
Academic Council Meeting Minutes

Friday, February 23, 2018

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on February 23, 2018.

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

Voting member not in attendance: Christine Inos, Velma Deleon Guerrero (Proxy = Lisa Lunde), and Zerlyn Taimanao (Proxy = William Hunter).

Non-voting members in attendance: Keane Palacios

Guests: Lisa HacsKaylo

Meeting was called to order at 9:07am.

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 for four meetings were presented to the council by Ajani Burrell as follows:

- 1) November 17th Minutes: A motion to adopt the minutes was made by James Kline. The motion was adopted unanimously.
- 2) December 1st Minutes: A motion to adopt the minutes was made by James Kline. The motion was adopted unanimously.
- 3) January 26th Minutes: The minutes for this meeting initially had a partial audio recording. Lisa HacsKaylo will share her notes with Beylul Solomon. Ajani Burrell will also share audio recording from his phone with Beylul Solomon in an effort to provide a more accurate record of the minutes. A motion was made to table the minutes for this meeting by Beylul Solomon until the following Academic Council meeting. The motion was adopted unanimously.
- 4) February 9th Minutes: A motion to adopt the minutes was made by Lisa Lunde. The motion was adopted unanimously.

Announcements

- a. No new announcements.

Reports

- a. No new reports.

Old Business

- a. Course Assessment Plan Proposal
 - i. Ajani Burrell sent the course assessment plan proposal to all faculty members and Dean Bobbi also shared the document with APS leadership. He reported that he received one comment on the document thus far.

1. Lisa Hacskaylo suggested changing the language under *Assessment Plans and Reports* to read “and/or in the Watermark assessment system.” The council instead agreed to add “until said time that the Watermark assessment system becomes operational.”
2. Discussion centered on how to receive more feedback from all faculty members. Lisa Hacskaylo recommended having a focused meeting with faculty in order to receive feedback since no one had made comments on the document shared. She added that WASC had recommended that our assessment plan be uploaded to the website prior to the mid-cycle review which will occur during the summer. Beylul Solomon suggested using College Hour to receive more input from stakeholders. A motion was made by Alfredo de Torres to have a working session to present the course assessment plan proposal during College Hour for faculty and other relevant people from APS. The motion was adopted unanimously.
3. William Hunter brought forth discussion under the *Assessment Review* section to determine how 10% of course guides will be selected to get reviewed. Ermelinda Oneto suggested waiting until Watermark is implemented to see if it has a feature that can do that, and Ajani Burrell added that the implementation and use of the course assessment proposal plan will be at least 18 months away. William Hunter requested the word “randomly” be inserted that Academic Council will “periodically randomly review approximately ten percent of the submitted CAF’s from each academic unit each semester.” Changes were made to the proposal.
4. Beylul Solomon made a motion to hold off on adopting the current version of the Course Assessment Plan proposal until input has been received from faculty and relevant APS leadership during College Hour. The motion was adopted unanimously.

b. Proposal to discuss independent study compensation

- i. James Kline handed out a copy of the current NMC course catalog description for independent study. He stated that the current wording of the catalog course description implies that students can create any course they want and not choose from courses that are already in existence.
- ii. Discussion centered on how students register for independent study. Marji Tarope revealed that students currently do not register for an independent study course under its course number (IS 190/290). The current practice has been for students to take a course that is already offered (i.e. BE111) as independent study, however, they would be registered under that course number (i.e. BE 111) not IS 190/290.
- iii. James Kline reported that he had done research on various institutions independent study policies and found that North Central State College (NCSC) had a well written independent study plan that could potentially be adopted by NMC since the current catalog description for independent study is problematic.
 1. Questions were raised on the compensation model for faculty as stated in NCSC’s catalog. Lisa Hacskaylo stated that there are various models used by different institutions – some compensate, some have credit reduction, and others have no compensation. She also added that there should be explicit guidelines of which students would be eligible for independent study (i.e. GPA, not failing a course previously, etc.) and that the instructor also needs to follow the course guide. Alfredo de Torres stated that this is the current practice at NMC but that there was no

compensation for faculty. James Kline suggested using contact hour as a method of determining compensation.

2. Lisa Hacskaylo suggested having an external meeting with a smaller group that would look at compensation as well as revision and development of the course catalog description for independent study. Lisa Hacskaylo, James Kline, and Marji Tarope volunteered to be a part of this group.
3. Ajani Burrell suggested developing guidance on independent study and Academic Council can review and vote on it once it is presented.

c. MindTap Site License for course(s)

- i. This agenda item was tabled since Ajani Burrell had not heard back from the Cengage Representative.

New Business

a. Fall 2018 Schedule

- i. Dean Bobbi Merfalen was not present at the meeting, thus this agenda item was tabled.

b. The General Education Committee

- i. Lisa Hacskaylo presented to the council the need to reconvene meetings of the General Education Committee. She stated that during the January 2018 Professional Development day, Amy Driscoll and Carol Huston from WASC were concerned that this committee had not met since it was a recommendation from WASC in 2014. Various council members noted that the committee did not meet after the departure of the previous chair, Brady Hammond, but that there were also a number of people who did not show up to the meetings when they were being held.
- ii. Lisa Hacskaylo requested support from Academic Council to make a recommendation to the Dean of Academic Program and Services, Barbara Merfalen, to get the committee reconvened. A motion was made by Beylul Solomon for Ajani Burrell to email Dean Bobbi regarding the council's support for the reinstatement of the General Education Committee. The motion was adopted unanimously.
- iii. Keane Palacios also recommended getting the support of the Faculty Senate for this committee. Ajani Burrell will report this request to the Senate.

c. Recommendation for Program Learning Outcomes on Individualized Certificate/Degree Plans.

- a. Lisa Hacskaylo presented another recommendation that was given to her from Amy Driscoll and Carol Huston for Program Learning Outcomes (PLOs) to be prominently displayed at the top of all ICPs and IDPs. Both Amy and Carole recommended that this should be done prior to the WASC mid-cycle review scheduled for the summer of 2018.
 - i. Suggestions from council members included receiving input and feedback from academic units since it's a significant change to the IDPs/ICPs, adding a cover page with the PLOs, creating a template so that all IDPs and ICPs are uniform.
 - ii. Ajani Burrell stated that he will leave this item on the agenda for the next meeting to be discussed extensively. He will also email examples of templates to the council that Lisa Hacskaylo sends to him. In addition, he requested that representatives of each academic unit on the Academic Council should let their departments know about this potential change.

Course Guides and Individualized Degree Plans for Review

- a. Student Teaching Practicum (ED 492)
 - a. Beylul Solomon presented the revised course guide for ED 492. A minor change was requested by Ajani Burrell to add a transition statement clarifying the list of evaluation criteria under the *Method of Evaluation* section. A motion to adopt the ED 492 course guide with changes was made by Jesse Pangelinan. The motion was adopted unanimously.

- b. Intermediate Algebra (MA 132)
 - a. Kathy Winkfield presented the course guide for MA 132 indicating that the textbook for the course had changed thereby necessitating a change to the *Course Outline* section.
 - i. Discussion centered on not having textbook chapters dictating the course outline.
 - ii. A motion was made by James Kline to accept the modification for MA 132 as proposed. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 11:05am.

Beylul Solomon

April 6, 2018

Secretary

Date of approval
