

Academic Council Meeting Minutes
March 3, 2005

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

Members Absent: Sam McPhetres – Social Sciences & Fine Arts, Lois Gage – Nursing.

Staff and/or Faculty present: Angie Sills.

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

- 1) Review and adoption of February 24, 2005 minutes.
Adopted without changes.

- 2) Review and adoption of February 24, 2005 agenda
Added to the agenda: Under New Business: 4f) College Month.
Changes to the agenda: Moved to the first order of business: 4b) Item 10, Assessment measures, Layout

Moved up to be included with 3a): 3b) Electronic Portfolios

Agenda adopted with changes.

First Order of Business: 4b) Item 10, Assessment measures, layout.

Glenn mentioned that the course guide template has a specific format described in the *Guide to Preparing Course Guides* for each item in its outline. Pointing to the intro statements in items 7.0, 8.0, and 9.0, he argued that the newly adopted item 10.0 should have an intro statement. After looking at three suggested statements, the statement AC accepted was on which Angie Sills' suggested: "Assessment of student learning will include but not be limited to the following methods," to be included in the course guide format and templates.

3) Old Business

a) WASC related issues.

This issue was combined with the discussion on electronic portfolios. Geri will need hard-copy documentation on departmental activities – newspaper articles, brochures, info about the dept., anything that highlights the dept.'s accomplishments, endeavors, etc., anything that department is doing that will let WASC or anybody else interested what is being accomplished here at NMC. This will be in conjunction with the electronic portfolios that each dept. must create and maintain. WASC expects this e-portfolio. Dept. chairs will, or have, assigned a faculty member to contact Maryanne Campo for training, if necessary. The faculty member will manage the portfolio, as well as keep it updated and accessible to WASC as well as students. Tom suggested linking the portfolios. Angie suggested utilizing the library as a back-up or depository. The hope is that we will have everything complete and online in 8 months.

b) Course guide updating

The AC chair is still asking for an electronic copy of the course guide lists from departments. Please send the ASAP.

c) Course guide template

Since the issue of course guide template often involve both the N:Drive template and the web template, the AC chair suggested combining this issue with 3d) Course guide web template. The AC concurred. Jeff Willden sent an email regarding what he called the “final draft of course guide and curriculum action request functionality.” Basically, it’s instructions on how to edit the course guides using the web template.

d) Course guide web template

Same as in 3c).

e) 12-Month Evaluations.

Danny Wyatt presented the AC approved version to the College Council on Tuesday, and after moving its members with his silver-tongued eloquence, gained that august body’s approval.”

f) Permanent AC recorder

The contest has been extended until midnight, the second Tuesday of next week. In the meantime, Glenn informed the AC that on this past Tuesday the College Council had discussed this issue and a meeting has been set up with the President, Dean Sablan, Raaj K., and the AC chair to discuss this issue. Glenn also informed the AC that Dean Sablan is considering letting a faculty member take on the duties, agreeing that there must be consistency and some form of permanence and continuity; plus he is agreeable to a compensation of 3 credits toward their workload. The AC endorses this idea. So does the AC chair, who is now fuming over the fact that the AC English and Format Review receives 1.5 credits, yet the AC chair is receiving NOTHING, NADA, ZIP, for his contributions to this institution as the AC chair during the last year and one half. The AC would like a job description.

g) Disabilities referral form.

Tom submitted the form for disabilities. He echoed concerns that the form has not been reviewed by the AC, that the form has been imposed on the faculty, and that the form is given to instructors without informing the instructors regarding the specifics of the disability. Tom also mentioned that extended test times of 200%, 300%, or more may be unreasonable. Instructors also should be able to ask about proof of disabilities. Brante suggested training for faculty on how to make accommodations for disabilities.

h) LSAMP Grant

Item tabled.

i) Electronic Portfolios

Moved up and combined with 3a)

4) New Business

a) Academic Council members’ duties

Item tabled.

b) Item 10, Assessment Measures, layout.

Item moved to first order of business (see above).

c) Status of revised Guide to Preparing Course Guides.
Tom is working on revisions, including the above item of 4b) and discussed under first order of business. He will also be editing the Program Concept Stage, under the Procedures for Proposing a New Program or Course, to include the College Council and remove the Vice President.

d) PI 101, Intro to World Religions course guide
Item tabled.

e) Request for conditional evaluation and approval of Assoc. in Sciences degrees (SM&T dept.)
Angie gave a short description of the proposed programs, and handed out copies of the proposal write-up, including ICPs, IDP, and CGs. The AC will review the material, and requested that Angie return next week and give the AC her PowerPoint Presentation of the proposed programs.

f) College Month
Item Tabled

5) Other Issues
none

6) Schedule of next meeting
The next meeting is scheduled for March 10, 2005. Same time, same station.
The meeting adjourned at 2:05 pm.

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