
Academic Council Meeting Minutes

Friday, October 12, 2018

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on October 12, 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, William Hunter, and Velma Deleon Guerrero

Voting members not in attendance: Christine Inos and Zerlyn Taimanao (Proxy = Marji Tarope)

Non-voting members in attendance: Wesley Wilson

Guests: Lisa Hacskeylo and Dean Charlotte Cepeda

Meeting was called to order at 9:09 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. He requested to add “Academic Council Self Study” under *Announcement (c)*. He also stated that Raymond Muna had not confirmed whether the PLA PLOs and the course guide for BE 200 would be presented with changes, thus both these agenda items were tabled for a future meeting. A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the September 28th meeting were presented to the council by Ajani Burrell. A motion to adopt the minutes was made by Lisa Lunde. The minutes were adopted unanimously

Announcements

- a. Meeting must end promptly at 11am.
 - a. Ajani Burrell reported that he received an email from Shirley Blas indicating that the room where the Academic Council meeting was being held (Room J-1) would need to be vacated by 11:00am since the room would be needed at that time.
- b. Working session must end by 10:30am.
 - a. Ajani Burrell stated that since the room needs to be vacated promptly at 11:00am, the working session under *New Business (b) – Self-study (outcomes) and course assessment* needs to end by 10:30am in order to allow the council to address other items on the agenda
- c. AC Self-study update
 - a. Dean Wesley Wilson stated that a WASC Interim Report indicated that the Academic Council would have a self-study completed prior to the November 2018 WASC visit. Since this visit was 18 days away, the council will need to conduct and complete the self-study to meet that deadline. He stated that he recently shared the document via Google Docs with the Secretary, who will share it with the rest of the council after the council meeting adjourns.

Reports

- a. None

Old Business

- a. Independent Study Proposal
 - a. Ajani Burrell proposed that this agenda item be tabled for a future meeting to allow the council ample time to discuss the Academic Council Self Study. James Kline concurred with this proposal since he had not received feedback on the Independent Study document from Dean Charlotte Cepeda yet. Ajani Burrell said that he will include links to the Independent Study Proposal in his next email reminder for the council to the document.
- b. PLA PLOs
 - a. This agenda item was tabled.

New Business

- a. Course Assessment Plan supplemental documents and planning
 - a. This agenda item was tabled.
- b. Self-study (outcomes) and course assessment working session
 - a. Dean Wesley Wilson addressed the council about the urgency of completing the Academic Council Self-Study since the WASC visit was 2 weeks away. Since the Academic Council would now be considered an Administrative Unit, they would need to come up with Administrative Unit Outcomes (AUOs) and assessment mechanisms. He handed out a partially filled out template for the council to use for this working session to develop those outcomes and assessment measures.
 - i. Dean Wesley Wilson stated that he filled in the Academic Council Expanded Statement of Purpose from the By-laws approved on 01/20/2017 and updated it to reflect the change in name of Academic Programs and Services to Learning and Student Success. However, he stressed the need for the council to give feedback on whether the statement of purpose accurately reflects what the council does.
 - a. Council members suggested to remove the word “all” from “...all assessment and program review activities”. In addition, council members stated that the council has yet to work with PROAC, though that can be something that can be included in the self-study. Dean Wesley Wilson suggested changing it from PROAC to OIE and the council agreed.
 - a. Ajani Burrell suggested that changing the Statement of Purpose now defeats the purpose of conducting a self-study and should be left as-is.
 - ii. Dean Wesley Wilson suggested crafting no more than three (3) AUOs based on what the Academic Council does. The council narrowed down 4 areas that are typically addressed by the council: 1) to support and assist the quality of assessment mechanisms; 2) review and advise on curricular matters (i.e. course guide and IDP review, academic calendar and course schedule review, etc.); 3) periodic review of internal operations of the Academic Council, and 4) communication with stakeholders.
 - a. Discussion centered on crafting these 4 areas into AUOs.
 - iii. For the section of the self-study that addresses “Means of Assessment and Success Criteria”, the council discussed how AUO #2 and ##3 would be assessed

- and determined the council on them by Fall 2018. However, AUO #1 and #4 would be addressed at another time and would be reflected in the self-study.
- iv. Dean Wesley Wilson asked the council to also draft a narrative of the history of Academic Council from the time of its inception.
 - v. Due to the constraint on time, Ajani Burrell stated that the working session would need to conclude. He asked the council to review the Google document that would be shared after the meeting and give feedback/input by Friday, October 19, 2018.

Course Guides and Individualized Degree Plans for Review

- a. Prior Learning Assessment (BE 200)
 - a. The course guide for BE 200 was tabled since Raymond Muna was not present at the meeting.
- b. Personal Health (HE 150)
 - a. The course guide for HE 150 was presented by Lisa Lunde to update the textbook edition, the English Placement Level, and update the course guide to meet the required 3-year update.
 - i. The council made the following recommendations: under *Purpose*, change “aspects of health” to “dimensions of health”; under *Contact Hours* delete “Online Option” description; under *Course Activities and Design*, remove description of online option; under *Estimated Cost of Course* remove “student flat fee”, and other minor grammatical changes.
 - ii. A motion to adopt the course guide with changes was made by Beylul Solomon. The motion was adopted unanimously.
- c. Nutrition and Health (HE 230)
 - b. The course guide for HE 230 was presented by Lisa Lunde update the textbook edition and update the course guide to meet the required 3-year update.
 - i. The council made the following recommendations: under *Contact Hours* delete “Online Option” description; under *Course Activities and Design*, remove description of online option; under *Estimated Cost of Course* remove “student flat fee”, modify *Instructional Goals 5.0 and 7.0*, and other minor grammatical changes.
 - ii. A motion to adopt the course guide with changes was made by James Kline. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 10:52 am.

Beylul Solomon

Secretary

January 16, 2019

Date of approval