
Academic Council Meeting Minutes

Friday, September 29, 2017

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-1 on September 29, 2017.

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

Voting member not in attendance: James Kline

Guests: Dean Barbara “Bobbi” Merfalen, Charlotte Cepeda, Eric Johnson, and Roland Merar.

Meeting was called to order at 9:05 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A request was made by Dean Bobbi Merfalen to add “Ph.D.s teaching NDU courses” under *Announcements (b)*. A request was also made by Charlotte Cepeda to remove “IDP/Proposal of A.A. in Education” from the agenda 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 15th meeting was presented to the council by Ajani Burrell. A motion to adopt the minutes was made by Zerlyn Taimanao. The minutes were adopted unanimously.

Announcements

- a. Cengage Representative on campus – Ajani Burrell announced that a Cengage Representative, Teresa Aureus, will be on campus from October 2nd – October 4th if any faculty would like to meet with her. Ajani will share her email address with Shirley Blas so she can send an email out to the entire college.
- b. Ph.D.s teaching NDU courses – Dean Bobbi announced that faculty members with a Ph.D. can teach an NDU class, but requested department heads to reserve those faculty members to teach upper level courses since that is where they are needed the most. She stated that it is ok for faculty members to teach an NDU courses if necessary and one no one else is available. She reiterated that NDU courses can even be taught by a person who holds a Bachelor’s Degree.

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 – This agenda item was tabled again since further research needs to be conducted on the proposal. Dean

Bobbi also stated that she did not have an opportunity to contact WICHE members on their policy, but will do so and return to the next meeting to report on their policies.

b. Course Assessment

i. Schedule, Structure, & Plan

- i. Ajani Burrell shared a copy of the 2-year staggered course assessment that was created in 2010 by sub-committee members of the council as well as the latest version of the Form 1 template to the Academic Council shared Google Drive folder. He discussed the need to develop a schedule and plan of how the Academic Council wants to address course assessments. Dean Bobbi shared that although the previous Academic Council was planning on having course assessments every 2 years since that is what the academic programs wanted at the time, Academic Program and Services (APS) has been leaning towards conducting the assessments every 3 years to match the institution's recommendations, but the decision ultimately rests with Academic Council. She also stated that the council does not conduct the assessments and can assign departments to assess each other (i.e. Business Department assesses the School of Education and vice versa). In addition, every course does not need to be assessed every 3 years since some courses (although active) might not run due to low enrollment. She recommended that each academic program unit should determine the courses that need to be reviewed.
- ii. Alfredo De Torres requested clarification on why course assessments are needed when academic programs are already conducting internal and external review of academic programs (i.e. Form 1 and Form 2). Dean Bobbi clarified that Form 1 and Form 2 does not only address academic programs but also other student-related services (i.e. program outcomes). Whereas course assessments are looking at individual courses and whether the course is meeting the student learning outcomes since that is an accreditation requirement by the Western Association of Schools and Colleges (WASC).
- iii. Discussion also centered on the fact that some departments are already doing staggered course assessments and that departments should take the lead with the guidance of Academic Council on how they would like to structure the assessments. Ermelinda Oneto suggested asking departments who are currently doing course assessments to share their schedule, rather than having the Academic Council create one for them.
- iv. Ermelinda Oneto made a motion to request that all academic department heads attend the next Academic Council meeting (October 13, 2017) to share what they have done and what they are currently doing with respect to course assessments, as well as share any related documents. The motion was adopted unanimously.

New Business

a. Spring 2018 Schedule

- i. Dean Bobbi presented the Spring 2018 academic schedule. She apologized in advance since the schedule was not distributed to the

council ahead of time. However, she urged the council to review the schedule as soon as possible and vote on the schedule during the meeting since PROA Portal was already open to students for registration. In addition, she pointed out several items that the council should pay attention to when reviewing the schedule: monitoring the credit hours, web-enhanced courses and the faculty members teaching those courses since they required special training, and checking that the Rota and Tinian sites do not go over 50% for credit-courses since Tinian now has NDU courses and credit courses being offered.

