

## FINAL Academic Council Meeting Minutes

DATE: April 24, 2006  
TIME: 11:00 am to 12:30 pm  
PLACE: Room N-5

### AGENDA

- 1) Review and Adoption of April 17, 2006 Meeting Minutes
- 2) Review and Adoption of April 24, 2006 Agenda
- 3) Old Business
  - a) WASC related issues
  - b) Course Guide N:Drive and web templates
  - c) Credits for experiential learning
  - d) Course guide reviews:
    - i) Revised Curriculum Action Request form (coversheet)
    - ii) RH 101
    - iii) DT 100
    - iv) CT 110
    - v) CT 112
    - vi) CT 120
    - vii) Languages & Humanities cancellations
    - viii) CA 101
    - ix) CO 210
    - x) EN 093
  - e) Public Administration degree
  - f) Faculty Observation form
  - g) Reading levels for NDU math
- 4) New Business
  - a) Course guide reviews
    - i) EN 071
    - ii) EN 094
    - iii) CA 102
  - b) Missing catalog entries (i.e., AS in Electrical Installation & Maintenance)
- 5) Other Issues
  - a) Rehabilitation & Human Services
- 6) Schedule of next meeting

**Members present:** Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Felicitas Abraham – Rehabilitation & Human Services; Kathy Pohl – Counseling Programs & Services; Lisa Lunde – Human Performance & Athletics; Lynne Curtis – Nursing; Michael Nurmi – Languages & Humanities; Roxanna Arriola – ASNMC; Sam McPhetres – Social Sciences & Fine Arts; Donna Leong-Aguon – Recorder

**Member absent:** Doris Aldan-Atalig – Office of Admissions & Records; Jeanette Villagomez – ALO; Larry Lee – Business; Michael Reber – School of Education

The Academic Council Chair Glenn Keaton called the meeting to order at 11:15 am.

Glenn welcomed Tee Abraham, and introduced the AC members that were present.

- 1) Review and Adoption of April 17, 2006 Meeting Minutes  
The AC **moved, seconded and unanimously adopted the April 17, 2006 Meeting Minutes as is.**
- 2) Review and Adoption of April 24, 2006 Agenda  
One item, Rehabilitation & Human Services, was added to Other Issues. The AC then **moved, seconded and unanimously adopted the April 24, 2006 Agenda with addition.**
- 3) Old Business
  - a) WASC related issues – nothing new to report
  - b) Course Guide N:Drive and web templates – nothing new to report
  - c) Credits for experiential learning – **tabled**
  - d) Course guide reviews:
    - i) Revised Curriculum Action Request form (coversheet)  
Lynne asked what a Stop Out was. Glenn mentioned he saw an old e-mail from Bruce Johnson explaining it was a temporary hold for courses that may, in the future, be revived. Rather than cancel the course, a Stop Out is preferred because if the course was to be offered in the future, it would require less work to revive it as a modification, rather than create a New Course. Michael Nurmi summarized a Stop Out as one step short of a cancellation for a course that had been dead for a while, plus the alpha number could be reserved.

The date line following “Move to Inactive (Stop Out)” was removed. Glenn stated the date at the beginning of this form, Effective Semester / Session, would suffice. Michael added the date the Dean signs the form is further confirmation of the effective date of a Stop Out.

Lisa showed her list of old courses that she was considering Stop Outs. One of those courses, PE110 Track and Field, was last listed in NMC’s 1992 catalog. Glenn said all departments should ensure all of their courses are included in the newest NMC catalog.

The AC then **moved, seconded and unanimously approved the revised Curriculum Action Request form.**

- ii) RH 101
- iii) DT 100
- iv) CT 110            These five course guides were **tabled**.
- v) CT 112
- vi) CT 120

vii) Languages & Humanities cancellations  
Glenn said he was curious to know when each of Michael's classes was last taught. Or, Sam added, to know when each of the classes was last offered (this information could be found in past Schedules of Courses). Glenn asked Michael to gather what information he could and report next week.

