
Academic Council Meeting Minutes

Friday, August 30th, 2019

Call to order

A regular meeting of the Academic Council was held at 9:00am in Room V-215 on Friday, August 30th, 2019.

Voting members in attendance included Ajani Burrell, Barbara “Bobbie” Hunter, Geri Rodgers, James Kline, Jesse Pangelinan, Kathy Winkfield, Lisa Lunde, and William Hunter.

Voting members not in attendance: Alfredo De Torres, Beylul Solomon, Christine Inos, Johnny Aldan (Proxy = Bobbie Hunter), Marji Tarope, Velma Deleon Guerrero (Proxy = Kathy Winkfield), and Zerlyn Taimanao.

Guest: Lisa HacsKaylo

Meeting was called to order at 9:00 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A motion to adopt the agenda was made by Jesse Pangelinan with the modification that there were no minutes from the last meeting to review. The motion was adopted unanimously.

There were no minutes to review from the June 7th Academic Council meeting since the Academic Council Secretary, Beylul Solomon, was on maternity leave. Geri Rodgers volunteered to take minutes for the current meeting.

Announcements

- a. In Spring 2020 there will be finalizing of curriculum maps.

Reports

- a. None

Old Business

- a. Course Assessment Plan supplemental documents and planning
 - a. This agenda item was tabled.
- b. Self-Study
 - a. Purpose of discussion is to generate information for each subcommittee’s responsibility
 - b. The AC will be divided into subcommittees. Beylul Solomon and Ajani Burrell will not be on subcommittees so they may offer support and compile reports into a final report
 - c. AC agreed to use Form 2 with modifications

- d. Ajani Burrell showed exemplary reports from SOE, Distance Learning Education, Periodic Review Report from Community Colleges of California, and University of Missouri (St. Louis).
- e. Decide criteria for selection of subcommittee members. Need to consider that there is a lack of regular attendance by some AC members and the nature of group work (there is typically only 2 of the 4 member teams that do a majority of the work).
 - a. Ajani Burrell suggested that 3 members be chosen randomly (option 1) or he could select groups based on area of expertise of each member and group dynamics (option 2). William Hunter agreed to plan. Jesse Pangelinan stated he trusted the leadership. Kathy Winkfield inquired if the responsibility of the subcommittee was to write a report, to which Ajani affirmed. It was agreed by all for option 2.
- f. Meeting of Subcommittees: To meet every other week and alternate with the standing AC meeting every Friday which allows for subcommittee work to be done during AC time.
- g. Subcommittees are Membership (Governance), Organization, Functions and Responsibilities, Procedures, Assessment and Evaluation, Professional Integrity, Openness and Disclosure, Bylaws, and Accomplishments/Improvements/Initiatives
6. Subcommittee Reports could be modeled after the Periodic Review Report from Community Colleges of California which has 3 parts: General Observations, Findings and Evidence, and Conclusions.
- h. Lisa Hacskaylo: Subcommittee reports can start with the context of each area and what it means to the council history, the role and function of that area within the council (this should go under General Observations). Then describe current situation/structure and functions.
- i. Lisa Hacskaylo: Asked about timeframe. Response was to take as much history as possible (can go back to the inception of college), and to take into account the shift 2.5 years ago. Document why the shift happened.
- j. Ajani Burrell and Beylul Solomon will go over histories and each subcommittee provide information about rationalizations and justification for changes from the Dean's office to the here and now.
- k. Ajani Burrell made note of the long Form 2 from William Hunter (58 pages). The Self Study report will have appendices that will include the documentation to validate findings, conclusions, and recommendations.
- l. William Hunter commented that Section 2 is where we look at the function and responsibilities. The analysis of evidence to show that responsibilities are being carried out.
- m. Lisa Hacskaylo stated that we need to make it work for us.
- n. Ajani went over Review Tracker
- o. AC looked back through minutes from 1997 to present (there are missing minutes from 2013-2016).
- p. Final Reports: Due December 6, 2019

New Business

- a. Academic Calendar
 - a. Suggestion for Manny Castri to be present to answer questions
 - b. Questions regarding return date of faculty with regards to January 2020 PDD that is on the calendar and for Aug 2020 PDD (preference of AC not to have it start on a Monday, but rather on a Tuesday)

- c. Concern raised by William Hunter that in December many students need advising but faculty have already left for holiday break.
- d. Discussion of how to address the 1 extra teaching week in the Fall semester compared to the Spring semester (due to 1 week off for Spring Break).
- e. Motion by James Kline, second by Lisa Lunde/ to NOT adopt the calendar due to discrepancies and questions.

Course Guides and Individualized Degree Plans for Review

- a. None.

Adjournment

The meeting was adjourned at 11:00 am.

Geri Rodgers

For Academic Council
Secretary

October 25, 2019

Date of approval