

FINAL Academic Council Meeting Minutes

DATE: December 13, 2005
TIME: 1:00 pm to 2:30 pm
PLACE: Room N-5

AGENDA

- 1) Review and adoption of November 29, 2005 Meeting Minutes
- 2) Review and adoption of December 13, 2005 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course guide N:Drive and web templates
 - c) Course Guide Reviews
 - i) PE 133 course guide
 - ii) PE 134 course guide
 - iii) ED / LS 160 course guide
 - d) AC Procedural Rules
 - e) Disability Statement information
 - f) IDP / ICP format
 - i) Minimum C grade for all Liberal Arts Courses
 - g) Discontinuing AA in International Business
 - h) Discontinuing AA in Elementary Education
 - i) HR issues
- 4) New Business
 - a) Course Guide Reviews
 - i) GE 101 course guide
 - ii) SO 297 course guide
 - iii) HE 230 course guide
 - iv) MA 090 course guide
 - v) OT 120 course guide
 - b) BOR Policy on Cell Phone Use in the Classroom
 - c) Noel-Levitz Student Satisfaction Inventory from Fall 2004 and the NMC Registration Survey from Fall 2005
- 5) Other Issues
 - a) General Education Committee's final draft of SLO's
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology;
Doris Aldan-Atalig – Office of Admissions & Records; Larry Lee – Business;
Lisa Lunde – Human Performance & Athletics; Michael Nurmi – Languages & Humanities;
Patricia Taylor (for Josephine Sabaot) – Nursing; Sallie Sablan – School of Education; Sam McPhetres – Social Sciences & Fine Arts

Others present: Lisa Hacskaylo; Danny Wyatt; Severina Ogo; Jim Wedding;
Donna Leong-Aguon – Recorder

Members absent: Daisy Villagomez-Bier – Counseling Programs & Services

The Academic Council Chairperson Glenn Keaton called the meeting to order at 1:08pm.

- 1) Review and Adoption of November 29, 2005 Meeting Minutes
It was moved, seconded and unanimously approved to accept the Nov. 29, 2005 Meeting Minutes as is.
- 2) Review and Adoption of December 13, 2005 Agenda
Lisa requested Item 4c) be moved to the first order of business, Larry asked that Item 4b) be moved to the second order of business and Danny inserted Item 5a) GenEd SLO's. **It was moved, seconded and unanimously approved to accept the Dec. 13, 2005 Agenda with changes.**

First Order of Business – Noel-Levitz Student Satisfaction Inventory from Fall 2004 and the NMC Registration Survey from Fall 2005

Noel-Levitz Student Satisfaction Inventory (SSI), Fall 2004. Lisa began by informing the AC members that the Noel-Levitz survey is used nationally, and designed to increase student retention. The survey tells two things: what is important to our students, and if they are satisfied. President Guerrero wanted us to use this survey, and WASC will look at how NMC will use the information to improve our programs and services. Danny stated that in the past, WASC had criticized NMC for not using information that had been collected. The Noel-Levitz survey showed the College's strengths are in academic advising, the academic advisors having the right information, and the importance of students feeling comfortable during registration.

Lisa highlighted two findings. The first finding was that students on all three islands responded to items about academic advising and the role of advisors as "strengths". Students value their relationship with advisors and look to them for help to reach their academic goals. Advisors, then, can play an important role at NMC in helping students understand and navigate higher education.

The second finding was that students on all three islands want to know early in the semester if they are doing poorly. There was mention of using Gradekeeper. Glenn said he uses Gradekeeper and at the end of each test, his students may quickly see their standing. Larry stated the quality of an instructor's syllabi should help students keep track of their averages. (There are some instructors who do not hand out a syllabi, and this practice needs to stop).

Lisa mentioned the Financial Aid Office will provide a tip sheet to advisors to help students out during registration, to reinforce that financial aid is limited and the importance of keeping up GPA's to maintain their aid, and to follow their IDP's. In the interest of better customer service, Pat made the recommendation of having available a Frequently Asked Questions packet for taking placement tests. This FAQ packet will help students, and faculty as well. This may be the time for another academic advisors workshop because of new faces on campus.

There was a statement that departments may need to put in writing how they intend to use the Noel-Levitz survey information that had been collected to improve programs.

Fall 2005 Registration Survey. Regarding academic advising, NMC received good comments. There were, however, some students who stated their advisors were not available. Some students said informational postings of where to go for assistance would have been helpful. Glenn reminded everyone that department chairpersons are responsible for having instructors available for advising. If an instructor is having problems meeting his job's advisement responsibilities, Sallie said it should be indicated in that instructor's annual evaluation. If students say academic advising is an issue, NMC needs to address it.

