

FINAL Academic Council Meeting Minutes

DATE: October 11, 2005
TIME: 1:00 pm to 2:30 pm
PLACE: Room N-5

AGENDA

- 1) Review and adoption of October 4, 2005 meeting Minutes
- 2) Review and adoption of October 11, 2005 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) PE 225 course guide
 - c) PE 226 course guide
 - d) CJ 107 course guide (Sam)
 - e) CJ 108 course guide (Sam)
 - f) CJ 206 course guide (Sam)
 - g) Course guide N:Drive and web templates
 - h) AC Procedural Rules / AC membership
 - i) Associate in Science, Major: Allied Health IDP
 - j) Associate in Science, Laboratory Technology IDP
 - k) Associate in Science, Professional Science IDP
 - l) Associate in Science, Secondary Education, Science Option IDP
 - m) Associate in Science, Secondary Education, Math Option IDP
 - n) Associate in Science, Nursing IDP
 - o) Disability Statement information
 - p) IDP / ICP format
 - i) Format for all IDPs / ICPs
 - ii) Minimum C grade for all Liberal Arts courses
 - iii) Discontinuing AA in International Business
 - iv) Difference between Completion and Achievement
 - q) PE 133 course guide
 - r) PE 134 course guide
 - s) Academic Dishonesty
 - t) GenEd Committee Release Form for Use of Student Work Samples
 - u) GenEd Committee Program Capstone Course
 - v) Praxis practice exams
- 4) New Business
 - a) 7-year time-limit SOE IDP (Glenn)
- 5) Other Issues
 - a) NMC Attendance Policy
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Tech;
Brante Dashiell – School of Education; Daisy Villagomez-Bier – Counseling Programs
& Services; Geri Willis – ALO WASC; Larry Lee – Business; Lisa Lunde – Human

Performance & Athletics; Lois Gage – Nursing; Michael Nurmi – Languages & Humanities; Sam McPhetres – Social Sciences & Fine Arts

Others present: Jim Wedding, Tinian Campus Administrator; Donna Leong-Aguon, Recorder.

The Academic Council Chairperson Glenn Keaton called the meeting to order at 1:10pm.

- 1) Review and adoption of October 4, 2005 meeting Minutes
One typo was pointed out and then **it was moved, seconded and unanimously approved to accept the October 4, 2005 Minutes with correction.**

- 2) Review and adoption of October 11, 2005 Agenda
Glenn asked Lisa if she updated her course guides (PE133 and PE134) to reflect the current textbook. Although she visited Amazon.com and other bookstore websites, she was not able to find anything different than the 1992 textbook. Larry suggested the SCUBA website, NAUI. Excellent suggestion!

Glenn recommended moving PE225, PE226, CJ107, CJ108, and CJ206 to the second order of business, under WASC related issues.

It was moved, seconded and unanimously approved to accept the October 11, 2005 Agenda with changes.

- 3) Old Business
 - a) WASC related issues
Ms. Geri reported that the WASC team visit is November 14 – 17, 2005. Even though their visit will focus on Recommendation #2, she still needs documentations to be made readily available for the team. She e-mailed campus-wide requesting **two** copies of handbooks, brochures, manuals, IDPs, etc. from all units / departments. One copy will be for the WASC team, and the second copy will be placed in the NMC Borja Library. A pile of file folders she brought to this meeting was, for the most part, empty.

She quickly went through her files to inform the AC members of its contents and to provide samples of what she needed. Documents included Lang & Humanities, and Nursing brochures, Procurement manual, Admin Services manual, Bookstore brochure and forms, Capital Improvement Project manual, CREES stuff, Finance stuff, OAR forms, and Operations & Maintenance plan.

Jim Wedding said he would forward copies of Tinian's facilities plan.

- b) PE 225 course guide
Four sections were corrected / reworded: Purpose, Course Activities and Design, Course Outline 4.0, and SLO #5. Then **it was moved, seconded, and unanimously approved to adopt PE 225 with changes.**
- c) PE 226 course guide
The Course Activities and Design section was slightly reworded, and then **it was moved, seconded, and unanimously approved to adopt PE 226 with change.**
- d) CJ 107 course guide
A correction was made in Course Outline. Michael pointed out a conflict between the book's readability level and the English Placement Level. After some discussion, it was recommended to change the English PL from 083/084 to 093/084. **It was moved, seconded, and unanimously approved to adopt CJ 107 with changes.**
- e) CJ 108 course guide
A revision was made in Student Learning Outcomes. The Assessment Measures section was considered thread bare so it was recommended that it be more descriptive like CJ 107. **It was moved, seconded, and unanimously approved to adopt CJ 108 with changes.**
- f) CJ 206 course guide
In Catalogue Course Description, Larry questioned "Prerequisite: CJ101 may be taken concurrently." Is that do-able for a student to take both CJ101 (which is an introduction course) and CJ206 (which is an in-depth course) concurrently? A discussion followed. Sam will approach Lynda Rowe about this and report next week.
- g) Course guide N:Drive and web templates
Nothing new to report.
- h) AC Procedural Rules / AC membership
A section regarding the newest number of members in the Academic Council needs to be written up. Daisy volunteered and will send to members for comments.
- i) Associate in Science, Major: Allied Health IDP
- j) Associate in Science, Laboratory Technology IDP
- k) Associate in Science, Professional Science IDP
- l) Associate in Science, Secondary Education, Science Option IDP
- m) Associate in Science, Secondary Education, Math Option IDP
The above five IDPs were **tabled** because revised copies were not available. Oops.

- n) Associate in Science, Nursing IDP – **Tabled** because Lois left for another meeting.

- o) Disability Statement information
 Confusion arose. Because this item has been on the agenda for a looonng time, Glenn, Brante and Daisy tried to recall, remember and recollect exactly what the issue was. Someone thought a disability statement needed to be placed on all syllabi but apparently it is being done. Someone thought a uniform statement on accommodations needed to be somewhere, someplace. They will give the matter some thought for next week.

- p) IDP / ICP format
 - i) Format for all IDPs / ICPs
 Again, there was discussion about the definitions for Core courses, General Education courses, Program Requirement courses, and Elective courses.

Core courses are the courses that are the core of the program, and your education.
General Education courses do not absolutely determine the program or degree, but can be used or applied to other majors. They are generally transferable to other programs. These courses have the high probability of being applied to other courses and are not directly related to a particular program.
Program Requirements are courses that are specific to the degree or program. They are unique to the program.
Electives are courses that are necessary to complete the number of credits for a degree.

 - ii) Minimum C grade for all Liberal Arts courses
 Before Daisy left, she said she would revise the IDP.

 - iii) Discontinuing AA in International Business
 Larry stated he would obtain the additional documents needed to further support the recommendation to discontinue this AA degree, i.e., OAR and Business faculty memos stating there are no students in the program.

 - iv) Difference between Completion and Achievement
 Larry informed the members that in his department, a Certificate of Completion requires particular courses equaling between 15-17 credits. A Certificate of Achievement requires the Certificate courses / credits, plus additional courses. It is a ladder system, such as, a student takes some courses, and gets a Completion. That student takes more courses, and gets an Achievement. That

student takes still more courses, and then earns an Associate degree. The members would need more information before they can differentiate between Completion and Achievement.

- s) Academic Dishonesty
Tabled because Daisy left earlier.
- t) GenEd Committee Release Form for Use of Student Work Samples
Glenn informed the small group that this form would be sent out this week for review and comments.

The next meeting is scheduled for Tuesday, October 18th, 1:00pm in Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 2:35pm.

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