
Academic Council Meeting Minutes

Friday, April 28, 2017

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-1 on April 28, 2017.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Barbara “Bobby” Hunter, Beylul Solomon, Ermelinda Oneto, Jesse Pangelinan, Kathy Winkfield, Lisa Lunde, Roger Croft, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao.

Voting members not in attendance included, Joan Torres and Timothy Baker (proxy = Velma Deleon Guerrero).

Non-voting member in attendance: Jacqueline Che, Jennifer Wilson, and Lisa Hacskaylo.

Others in attendance: Brady Hammond and Lorna Liban

Meeting was called to order at 9:04 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A motion to amend the agenda was made by Roger Croft to modify under *New Business* (a) the presentation of the academic calendar from Fall 2017 – Spring 2019 and Fall 2019 – Spring 2021, rather than Fall 2017 – Fall 2019 as it was originally stated. A second motion to add a proposal to receive 1 credit for Independent Study compensation under *New Business* (b) was made by Jesse Pangelinan. A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the March 31st meeting was presented to the council by Ajani Burrell. A motion to adopt the minutes was made by Kathy Winkfield. The minutes were adopted unanimously without changes.

Announcements

- a. No new announcements

Old Business

- a. Program Review & Course Assessment
 - i. Ajani Burrell reported on continued meetings with Dean Bobbi, Jacqueline Che, and Lisa Hacskaylo for creating a program review and course assessment schedule. He discussed the need for longer consideration on how to best address course assessment and program review. Ajani will conduct more research on possible mechanisms and designs for better integration with the system in place at NMC since there is currently an overlap with program review and PROAC Form 1. He has already informed Dean Bobbi that an

- official course assessment mechanism will hopefully be implemented by Spring 2018 since Academic Council does not meet over the summer.
- b. Electronic Repository of Course Guides
 - i. Beylul will create a folder to upload received course guides.

New Business

- a. Fall 2017 – Fall 2019 Academic Calendar
 - i. Roger Croft presented the academic calendars for the Fall 2017 – Spring 2019 and Fall 2019 – Spring 2021 semesters.
 - i. Suggestions from the council included clarifying dates from previous semester that are reflecting in the following semester. Other issues brought up for consideration by Ajani Burrell and Lisa Lunde included the registration period for Spring 2018 began on September 25th, which is quite early since Fall classes are just beginning at that time. Brady Hammond also stated to take notes if faculty encounter any issues with (online) registration and share them with the Office of Admissions and Records (OAR), the department chair, and Academic Council. Any other changes to the calendars should be directed to OAR.
 - ii. Roger Croft informed the council that OAR is currently working on having academic calendars planned out for the next ten (10) years.
 - iii. Motion to approve both academic calendars with changes was made by Velma Deleon Guerrero. The motion was adopted unanimously.
- b. Proposal to discuss independent study compensation
 - i. Jesse Pangelinan brought forth a proposal to discuss adding compensation for independent study courses. Discussion centered on the need to reevaluate the independent study process and whether the work in an independent study is on par with an in-class course. Jesse Pangelinan made a motion to make a recommendation to the Dean of Academic Programs and Services (APS) to have a full review of the independent study process. The motion carried unanimously. Ajani Burrell will bring the recommendation to the Dean of APS.
- c. Course Guides and IDPs for Review
 - i. English Composition I (EN 101): The course guide for EN 101 was presented by Jennifer Wilson. She discussed the need for the course guide to be reviewed since the last review was in 2011. The goal of the review was to align the course guide with other institutions to make it more transferable and to update several sections of the course guide including the course outline, student learning outcomes (SLOs), required textbook, etc.
 - 1. Discussion centered on the need to review the Guide to Preparing Course Guides (GPCG) course outline. In addition, suggestions were made to align SLOs and Instructional Goals.
 - 2. A motion to adopt with changes was made by Beylul Solomon. The motion was adopted unanimously

- ii. Intermediate Algebra (MA 132): The course guide for MA 132 was presented by Kathy Winkfield. She discussed the need for the course guide to be reviewed and updated since the last review was in 2012.
 - 1. Suggestions made by the council for changes to the course guide included minor grammatical changes throughout the document and an updated textbook.
 - 2. A motion was made by Lisa Lunde to adopt with changes. The course guide was adopted unanimously

- iii. College Algebra (MA 161): The course guide for MA 161 was presented by Kathy Winkfield. She discussed the need for the course guide to be reviewed and updated since the last review was in 2012.
 - 1. Suggestions made by the council for changes to the course guide included minor grammatical changes throughout the document, a request to update the textbook, and modification of the *Assessment for Student Learning Outcomes*.
 - 2. A motion was made by Lisa Lunde to adopt with changes. The course guide was adopted unanimously

- iv. Introduction to Coaching (PE 229): The course guide for PE 229 was presented by Lisa Lunde. She discussed the need to create the new course for the Liberal Arts Health and Physical Education Emphasis degree program. The course guide was created in collaboration with Human Kinetics organization which focuses on producing educational programs in physical education and provided a lot of resources. Thus, the Liberal Arts department was able to model this course after their model. In addition, this course will allow students to have the opportunity to get certification in coaching.
 - 1. Discussion centered on how the number of contact hours per week stated in the guide (3 hours) and the number of credits received (2 credits) was determined. Lisa Lunde stated that it was on a case by case basis at this time. Other suggestions made by the council for changes included adding the word “Development of practice sessions” to *Assessment Measures of Student Learning Outcomes* and other minor grammatical changes.
 - 2. A motion to adopt with changes made by Zerlyn Taimanao. The course guide was adopted unanimously.

- v. Introduction to Physical Science (NS 101): The course guide for NS 101 was presented by Lorna Liban. She discussed the need for the course guide to be reviewed and updated since the last review was in 2014. Suggestions made by the council for changes to the course guide included minor grammatical changes and a correction for the number of contact hours per semester. A motion to adopt with changes made by Ermelinda Oneto. The course guide was adopted unanimously

- vi. General Chemistry (CH 124): The course guide for CH 124 was presented by Lorna Liban. She discussed the need for the course guide to be reviewed and updated since the last review was in 2012.

1. Discussion centered on ensuring that *Instructional Goals* and *Student Learning Outcomes (SLOs)* parallel one another. Thus, a suggestion was made by the council to move SLO 1 under instructional goals. Other suggested changes included minor format changes and a correction for the number of contact hours per semester.
2. A motion to adopt with changes was made by Velma Deleon Guerrero. The course guide was adopted unanimously.

Adjournment

The meeting was adjourned at 11:02 am.

Beylul Solomon

Secretary

September 1, 2017

Date of approval