Sam asked if the English & Format Reviewer (E&FR) needed to remain on the coversheet. Glenn recommended keeping the same format, but indicating "n/a" in the signature area for the E&FR. There being no further discussion, the AC then **moved, seconded and unanimously approved the Stop Outs of CO 102 Communications for Health Professionals, CO 205 Introduction to Newswriting, EN 035 Technical Report Writing, EN 060 Developmental English, EN 102 English Composition: Research, LN 220 Introduction to Linguistics, and LN 240 TFL / TSL Theory and Methodology.**

viii) CA 101  
Michael explained this was one of the three courses that were on the wrong template last week. There were no questions. The AC **moved, seconded and unanimously approved the modification of CA 101 as is.**

ix) CO 210  
Glenn questioned the readability level of the textbook for CO210. Michael explained he was okay with that level, and did not think a speech course needed a book with a higher readability level. Roxanna stated she hardly used the book while in that class. Michael said if this course was primarily a content course, then the textbook might indeed be an issue. Glenn pointed out the SLO's were missing a #10. Michael will revise and resubmit for next week.

x) EN 093  
It was pointed out that the textbook readability level was higher than the textbook for CO210. There were no further statements or questions. The AC **moved, seconded and unanimously approved the modification of EN 093 as is.**

e) Public Administration degree – **tabled**

f) Faculty Observation form  
Sam and Michael both said they thought it was the consensus at the last meeting that each department would use their own faculty observation form. Glenn thought the AC needed to work toward a generic form. Michael stated his department uses a narrative observation form, and he was uncomfortable with the numbers and ranking style. Glenn added his front page was narrative, his back page was generally narrative, and he himself did not prefer numbers; how can a person justify a score of 3 out of 4? Michael said numbers are believed to be objective, but he felt the opposite, that numbers are subjective. So, Glenn asked if the college would benefit by having a generic faculty observation form. Michael stated there could be more problems, and more questions. Lynne said a generic form would not fit all departments. An informal vote was taken: one person, Lisa, voted for the generic form. She said she did so because the students themselves all complete a generic evaluation form. Michael explained that instructors have the option to add questions. A few AC members were surprised because they were unaware of the choice to add questions. Michael's two examples were: "How did you like the textbook?", and if a particular assignment was helpful. Sam recommended revisiting this issue six months from now. Tee said the college could have a generic form, and have a part for the particular department. Glenn said this issue is "back to status quo."

g) Reading levels for NDU math  
Glenn reminded everyone of last week's discussion - that the English Placement Levels for NDU math classes might be too low. This issue was originally raised by Howard Cole, then Frank Sobolewski. Then Glenn went off into his own mathematical lingo about homonyms, the minus sign being an action, and the correct way to read a negative number. Michael offered his department's help: that Glenn provide him some samples of word problems, and Michael's department incorporating them into their classes. The chair asked for everyone to think on it more because there are several folks who would like some action taken. The AC chair would like more discussion.

4) New Business

a) Course guide reviews

i) EN 071

In the Purpose section, Glenn questioned the phrase "low-beginning level students", and Michael answered he and his department decided on that. Some corrections included: the Purpose paragraph needed to be compared to the D. Catalog Course Description paragraph, NDU should be spelled out, and in F. the "low-beginning" phrase and an incomplete sentence. Michael will revise and resubmit for next week.

ii) EN 094

NDU needed to be spelled out. There were no questions. The AC **moved, seconded and unanimously approved the modification of EN 094 with change.**

iii) CA 102  
The AC **moved, seconded and unanimously approved the modification of CA 102 as it.**

b) Missing catalog entries (i.e., AS in Electrical Installation & Maintenance)  
Glenn informed the AC members that a student thought he had to switch his major from Electrical Installation & Maintenance to another program such as Natural Resources Management. He was told by another office that he could not complete the EI&M degree because it was no longer included in the catalog. Yet, on the back cover of the 2004-2006 Catalog, the EI&M program is listed. It's just not listed **INSIDE** the catalog. Glenn said all departments should ensure allll of their programs are included in publications. This item is **complete**.

5) Other Issues

a) Rehabilitation & Human Services

Tee informed the AC members that she is comparing program requirements with other colleges. RH 101 is intended as a seminar. She is waiting for the book from Ms. Brante. Tee had identified the person to teach RH 101 in this Summer's second session.

Her grant is 100% federally funded at \$125K per year for five years. Her office is busily cranking out purchase orders to buy the needed equipment.

The Rehabilitation & Human Services degree will be a two-year career ladder program, some courses on-campus, and others on-line. The students may continue into a four-year program in the States. So far, Tee has identified other colleges for transferability and they are mostly located in the New England states. She noted that those colleges focus on biology courses, rather than our intended Human Anatomy and Physiology courses. Financial aid will be provided.

Tee also reported her desire to offer seminars on campus for NMC staff and faculty on dealing with people with disabilities, and for high school and college students on careers in Rehabilitation and Human Services here on island, and elsewhere. For the past two years, she, while at the Vocational Rehabilitation Office, had worked with NMC for this program. This item is **complete**.

6) Schedule of next meeting

**Everyone was asked to e-mail their Summer Schedule to Donna for a possible change in day and time for AC meetings.**

Next Monday, May 1<sup>st</sup>, 11:00 am in Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 12:18 pm.

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