The areas of the survey Lisa brought up to the Council were placement testing, academic advising, and availability of courses. A number of student comments were discussed, and there was general agreement that actions need to be taken. Department chairs present agreed to discuss the results of the survey with faculty at up-coming department meetings. Lisa encouraged them to document the decisions made and actions taken in response to the findings of surveys. The registrar will also resend the document on the roles and responsibilities of faculty during advising and registration for chairs to review with faculty.

Regarding changes after the schedule is printed: there are too many changes. Danny said part of the problem is the course cycle; students need to take a class before they can take another class. Sallie's students' biggest comment is not knowing the day and time of their next classes.

Lisa was thanked for sharing the above information with the Academic Council.

Second Order of Business – because Larry left the meeting, this item was **tabled**.

3) Old Business

- a) WASC related issues – **tabled**
- b) Course guide N:Drive and web templates
Rota and Tinian do not have access to NMC's N:Drive. Glenn informed Severina and Jim that he would e-mail the course guide template to them.
- c) Course Guide Reviews
 - i) PE 133 course guide
A brief discussion included the obsolete textbook kit, and contact hours. The textbook kit will be changed to student manual. It was then **moved, seconded and unanimously approved to adopt the modification of the PE133 course guide with change**. Yea!
 - ii) PE 134 course guide
The textbook kit will be changed to student manual. It was then **moved, seconded and unanimously approved to adopt the modification of the PE134 course guide with change**. Yea!
 - iii) ED / LS 160 course guide
Sallie informed the AC members that this course is no longer needed. It was then **moved, seconded and unanimously approved to adopt the cancellation of the ED/LS160 course guide**.
- d) AC Procedural Rules – **tabled**
- e) Disability Statement information – **tabled**

- f) IDP / ICP format – **tabled**
 - i) Minimum C grade for all Liberal Arts Courses
- g) Discontinuing AA in International Business – **tabled**
- h) Discontinuing AA in Elementary Education

Sallie stated the need to cancel (discontinue) the AA in Elementary Education degree because of the current offering of the Bachelors of Science degree. She also said WASC did not bring this topic to the table, and it was not an issue with WASC.

Action: to check with WASC if a substantive change needs to be done.

Doris then raised a concern about the need for an official process / procedure to transfer students from the Pre-Education major to Teacher Candidacy. If a student's record is not updated to Teacher Candidacy, the receipt of scholarship is affected. Doris saw this official procedure to require two-steps, and perhaps be included in NMC's catalog. Sallie suggested that Doris speak to Rob Schultz who is responsible for updating SOE students.

Nursing students also begin in Pre-Nursing, then later are officially admitted to the Nursing program. They have a form letter that is used in their department.

- i) HR issues – **tabled**
- 4) New Business
- a) Course Guide Reviews
 - vi) GE 101 course guide
 - vii) SO 297 course guide
 - viii) HE 230 course guide
 - ix) MA 090 course guide
 - x) OT 120 course guide

Sam began by asking that now that SO297 is required in SOE's IDP, how much of an increase in students would there be? He was looking into future staff needs. Sallie stated there are 300+ students in Education, but not all needed to take SO297 because of the various IDPs. Sam would appreciate Sallie providing him with a more practical number of future Education students needing to take SO297.

Glenn queried the remaining AC members if they had the opportunity to preview the course guides under New Business. There was no show of hands. The first Academic Council policy was established: the majority of members need to have looked at the course guides before they are entertained.
 - b) BOR Policy on Cell Phone Use in the Classroom – **tabled** (see Second Order of Business)
 - c) Noel-Levitz Student Satisfaction Inventory from Fall 2004 and the NMC Registration Survey from Fall 2005 (see First Order of Business)

5) Other Issues

- a) General Education Committee's final draft of SLO's
Danny provided the AC members the Final Draft of the GenEd Committee's SLO's. Assessment will start in Spring and the Committee had already identified the courses that will be assessed. For example, an SO297 class was videotaped.
- b) The new School of Education Director is **still** due to arrive next week on December 20th! Yahoo!
- c) Three instructors are arriving, also. Two are for the Math, Science and Tech Department, and the Social Sciences Department. The third instructor is slated for Rota, due to arrive on Jan. 2nd. Yahoo!, again.
- d) Jim Wedding informed the AC members that Howard Cole's position was sent to Human Resources. Howard had already submitted his letter of intent to apply for the position, and a second applicant had applied as well.

6) Schedule of next meeting

Next year. Doris asked to include the FERPA Basics Workshop on the next agenda.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 2:08pm.

“In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.”