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# Academic Council Meeting Minutes

Friday, August 31, 2018

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## Call to order

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on August 31, 2018.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Barbara “Bobbie” Hunter, Beylul Solomon, Ermelinda Oneto, James Kline, Jesse Pangelinan, Lisa Lunde, Marji Tarope, William Hunter, and Zerlyn Taimanao

Voting member not in attendance: Christine Inos (Proxy = Lucille Deleon Guerrero), Kathy Winkfield, (Proxy = Lisa Lunde), Velma Deleon Guerrero (Proxy = Lisa Lunde), Zerlyn Taimanao

Non-voting members in attendance: Manny Castro

Guests: Debra Steed and Thomas Sharts

Meeting was called to order at 9:10 am.

## Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A request was made by Ajani Burrell to move *Procedure 4012.1* to the beginning of the meeting. A motion to adopt the agenda with changes was made by James Kline. The agenda was adopted unanimously.

The minutes from the May 15<sup>th</sup> special meeting were 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. REL Pacific Training (ongoing partnership with PSS)
  - a. Dean Charlotte Cepeda asked Debra Steed to present on this agenda item. Debra Steed stated that a meeting was being held from August 31, 2018 – September 1, 2018 to address math proficiency in the pacific.
- b. Education Summit
  - a. Ajani Burrell announced that the first Education Summit will be held from September 6, 2018 - September 8, 2018. The summit was being held in response to Resolution 20-10 to work in collaboration with various stakeholders to create an educational plan for the CNMI.
- c. Spring Schedule Dates
  - a. Debra Steed reported that dates for the Spring Schedule are due today (August 31, 2018).

## Reports

- a. None

## **Old Business**

- a. Independent Study Proposal
  - i. This agenda item was tabled

## **New Business**

- a. Procedure No. 4012.1 – Academic Probation and Suspension
  - i. This agenda item was presented by Marji Tarope and Manny Castro. They stated that there was a need to change the procedures and processes for academic probation and suspension since the current method was written to align with the Financial Aid Office. The new proposal is trying to align with the current practice at NMC and removing references to the “67% completion of total credits” from the procedures and process.
  - ii. Recommendations from council members included clarifying the number of terms that students are suspended for under “Suspension” and adding bullet points for “Academic Review and Referral.”
  - iii. Ajani Burrell suggested that the council be given time to review the new proposed document and give feedback at the next Academic Council meeting in two weeks.
  - iv. Manny Castro agreed and also suggested that council members add to the document if necessary.
- a. Course Assessment Plan supplemental documents and planning
  - i. Ajani Burrell reported that the implementation of the Course Assessment Plan (CAP) needs to be put on hold since the Professional Development held at the beginning of the Fall 2018 semester revolving around General Education Learning Outcomes impacts the CAP. Thus, no action can be taken on the CAP until Dean Charlotte Cepeda can come to the meeting to discuss.
- b. Fall 2018 Academic Council Meeting Schedule
  - i. Ajani Burrell asked the council whether there was a proposal for the best times to meet for Academic Council meetings. Beylul Solomon made a motion to keep the Academic Council meeting schedule the same as in previous semesters. The motion was adopted unanimously.

## **Course Guides and Individualized Degree Plans for Review**

- i. Human Behavior and the Social Environment (SW 250): The course guide for SW 250 was presented to the council by Thomas Sharts. The council made the following recommendations:
  - 1. Change prerequisite to say SW 203, change Course Outline to topical outline rather than SLOs (i.e. remove Utilize, Embrace, etc.), revise SLOs 1, 2, 4, 5.
  - 2. Alfredo De Torres asked that the University of Alaska – Fairbanks course guide be shared with the council so we can also assess transferability.

3. Thomas Sharts will make the requested revisions and bring the course guide back to the council at the next AC meeting.

## **Adjournment**

The meeting was adjourned at 10:20 am.

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Beylul Solomon

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Secretary

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September 14, 2018

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Date of approval

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