Academic Council Meeting Minutes

Friday, April 5, 2019

Call to order

A regular meeting of the Academic Council was held at 9:00am in Room V-205 on April 5th, 2019.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Beylul Solomon, James Kline, Lisa Lunde, William Hunter, and Velma Deleon Guerrero.

Voting members not in attendance: Barbara "Bobbie" Hunter (Proxy = William Hunter), Christine Inos, Jesse Pangelinan, Johnny Aldan, Kathy Winkfield (Proxy = Lisa Lunde), Marji Tarope, and Zerlyn Taimanao.

Meeting was called to order at 9:10 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. Beylul Solomon suggested moving "Meeting with VP Cyndi re: CAP" from *Reports* to *New Business (a)*. A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the March 1, 2019 meeting were presented to the council by Ajani Burrell. A motion to adopt the minutes was made by Velma Deleon Guerrero. The minutes were adopted unanimously.

Announcements

a. None.

Reports

a. None

Old Business

a. Independent Study Proposal

    a. This agenda item was tabled.

b. PLA PLOs

    a. This agenda item was tabled.

New Business

a. Course Assessment Plan supplemental documents and planning

a. Meeting with VP Cyndi re: CAP
   i. Ajani Burrell summarized the meeting with VP Cyndi, Beylul Solomon, and Velma De Leon Guerrero held on April 2, 2019. He stated that VP Cyndi agreed that the CAP would fill gaps in our assessment of course guides and Student Learning Outcomes (SLOs). He added that all members present at the meeting agreed that they wanted to ensure that there is as little redundancy as possible and the need to identify where those redundancies may arise with other ongoing assessments. He also said that various academic units had a curriculum mapping meeting in March to map GELOs to PLOs to SLOs, which should help to eliminate redundancy since the GELO schedule would dictate when all other learning outcomes would be assessed. However, it will be up to departments to determine the alignment of the schedule.
   ii. Departments that do not have a program (SSFA, SMHA, and L&H) will fall under the Liberal Arts Program with regards to their course assessment schedule. Velma Deleon Guerrero shared a document that showed how all the courses align and fall on an assessment schedule that came out of the curriculum mapping Professional Development in August 2018.
   iii. Discussion centered on why General Education courses fall under the Liberal Arts Program's course assessment schedule since those courses are filtered out during program review by Liberal Arts. Velma Deleon Guerrero elaborated that during program review, she has to manually filter out all non-Liberal Arts majors that take the General Education courses to have an accurate assessment of students who are Liberal Arts majors. Council members agreed that the General Education Committee should look into reviewing General Education Courses that incorporates all NMC students who are required to take General Education courses as part of their respective degree programs and bring up how to address this concern at the next General Education Committee meeting.
   iv. William Hunter also asked about the status of WaterMark (an assessment management software) since it has the capability to integrate all the outcome assessments into one platform and can pull data as needed by all programs. Ajani Burrell stated that it has been purchased but VP Cyndi stated that they are currently working with WaterMark to formulate a training schedule. The original training plan was delayed due to the lack of a Director at the Office of Institutional Effectiveness, which is the office responsible for the management and implementation of the software.

b. Course Assessment Form (CAF)
   i. Ajani Burrell displayed a draft document of the Course Assessment Plan that was prepared and edited by the council in the Spring 2018 semester. He reiterated that the plan proposes that assessment for all course SLOs would be on a 5-year cycle. He added that departments will be the ones responsible for making sure all their courses are aligned and that all SLOs are assessed. Departments would also need to share those schedules/plan with the council. Furthermore, he said that the implementation of WaterMark at the college would enforce a standardization of the process and assessment cycle across all academic units. He also displayed a draft of the Course Assessment Form that departments can use to show when all SLOs for a particular course will be assessed during the 5-year cycle.

c. Timeline for implementation
   i. Ajani Burrell asked the council when the CAP should be implemented. Beylul Solomon suggested the Academic Council meets with department heads to go

over the plan and get buy-in prior to implementing it college wide. Velma Deleon Guerrero also suggested having all faculty involved in the process.

  a. Ajani Burrell will invite department heads to the next Academic Council meeting and will share documents with them. After that meeting, the council can discuss next steps on having faculty involved and implementation of the plan.

a. Self-study

  a. Relevant history
     i. Ajani Burrell stated that Lisa Hacskaylo had shared all documents about the Academic Council self-study with him. He stated that the council has two options: 1) review the draft self-study document that former Dean Wesley Wilson put together and discuss whether that document is what the council would like to proceed with. Or 2) create and redesign a new self-study from scratch. He added that regardless of the option that the council chooses to undertake, it would be good to have perspective on this process.

  b. Document Review
     i. Ajani Burrell has created a folder in the Academic Council shared folder on Google Drive that has all the documents Lisa Hacskaylo shared which goes over the history of the self-study. The folder can be found under Academic Council Shared Folder ☺Self Study ☺Resources. He stated that all council members should review those documents in the shared folder so we can discuss whether we continue with that document or start from scratch at the next Academic Council meeting. Ajani Burrell will send an email about this to the council.

Course Guides and Individualized Degree Plans for Review

a. Individualized Degree Plan for Liberal Arts in Pre-Engineering

  a. This agenda item was tabled.

Adjournment

The meeting was adjourned at 10:43 am.

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Beylul Solomon   May 24, 2019

Secretary   Date of approval