
Academic Council Meeting Minutes

Friday, September 1, 2017

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-2 on September 1, 2017.

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

Non-voting member in attendance: Adam Walsh.

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 adopt the agenda was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the April 28th meeting was presented to the council by Ajani Burrell. A minor grammatical change was made under *Course Guides and IDPs for Review: CH124*. A motion to adopt the minutes with changes was made by James Kline. The minutes were adopted unanimously.

Announcements

- a. Ajani Burrell reported that Adam Walsh has been appointed as the new Language and Format Review Specialist (LFRS) due to the departure of Jennifer Wilson from NMC. Ajani Burrell will be sharing all documents with Adam Walsh regarding processes and protocols that were put in place in the Fall 2017 semester
- b. Ajani Burrell reported that there was a new addition to the Academic Council due to the departure of Tim Baker. James Kline will be taking over Tim Baker’s Social Sciences and Fine Arts position on the council.
- c. Due to the departure of the previous Academic Council Vice Chair, Tim Baker, the Academic Council needs a replacement vice chair. Ajani Burrell noted that nominations will be left open until the next council meeting on September 15, 2017.
- d. Ajani Burrell announced that there is a vacant voting seat on the council for the Learning Support Services (LSS) Director due to the departure of Joan Torres. Christine Inos is current acting LSS Director thus will be invited to attend AC meetings in the interim until a permanent director has been appointed.
- e. Velma Deleon Guerrero brought up a suggestion that was communicated by the Director of the School of Education, Charlotte Cepeda, on whether the Academic Council should consider designating certain AC meetings to one department for course reviews. Ajani Burrell stated that having one department monopolize an entire meeting is not fair to other departments who have course guides they need reviewed by the council. In addition, he reminded the council that AC had voted and agreed upon the guideline that no department may take up more than half of the available course guide review slots if other departments also have course guide they need reviewed (*Guide to Preparing Course Guides, pg. 8*).

- f. Velma Deleon Guerrero reported that she, Charlotte Cepeda, and President Carmen Fernandez attended Complete College America over the summer which emphasizes students taking classes geared towards their desired degree (i.e. nursing majors taking math for nurses, etc.). She wanted to share this idea to other departments who might want to consider this route for their programs. Ajani Burrell asked whether this includes the removal of Non-Degree Units (NDU) courses from the curriculum? Velma Deleon Guerrero clarified that it would not eliminate NDU courses but would rather be presented as a co-requisite for Math 132 and English 101. However, it is still in the pilot planning phase at the moment.

Reports

- a. Latest Course Guide Review Status
 - a. Ajani Burrell reported on the status of the 3 course guides that were approved during the Fall 2017 AC meetings:
 - i. MA132 – The changes requested by AC during the April 28th meeting have been reviewed by Kathy Winkfield and sent back to Ajani Burrell. Ajani Burrell will give it to Adam Walsh for review and will then send to the Dean of Academic Program and Services (APS) office for final signatures.
 - ii. MA 161 - The changes requested by AC during the April 28th meeting have been reviewed by Kathy Winkfield and sent back to Ajani Burrell. Ajani Burrell will give it to Adam Walsh for review and will then send to the Dean of Academic Program and Services (APS) office for final signatures.
 - iii. EN 101 – The changes requested by AC during the April 28th meeting were not sent back to Ajani Burrell from the proposer, Jennifer Wilson. Due to her departure from NMC, the document will be routed back to the Language & Humanities Department to address the requested changes.

Old Business

- a. Program Review & Course Assessment
 - a. Ajani Burrell and Beylul Solomon met with the Dean of APS (Barbara “Bobbi” Merfalen) and the Faculty Senate president (Amanda Diaz) on August 29, 2017 to discuss the council’s role in Program Review and Course Assessments.
 - i. Dean Bobbi stated that Program Review falls under the purview of the Office of Institutional Effectiveness, thus AC is not responsible for tracking or assessing Program Review.
 - ii. For Course Assessments, AC’s role is to oversee and monitor the process as well as to develop and keep track of course assessment schedules. However, the implementation and evaluations of course assessments fall under the departments.
 - i. The council will keep records of the course assessments and select random courses to review annually.
 - ii. AC will need to develop a mechanism or guideline of how AC will conduct these reviews. This would also involve determining how many course guides AC will review, among other considerations.
 - iii. AC will create a schedule of course assessments by the Spring 2018 semester. In addition, it will also consider getting professional development training for faculty members on how to do course

- assessments since the current course assessment process varies based on the department.
 - iv. Velma Deleon Guerrero suggested that AC encourage all departments to conduct curriculum mapping of their program to help with this process.
- b. Electronic Repository of Course Guides
- a. Beylul Solomon reported a folder has been created on the Academic Council Shared Google Drive with subfolders for all active and inactive NMC courses, but is still working on receiving course guides from all departments.
 - i. Velma Deleon Guerrero reported that over the summer, the US Department of Education had identified that all NMC course guides posted on the website were not compliant with the Americans with Disabilities Act (ADA). Thus, all departments have been working with the NMC Systems Administrator, Jovian Almada, to get the course guides electronically and ADA compliant. Beylul Solomon will reach out to Jovian for electronic versions of the course guides since he has built an electronic server for them.
 - b. Proposal to discuss independent study compensation
 - i. Ajani Burrell will schedule a meeting with the Dean Bobbi to discuss independent study compensation.

New Business

- a. Fall 2017 Goals, Structure, Housekeeping, etc.
 - a. Bookstore book ordering policy – The bookstore has stated that it will not order textbooks until textbooks are cited on the signed and approved course guide. Several council members voiced frustrations that textbooks are not arriving on time for the course and stated that bookstore staff are independently deciding on the number of textbooks ordered. James Kline suggested getting the bookstore manager to attend an academic council meeting and present the bookstore policies to the academic council. James Kline made a motion that the Academic Council makes it a priority to consider the book ordering policy this semester. The motion was adopted unanimously.
- b. Academic Calendar
 - a. Ajani Burrell brought forth an issue with how Session I and Session II are meeting credit hours. The current academic calendar shows that both sessions are not totaling the required 16 weeks: Session I is 8 weeks long and Session II is only 7 weeks long.
 - i. Velma Deleon Guerrero stated that students meet every day and for longer hours to meet those credit hours, however, she will look into it in depth to see if they will need to extend the hours for Session II.
- c. Public records (Minutes)
 - a. Currently all Academic Council minutes have been stored in the Academic Council Google Drive. Ajani Burrell asked the council how it wants to disseminate the information to the College.

- i. Velma Deleon Guerrero suggested asking OIE and/or the president's office whether the minutes need to be posted on the NMC website or if minutes could be stored on an internal server. Ajani Burrell will follow up with both offices.
- d. Membership Tracker
 - a. Ajani Burrell has created a tracker for Academic Council membership. It's currently located in the shared Academic Google Drive (AC Shared Folder ➊ Documents ➋ Membership Information.)
- e. Meeting schedule
 - a. Ajani Burrell proposed whether the Academic Council will continue to meet every other Friday at 9:00am? A motion to adopt the academic council meeting schedule was made by Velma Deleon Guerrero. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 10:23 am.

Beylul Solomon

September 15, 2017

Secretary

Date of approval