

**Academic Council**  
**November 13, 2008 Meeting Minutes**  
**2:00 p.m. N-5**

**Members Present:**

Cynthia Deleon Guerrero, Director, School of Education and Acting Dean of Academic Programs & Services, *Acting AC Chair*

Mark Haag, Chair, Languages & Humanities, *AC Vice-Chair*

Pasquana Calvo, Acting Chair, Nursing

Rosaline Cepeda, Director, Office of Admissions & Records

Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics

Leo Pangelinan, Director, Counseling Programs & Services and Acting Dean of Student Services

Eric Plinske, Chair, Business

Melena Slaven, Director, Rehabilitation & Human Services

Frank Sobolewski, Chair, Social Sciences & Fine Arts

**Members Absent:**

Dr. Debra Cabrera, Dean of Academic Programs & Services, *AC Chair*

Maria Aguon, Program Coordinator, Tinian Instructional Site

Adrian Atalig, Director, Information Technology

William Castro, Director, Office of Institutional Effectiveness

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness

Martin Mendiola, Program Coordinator, Rota Instructional Site

Ivan Mereb, ASNMC President

Joyce Taro, Administrative Manager, Office of the Dean of Academic Programs & Services

**Others Present:**

Loly Kingzio, Administrative Manager, Academic Programs & Services (proxy for Joyce Taro as Recorder)

Meeting called to order at 2:09 p.m.

*NOTE: AC agreed to change the date of **Add/Drop Week** on the **Spring 2009 Academic Calendar** from **January 20 – January 23, 2009** to **January 20 – January 26, 2009**.*

**1) Review and Adoption of the November 13, 2008 Agenda**

- a) Add TS 186 Food and Beverage Marketing and CS 132 WordPerfect under Course Guide Review: Course Guide Cancellation.
- b) Move CS 132 Word Processing from Course Guide Review: Course Guide Cancellation to Course Guide Stop Out.

**AC voted and adopted the agenda with the above revisions.**

**2) Review and Adoption of the following Minutes**

- a) May 29, 2008: Tabled
- b) June 26, 2008: Tabled
- c) July 10, 2008: Tabled
- d) August 7, 2008: Tabled
- e) September 11, 2008: Tabled
- f) November 6, 2008

**AC voted and approved the November 6, 2008 meeting minutes.**

### **3) Announcements**

- a) None

### **4) Old Business**

- a) 2008-09 Catalog Update
  - i) Leo Pangelinan and Rosaline Cepeda will ensure that all courses approved up to date by AC for stop out and cancellation will not be included in both the online and printed version of the 2008-2009 catalog.

NMC students will be given an opportunity to submit their artwork for the cover of the 2008-2009 catalog. The student whose artwork is picked for the cover will receive \$100 prize money.

### **5) Department Request to Place Program(s) on Inactive Status**

- a) None

### **6) Course Guide Review**

- a) Course Guide Stop Out
  - i) TS 186 Quantity Food Purchasing
  - ii) CS 132 Word Processing

In the October 23, 2008 AC meeting, CS 132 WordPerfect was approved for stop out. However, because it has the same course alpha and number as CS 132 Word Processing, **AC rescinded the action for the stop out of CS 132 WordPerfect and moved it to cancellation.** CS 132 Word Processing was then moved from cancellation to stop out.

**AC voted and approved to put the above 2 courses for the Business Department on stop out.**

- b) Course Guide Cancellation
  - i) CS 240 Advanced WordPerfect Including Desktop Publishing
  - ii) OT 206
  - iii) TS 163
  - iv) TS 181 Introduction to Housekeeping Techniques
  - v) TS 190
  - vi) TS 186 Food and Beverage Marketing
  - vii) CS 132 WordPerfect

In the November 6, 2008 AC meeting, TS 186 Food and Beverage Marketing was approved for stop out. However, because it has the same course alpha and number as TS 186 Quantity Food Purchasing, **AC rescinded the action for the stop out of TS 186 Food and Beverage Marketing and moved it to cancellation.**

**AC voted and approved to put the above 7 courses for the Business Department on cancellation.**

- c) Course Guide Update

- i) ED 143, ED 144, ED 145, ED 146, ED 211, ED 320, and ED 471

The course guide for **ED 211 Introduction to Teaching** is not a modification, but a **new course guide**.

**AC voted and approved the above 7 course guides with minor editing changes for the School of Education. Once the changes are made, these course guides will be forwarded to the English and Format Reviewer.**

- ii) CE 250, CS 103, CS 140, CS 150, CS 222, CS 227, CS 246

**AC voted and approved the CE 250, CS 103, CS 140, CS 150, and CS 222 course guides for the Business Department. These course guides will be forwarded to the English and Format Reviewer.**

**AC tabled the CS 227 and CS 246 course guides until the next meeting because changes need to be made on them.**

**Because there was a class in N-5 at 3:30 p.m., AC tabled the remaining course guides under Course Guide Update until the next meeting.**

- ii) EC 211, EC 212, MG 206, MG 232, MG 233, MG 250, TS 101, TS 103, TS 182, and TS 185
- iii) CJ 103, CJ 150, CJ 200, CJ 225, CJ 251, and LW 106
- iv) JA 100, JA 101, JA 102, and SP 101

## **7) New Business**

- a)

## **8) Adjournment**

Meeting adjourned at 3:27 p.m.