
Academic Council Meeting Minutes

Friday, October 13, 2017

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-1 on October 13, 2017.

Voting members in attendance included Ajani Burrell, Barbara “Bobbie” Hunter, Beylul Solomon, Ermelinda Oneto, James Kline, Jesse Pangelinan, Kathy Winkfield, Lisa Lunde, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao.

Voting member not in attendance: Alfredo De Torres (Proxy = Simon Necesito), Christine Inos (Proxy = Neda Deleon Guerrero), Roger Croft

Meeting was called to order at 9:08 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A request was made by Bobbie Hunter to add the course guide for Advanced Accounting (AC430) and the IDP for B.S. in Business Management under *Course Guides and Individualized Degree Plans for Review*. A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the September 29th meeting was presented to the council by Ajani Burrell. A motion to adopt the minutes was made by James Kline. The minutes were adopted unanimously.

Announcements

- a. Neda Deleon Guerrero announced that Learning Support Services has hired a new counselor, Kaelani Demapan, for early intervention. She said that counselors have created an electronic version of the Early Intervention Referral Form via Google form in addition to the paper version.

Reports

- a. There were no new reports for the meeting.

Old Business

- a. Fall 2017 Goals, Structure, and Housekeeping etc.
 - i. Proposal to discuss independent study compensation – Ajani Burrell stated that if council members would like to see work done on this issue, than those members who are interested should conduct some research on the topic. He opened floor for discussion and discussion centered on the need for strict guidelines and policies to make sure that how it is designed need to be relevant to the needs of our institution and our students. There were concerns voiced that some students and faculty might take advantage of the option to take or teach an independent study course. Velma Deleon Guerrero stated that the policies created need to ensure that there is no other option for the student (i.e. the class is not offered and the student needs graduate. Ajani Burrell also stated that the group proposing this agenda item need to do a cost analysis on how often

independent study occurs or whether it is just as cost effective to run a class with 3 students, since it has been determine that a minimum of 10 students are needed in a course for the institution to break even.

b. Spring 2018 Schedule

- i. Bobbie Hunter indicated that Advanced Accounting (AC 430) needs to be removed from the Spring semester schedule because it is only offered in the Fall semester. She also requested that Business Cooperative Education (CE 400), Operations Management (MG 403), and Capstone Major Project – Accelerated (MG 440) to be added to the Spring 2018 schedule.
- ii. Ajani Burrell added that all EN 093/094 needs to be changed to EN 095.
- iii. Velma Deleon Guerrero pointed out that Session I and Session II end dates still vary. She recommended to contact Dennis Marcelo to determine whether it's necessary for the label or if it could be renamed "Accelerated Course" instead to address the discrepancy in start and end dates of the various courses. Ajani Burrell will bring it up with Dennis Marcelo and Dean Bobbi Merfalen.
- iv. William Hunter also added that the times for online courses differ on ProaPortal and the printed schedule. He has proposed to APS that they state "online" on the printed schedule and insert a note saying that an instructor would email the students with a time they would be meeting for the first day. He is waiting on feedback from APS on that proposal
- v. Jesse Pangelinan noted that there was a change to Human Service Program Management (RH 420) will be meeting on Wednesdays from 4pm – 6:55pm instead of Saturdays.

c. Course Assessment

- i. Academic unit department chairs, program directors, and coordinators: Ajani Burrell sent an email to all department/program heads on October 3rd requesting they attend today's council meeting to address questions regarding course assessment. Questions included whether their units are conducting course assessment, the type of assessment they would like to see from the council, the challenges and benefits of course assessments, how AC can help facilitate or improve course assessments, and the level of involvement they would like to see from AC.
 1. Zerlyn Taimanao reported that she works directly with the adjuncts in her program to conduct the course assessments. She said that they conduct course assessments for all the Criminal Justice courses offered every semester. All course assessments are filed in her office but have not been reviewed by anyone else in the institution. Ajani Burrell asked that she forward the completed AC Form 1s to the council. He reiterated the need to have a streamlined course assessment schedule so that not every course is assessed every semester and to have an assessment cycle that works successfully (i.e. an assessment, analysis, and feedback mechanism)
 2. William Hunter reported that NMC is currently considering project management software (Task Stream and Live Text) for program review. Keane Palacios with the Office of Institutional Effectiveness (OIE) is looking into the purchase of the software so that data can be available electronically, integrated, accessed, and used efficiently. William will ask Keane Palacios if the software can also be used for course assessment.
 3. Several council members stated that there is quite a bit of repetition between course assessment Form 1s and program review Form1 and Form

- 2s. There was also a consensus among members that there needs to be training on how to do assessments (for both program review and course assessments).
- 4. Ajani Burrell reported at an assessment specialist will be coming to NMC and will follow-up with Dean Bobbi Merfalen on when they will be coming. He said ideally, training should be had prior to the council designing the course assessment process. Additionally, he also suggested that every person in APS should receive a handbook that discusses how to do assessments and how to review those assessments.
- 5. Ajani Burrell will follow up with department/program heads to request their presence at the following Academic Council meeting (October 27, 2017) since many did not attend this meeting to give their feedback.

New Business

- a. There were no items for New Business.

Course Guides and Individualized Degree Plans for Review

- a. Integrated Planning and Program (ED 370) Course Guide: Amanda Diaz sent a revised version of the course guide to Ajani Burrell on October 12th. He will send the revised version to the council to give feedback by October 20th. Amanda Diaz will then have one week to make any necessary changes. Ajani said to pay special attention to sections 4, 6, 8, 9, & 10 when reviewing the course guide since most of the changes took place in those sections.
- b. Individualized Degree Plan for School of Education: This IDP did not need to be on the agenda since it was presented to the council for informational purposes only.
- c. Individualized Degree Plan for B.S. in Business Management and Advanced Accounting (AC 430) Course Guide: Bobbie Hunter gave copies of the revised IDP for B.S. in Business Management and AC 430 course guide so council members would have the opportunity to give feedback at the next AC meeting held on October 27, 2017.

Adjournment

The meeting was adjourned at 11:06 am.

Beylul Solomon	October 27, 2017
Secretary	Date of approval

