
Academic Council Meeting Minutes

Friday, December 1, 2017

Call to order

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

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Ermelinda Oneto, James Kline, Kathy Winkfield, Lisa Lunde, and William Hunter.

Voting member not in attendance: Barbara Hunter (Proxy = Lisa Lunde), Beylul Solomon, Christine Inos (Proxy = Lucille Deleon Guerrero), Jesse Pangelinan, Manny Castro, Velma Deleon Guerrero, and Zerlyn Taimanao .

Non-voting members in attendance: Keane Palacios

Meeting was called to order at 9:06 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A request was made by James Kline on behalf of Thomas Sharts for an update on the course guide for HI 260. Ajani Burrell stated that the course guide is Adam Walsh, the Language and Format Review Specialist and that Thomas Sharts can follow up with him. A motion to adopt the agenda was made by James Kline. The agenda was adopted unanimously.

There were no minutes for the November 17th meeting for review since the Academic Secretary Beylul Solomon was out on maternity leave.

Announcements

- a. No new announcements.

Reports

- a. No new reports.

Old Business

- a. Proposal to discuss independent study compensation
 - i. James Kline reported that he spoke with a contact at a community college who stated that they don't promote independent study very often. They use a headcount to determine compensation for an instructor that is based on a percentage of the headcount. The contact also stated that sometime independent study is not recognized as a transferable course. James Kline also spoke to another contact at a private institute and she said they base their compensation on the student cost for a 3-unit course.
 - ii. Lisa Lunde said that NMC used to base it on a 60-40 percentage at one point but the number of hours came out to below minimum wage, which was illegal, so that practice was stopped.
 - iii. Ajani Burrell will follow up with Dean Bobbi to get input from her on next steps and further input.
- b. Course Assessment

i. Handbook:

1. Ajani Burrell continued discussion on creating a course assessment plan for NMC from the last meeting, which included the council's preferred recommendations with regard to which course assessment handbook our institution would like to use as a guide. He reported that he spoke with Lisa HacsKaylo regarding this topic and would speak with Dean Bobbi to see if there was support for a 3-person subcommittee that could be tasked with creating a handbook and to receive credit for doing so, though he stated that would be unlikely.
2. Conversation centered on various members giving their input on the various course assessment guides from different institutions that Ajani had shared with the council previously. He also stated that faculty would be having a professional development day with Amy Driscoll from WASC at the beginning of the spring 2018 semester, which would help guide faculty on assessment. He will ask Ms. Driscoll for any recommendations.
3. The conversation moved to discussions about the number of faculty members that are overloaded with courses and the likelihood of getting volunteers for a subcommittee to create a new handbook. Lisa Lunde brought up the fact that class caps have already been increased sizably (i.e. up to 60 students) this semester without any input from Academic Council or faculty members who would be teaching those courses. Ajani Burrell stated the he would bring this issue up with Faculty Senate on their next meeting. William Hunter also stated that it would be possible to have those caps reduced by speaking with Dean Bobbi. The Language & Humanities department are slated to have a meeting with Dean Bobbi in the afternoon to discuss this issue, since they have been primarily affected by the raised caps.

ii. AC Course Assessment Checklist

1. Ajani Burrell stated that Academic Council needs to come up with a consensus for certain things that each academic unit must do with regards to course assessment (i.e. checklist). He recommended staying with the Nichols & Nichols model since faculty are familiar with it and council members agreed.
2. Ermelinda Oneto stated that she spoke with the chair of the nursing department, Rosa Tudela, and they would like to have a feedback mechanism incorporated after they have submitted evidence.
3. James Kline added that departments should determine their own cycle of when assessments happen since some departments have more courses than other. Ajani Burrell stated that although departments can have their own assessment cycle, there needs to be a clear assessment plan that requires academic units to regularly report to AC and it is up to the council to determine how often that needs to happen.
4. Alfredo de Torres suggested that there needs to be clarification on how a course is being assessed when taught by different instructors and the need for a unified assessment in those cases. Thus, different sections should have the same assessment measures for SLOs.
5. William Hunter suggested a standardized way of measuring success rates for assessment measures since the current method is made up of arbitrary percentages that vary.
6. Ajani Burrell will report this discussion to the faculty senate and Dean Bobbi and stated the need to discuss this further at the beginning of the spring 2018 semester. He said he would write up a draft assessment plan

to for the council to review then will disseminate it to the departments once it has been adopted.

New Business

- a. No new business.

Course Guides and Individualized Degree Plans for Review

- a. Abnormal Psychology (PY 102): James Kline presented the new course guide for PY 102. He stated that this course would serve as an alternative for one of the General Education core requirements. He researched various community colleges and found that some institutions don't offer the course, some required Introduction to Psychology or General Psychology as a prerequisite, and some have no requirements. Therefore, SSFA department would like to offer this course as an alternative for the Social Science elective (generally PSY 101).
 - a. Ajani Burrell suggested adding general psychology principles to the course outline since that was stated as an instructional goal.
 - b. Alfredo de Torres suggested adding an SLO about treatment methods and James Kline will add it to SLO 2.0 so it is more explicit.
 - c. A motion to adopt with changes was made by Ermelinda Oneto. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 10:58am.

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Beylul Solomon	February 23, 2018
Secretary	Date of approval
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