

**Academic Council  
October 23, 2008 Meeting Minutes  
2:00 p.m. BOR Conference Room**

**Members Present:**

Dr. Debra Cabrera, Dean of Academic Programs & Services, *AC Chair*  
Mark Haag, Chair, Languages & Humanities, *AC Vice-Chair*  
Rosaline Cepeda, Director, Office of Admissions & Records  
Cynthia Deleon Guerrero, Director, School of Education  
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness  
Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics and Acting Chair, Nursing  
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:**

Maria Aguon, Program Coordinator, Tinian Instructional Site  
Adrian Atalig, Director, Information Technology  
William Castro, Director, 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:**

Judy Torres, Criminal Justice Instructor/Coordinator  
Loly Kingzio, Administrative Manager, Academic Programs & Services (proxy for Joyce Taro as Recorder)

Meeting started at 2:15 p.m.

**1) Review and Adoption of the October 23, 2008 Agenda**

- a) Add Accreditation Update Sessions to Announcements
- b) Table ED 141, ED 211, ED 215, ED 252, and ED 253 course guide revisions under Course Guide Update

**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) October 2, 2008

**AC voted and approved the October 2, 2008 meeting minutes.**

### 3) Announcements

- a) Accreditation Update Sessions
  - i) The mandatory accreditation update sessions with different departments will start Friday, October 24, 2008. There will be a series of sessions in preparation for the evaluation team visit on November 3, 4, & 5, 2008. The first session for the Academic Programs & Services unit is on October 24<sup>th</sup> at 3:30 p.m. If an instructor or staff cannot attend the first session, there will be another session that he or she can attend. The purpose of the sessions are to ensure that the College community understands the program review process, what was reported in the Show Cause Report, what the PROA Strategic Plan is, what the general education outcomes are, and how these all tie to the accreditation standards. Employees are welcome to attend more than one session for their unit. The AC Chair will have her schedule open to those who would like to meet with her one-on-one.

### 4) Old Business

- a) 2008-09 Catalog Update
  - i) Getting the 2008-2009 catalog published and online before the evaluation team arrives is a priority. Leo Pangelinan, as acting dean of student services, is reviewing the electronic version of the catalog to ensure that all information is accurate and complete.

Departments are asked to resend program learning outcomes, mission statement, course descriptions, and program requirements to Leo and Rosaline Cepeda with electronic copies to the AC Chair, Joyce Taro, and Loly Kingzio.

- b) Assessment Update
  - ii) Course Assessment: The departments are asked to continue working with the General Education and Liberal Arts Committees to complete course assessments. The following document on course assessment must be submitted by the set deadline.

<u>Document</u>	<u>Deadline</u>
<b>Update on Form 1 course assessment (submit any data available for the fourth column)</b>	<b>10/31/08</b>

- c) Liberal Arts Program
  - i) Transfer of Liberal Arts Program from Counseling Programs & Services to Academic Programs & Services: The Counseling Programs & Services (CPS) and the Academic Programs & Services (APS) program reviews recommended the transfer of the program from Student Services to APS. PROAC recommendation is to place the Liberal Arts Program under the Social Sciences & Fine Arts Department (SSFA) mainly because the department does not have an overall program other than the Criminal Justice Degree Program (which has a coordinator) and it teaches courses that cut across disciplines that are in line with the Liberal Arts Program.

The department chair of the SSFA department will be the director of the Liberal Arts Program. Frank Sobolewski stated that as department chair being in charge of the program is possible provided that the vacant position for the full-time social sciences instructor for the department is filled as soon as possible. AC members agreed that Frank should not have a teaching load when he assumes the additional duties and responsibilities of running the Liberal Arts Program.

The AC Chair asked Frank to write a proposal with Leo's assistance for the transfer of the program to the SSFA Department, how the program will be managed, and the duties and responsibilities of the department chair/director. Lisa HacsKaylo will provide Frank with the needed assessment document to help him draft the proposal.