1. Lisa Lunde brought up the fact that Session I and Session II had various start and end dates for different courses and Ajani Burrell suggested removing the label “Session I” and “Session II” since that is confusing. Dean Bobbi agreed with the suggestion and will incorporate those changes, although she explained that it is not uncommon for every department to have different run-times for courses. Dean Bobbi also suggested that the council adopt the schedule during the current meeting and could come back later with any other changes that need to be made.
2. Velma Deleon Guerrero made a motion to adopt the academic schedule of Spring 2018 Draft 1. The motion was adopted unanimously.
3. Ajani Burrell reiterated that council members need to review the schedule by the following Academic Council Meeting on October 13, 2017.

Course Guides and Individualized Degree Plans for Review

- a. Intermediate Algebra (MA 132) Course Guide – This agenda item was tabled in the previous Academic Council Meeting (September 15, 2015) because council members felt it warranted further discussion regarding the prerequisite stating “*A passing grade in MA 091, or a qualifying placement test score, or the instructor’s permission.*” Discussion centered on the need to have some type of flexibility to enroll students in the course other than passing MA 091 or qualifying placement test scores. The concern was raised that the clause “instructor’s permission” could be taken advantage of and department heads would be held accountable for any negative outcomes without having knowledge of which students were being granted to register for the course based solely on the instructor’s permission. A motion was made by Beylul Solomon to replace “instructor’s permission” to “permission of the department chair and the instructor.” The motion was adopted unanimously.
- b. College Algebra (MA 161) Course Guide - This agenda item was also tabled in the previous Academic Council Meeting (September 15, 2015) because council members felt it warranted further discussion regarding the prerequisite for instructor’s permission as a reason to bypass the prerequisite stating “*C or better in MA 132 or MA 161 placement.*” A motion was made by Beylul Solomon simultaneously with the MA 132 Course Guide to add “or by permission of the department chair and the instructor.” The motion was adopted unanimously.
- c. Individualized Degree Plan (IDP) for B.S. in Business Management – The IDP for B.S. in Business Management was brought forth again to the council regarding the removal of a course requirement (Calculus) being changed to a business elective.

- i. Council members requested the rationale for the change in the course requirement and Dean Bobbi stated that research was done on the Business programs at the University of Guam and the University of Hawaii, which did not include Calculus as a program requirement. Furthermore, she also stated that math was not a strong suit for our students, thus the program had to also take that into account when making the change.
 - ii. Suggestions were made to add “Upper Level Business Course” at the bottom of the IDP to indicate which courses could be considered as Business elective as well as adding Business Calculus as an elective. Other suggestions included fixing some errors in the course sequencing on the back of the IDP.
 - iii. A motion to adopt the IDP for B.D. in Business Management with changes was made by Jesse Pangelinan. The motion was adopted unanimously.
- d. Integrated Planning and Programs (ED 370) Course Guide – The course guide for ED 370 was tabled until a future meeting because the proposer, Amanda Diaz, was not present at the meeting.
- e. Individualized Degree Plans (IDPs) for School of Education – The revised IDPs for the School of Education (SOE) was presented to the council for information only by Jesse Pangelinan. The revised IDPs separated the four concentration areas (Elementary Education, Early Childhood Education, Special Education, and Rehabilitation & Human Services) from being listed on one IDP to four separate IDPs. In addition, PRAXIS I and PRAXIS II requirements were printed in larger font and bolded to indicate that upper level courses cannot be taken without passing both PRAXIS exams at their respective times. Other changes included placing a “(P)” for courses that are practicum courses. Ajani Burrell requested that Ms. Charlotte Cepeda send electronic versions of the separate IDPs to Academic Council for their records.
- f. Individualized Degree Plan Proposal for A.A. in Education – The IDP for an A.A. in Education was withdrawn by Ms. Charlotte Cepeda, thus was tabled.

Adjournment

The meeting was adjourned at 10:57 am.

Beylul Solomon

October 13, 2017

Secretary

Date of approval
