to its approval by the Commission," and included a caution about following appropriate procedures for future programs. The "lack of compliance" is in regards to programs at NMC that did not have a Substantive Change report submitted to WASC. The letter is a reminder to those responsible for getting the delinquent sub-change reports completed and submitted, and a warning.

At the request of the AC, Mary Anne Campos gave a presentation to the AC regarding electronic portfolios. Until NMC can afford a complete content management system, we will be using NMC Online as a place to store info that WASC can access. At this time, NMC Online does meet our needs and will help us comply with WASC's request (requirement?) for an electronic site. Basically, the e-portfolio will be a data warehouse, storing evidence the WASC can peruse at its leisure. What does WASC want to see, and what is recommended as good evidence? Evidence of collaboration between colleagues, continuing development, and sharing of knowledge. Evidence of plans for improving through self-evaluation and assessment. Evidence of improving the quality of our curriculum and programs. Evidence that will support the integrity of NMC. Evidence that we are a serious institution of higher education. Evidence that we are accomplishing the goals of our mission statement. WASC doesn't need to see everything, just samplings. Mary Anne is setting up appointments with departments for demonstrations and explanations.

b) Course guide N:Drive and web templates.

The question regarding the N:Drive being the depository (storage area) for course guides was answered by noting that the N:Drive is not accessible to WASC, and that the NMC website is for general information,

thus not appropriate for use as a content management system. Also, many course guides recently updated have not been entered into either location. Plus, several are still missing and will need to be written. There is also a concern that none of the course guides at either site show the signature page, thus info regarding date of adoption is not available.

- c) Permanent AC recorder  
See above b). The AC chair will bring up this issue again with Dean Sablan.

#### 4) New Business

- a) Academic Council members' duties

It was recalled that about a year, or more, ago, the department chairs, along with Danny Wyatt reconstructed (or, in some cases, constructed) an entire set of academic policies, of which an updated version of the Academic Council duties may have been included. Call out the bloodhounds, Wilbur! The last reported sighting was in the vicinity of Dean Sablan's office. The investigation will start there. Plus Danny suggested looking in the N:Drive's public folder.

- b) **EN 202** requirement for the Allied Health Program  
Item Tabled.

- c) **CN 101**, Elementary Chinese  
Moved to First order of Business

- d) College Month

Larry informed the council that President Guerrero, at this week's College Council meeting, requests that every department have promotional stuff for the State of the College Address on April 27<sup>th</sup>. The Nursing department, steaming with frustration and futility, respectfully asked if they could be excused from such efforts since it would be redundant, as well as a waste of time, to recruit if they have to turn away about 50% of the students wishing to enroll in the nursing program.

- e) Restricted access to e-portfolios site.

Mary Anne, during her presentation, addressed this issue by letting it be known that the site will be restricted for security reasons. Faculty and staff will have access, as well as WASC.

#### 5) Other Issues

- a) **TS 185** course guide. Sherlock found the missing minutes from the December 2<sup>nd</sup>, 2004 meeting proving that TS 185 had been adopted by the council. Case closed.

Well, that was almost about it, until Danny Wyatt, Esq. made a guest appearance. In this cameo role, Danny presented copies of a list of placement listing for most of the courses taught here at NMC. The list shows that there are college level classes for which the reading placement is 093/094 (which is at the 8<sup>th</sup> grade level). His concern is, well . . . I think we can all figure that one out. More on this later, after Danny s"spams" all the campuses with this list.

- b) Schedule of next meeting

The next meeting is scheduled for April 14, 2005. Be there, or B<sup>2</sup>.

The meeting adjourned at 1:58 pm.

***"In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend."***