**Frank will draft the proposal for the transfer of the Liberal Arts Program from Counseling Programs and Services to Academic Programs and Services and e-mail it to AC to review before the next meeting on October 30, 2008.**

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

- a) Certificate of Achievement in Construction Trades
- b) Certificate of Achievement in Electrical Installation and Maintenance
- c) Certificate of Achievement in Electronics
- d) Certificate of Achievement in Refrigeration and Air Conditioning
- e) A.A.S.: Construction Trades
- f) A.A.S.: Electrical Installation and Maintenance
- g) Certificate of Completion / Achievement in Basic Corrections Officer
- h) Certificate of Completion / Achievement in Basic Law Enforcement
- i) Certificate of Completion in Combined Law Enforcement (CLEA)
- j) Certificate of Achievement in Audio Video Production
- k) A.A.S.: Audio Video Production

One student, Ignacio Camacho, who was last enrolled in 1998, has expressed a strong interest in completing the Certificate of Achievement in Construction Trades. He needs to take 3 special projects courses (1 credit each) to complete the program. Although it has been 10 years since he was enrolled in the program, the AC Chair stated that he should be given the opportunity to finish the program. Offering the courses he needs through Community Development Institute (CDI) or considering course substitutions for the courses he lacks are possible options. The program will be placed on inactive status so that no additional students can enter the program, but Mr. Camacho will be given special consideration to finish the program. Further discussion is needed to determine how the College can help him accomplish this.

**The Certificate of Completion / Achievement in Basic Law Enforcement was included under agenda item #5 by mistake and is therefore removed from the list of programs to place on inactive status. The document submitted is an Academic Program Review for the program and is for the Program Review and Outcomes Assessment Committee (PROAC) to review.**

**The AC Chair tabled the Certificate of Completion / Achievement in Basic Corrections Officer and the Certificate of Completion in Combined Law Enforcement (CLEA) to give AC more time to review the documents.**

**With the exception of the deleted and tabled items, AC voted and approved to place the above programs on inactive status with minor changes. The original signed and dated Individualized Certificate or Degree Plan (ICP or IDP) for each program needs to be attached to the approved proposals and submitted to the Office of the Dean of Academic Programs & Services for archiving.**

**6) Course Guide Review**

- a) Course Guide Stop Out

Eric Plinske requested to put the following courses on stop out because they have not been taught for over 3 to 5 years and are no longer applicable to any of the Business degree programs.

- i) AC 204
- ii) AC 225
- iii) AC 227
- iv) CE 250a
- v) CE 250b
- vi) CE 250c

- vii) CS 131
- viii) CS 132 WordPerfect
- ix) CS 180
- x) CS 223

**AC voted and approved to put the above 10 courses for the Business Department on stop out.**

**Because other AC members needed to leave to attend to other business, AC tabled the remaining agenda items until the next meeting.**

- xi) CS 225
- xii) CS 226
- xiii) CS 228
- xiv) CS 229
- xv) CS 240 Advanced Word Processing
- xvi) CS 248
- xvii) CS 249
- xviii) CS 256
- xix) CS 260
- xx) MG 235
- xxi) MG 236
- xxii) MG 245
- xxiii) OA 101B
- xxiv) OT 100
- xxv) OT 105
- xxvi) OT 110
- xxvii) OT 115
- xxviii) OT 125
- xxix) OT 209
- xxx) OT 210
- xxxi) OT 211
- xxxii) TS 160
- xxxiii) TS 164
- xxxiv) TS 165
- xxxv) TS 166
- xxxvi) TS 171
- xxxvii) TS 175
- xxxviii) TS 176
- xxxix) TS 177
- xl) TS 179
- xli) TS 181 Housekeeping Management
- xliv) TS 183
- xliv) TS 186
- xliv) TS 188
- xliv) TS 189
- xlvi) TS 191
- xlvi) TS 200
- xlvi) TS 201
- xlvi) TS 205
- l) TS 206
- li) TS 208
- lii) TS 220
- liii) TS 253
- liv) HI 260

b) Course Guide Cancellation

- i) AC 230b
- ii) CS 105
- iii) CS 106
- iv) CS 132 Word Processing
- v) CS 240 Advanced WordPerfect Including Desktop Publishing
- vi) OT 206
- vii) TS 163
- viii) TS 181 Introduction to Housekeeping Techniques
- ix) TS 190

c) Course Guide Update

- i) ED 141, ED 211, ED 215, ED 252, ED 253 course guide revisions: Tabled
- ii) CE 250, CS 103, CS 140, CS 150, CS 222, S 227, CS 246, EC 211, EC 212, MG 206, MG 232, MG 233, MG 250, TS 101, TS 103, TS 182, and TS 185 course guide revisions

**7) New Business**

- a) Spring 2009 Academic Calendar

**8) Adjournment**

Meeting adjourned at 3:45 p.m.