

Academic Council

Minutes of August 30, 2007

Date : August 30, 2007

Time : 1:00-3:00pm

Place : BOR Conference Room

Members Present:

Leo Pangelinan, Director, Counseling Programs & Services
 Dr. Debra Cabrera, Instructor, Social Sciences & Fine Arts Representative
 Dr. Michael Reber, Director, School of Education
 Pat Taylor, ~~Acting Chair~~ Representative, Nursing Department
 Lisa HacsKaylo, Institutional Researcher, Office of Institutional Effectiveness
 Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics
 Frank Sobolewski, Instructor, Faculty Senate President
 Mark Haag, Chair, Languages & Humanities

Members Absent:

Larry Lee, Chair, School of Business
 Office of Admissions & Records Representative
 ASNMC Representative

1) Review and Adoption of August 30th, 2007 Agenda

- a) Under Others: to include (d) Role of AC in course assessment, (e) PSS certifications thru CDI, (f) \$2.00 Math fee and (g) online survey
- b) **Action:** Agenda approved with changes

2) Review and Adoption of the March 9, 15, 22 & 29 Meeting Minutes and August 23rd Meeting Minutes

- a) March 9, 2007 Minutes
 - i) discussed grade change policy with a passing grade of 75%.
 - ii) Under 6b, to include ILT director as non-voting member. This has only been discussed and no decision has been made to include ILT Direct as member to AC. The Chair requests for latest version (version 5) of AC by-law for review and further discussion on this issue.
 - iii) Minutes of March 9, 2007 approved with changes.
- b) **Action:** August 23, 2007 Minutes
 - i) Minutes of August 23, 2007 approved with no change

3) Old Business**a) Course Guides Update**

- i) Issue on placement level for English changing to EN 092 or a score of 55 and above on the TOEFL. All course guides will change to EN 092 if they are currently at 093/094 English level. This listening requirement is needed due to communication issues that students have shown in the nursing and business courses. Thus in order to get into EN 101, students must have a score of 55 or better in reading, writing, speaking and listening. Upon request, the chair will send a sample of statement for course guides that need this inclusion.
- ii) Course guides before 2004 should be updated now. There were some course guides for Nursing that were approved. However, the same course guides were found but different. There needs to be a tracking system on course guides.
- iii) **Action:** Motion to insert date and time of most recent draft of all course guides. Motion seconded and approved.

b) Liberal Arts Program Review Update

- i) The Chair will send out the revised 5 column model based on the last meeting. Committee needs to work on the second and third columns.

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- ii) **Action:** The Liberal Arts Program Committee will continue to meet at 1pm on Tuesdays.
 - c) **Gen Ed Assessment Committee Reformation**
 - i) Members are Glenn Keaton, Lisa Lunde, and Tom Colton (volunteered). Need someone from SOB and SSFA. New member is Leo Pangelinan of Counseling. Gen Ed Assessment will meet at 3:00 on Wednesdays probably.
 - d) **Adjunct Instructor Certification** – No new applicants
 - e) **Cyclical Scheduling/Spring & Fall 2008 Calendar**
 - i) We need to come up with the Spring and Fall Schedule. **NOT THE DATE.** Need to meet to come up with cyclical schedules so that we don't have to come up with so many schedule changes. SOE Director needs two weeks to send their schedule to the Chair. AC will meet in two weeks for this issue only. Doing this now will allow programs to see what other courses they need to fulfill student needs better. We also will have ample time to get rooms available, etc. Hopefully, we will have more rooms available by next semester (bldgs. Q & M).
 - ii) Issues regarding 6wk vs 9wk math course were brought about through student summer evaluations. The issue here is how registration is set up where faculty have to be here at least 2 weeks before Spring and Fall for registration. The Chair can find out from PSS how they schedule their classes.
 - iii) **Action:** Chair will call meeting in two weeks for class schedules only. Send whatever you have done so far on scheduling of courses to Chair and Joyce to lock in rooms.
- 4) **New Business**
- a) **“10 Questions” update – distributed yes?**
 - i) Adjuncts are supposed to answer questions passed out before registration week by Frank. **Action:** The Chair will send the cleaned-up version of this for final review next week.
 - b) **Certification for Online Academic Council Proposal**
 - i) Who and how will do the training for online instructors since Maryann will no longer be here. With the proposed policy, the college will be obligated to hire such to meet this requirement.
 - ii) Suggestion to have “BOR” in front of Policy in second line. “The wording of **BOR** policy should state: “In order ...”. Procedure can be obtained from Maryann.
 - iii) **Action:** Proposal approved with changes.
 - c) **Waiving Math Placement Exam Proposal**
 - i) The Chair for SMH&A that students are coming in requesting to take MA 090 without taking the math placement test and this is why the proposal to amend the current policy is needed. Even if students challenge a course, they cannot enroll at the next level because registration and add/drop is over. Thus, student will have to register the following semester for the next higher math if they were to pass the challenge exam.
 - ii) Students stop in the middle of the semester and come back to take the placement exam. During registration, those who missed scheduled testing dates want to take one but department does not have manpower to do it on demand.
 - iii) Online testing is a possible an option. It was recommended that the math department do a research on this option. In the meantime, the proposal is tabled until research is completed.
 - iv) **Action:** Proposal tabled until further research is done on online testing.

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- d) **Nursing IDP change Proposal**
 - i) Nursing changed their IDP to meet prerequisites for other courses.
 - ii) Change BI 252 under 2nd semester to **BI 251**.
 - iii) **1st semester:**
 - (1) Biology prereq for Anatomy, Chemistry prereq for Micro-Biology, English & Algebra prereq for all, and MA132 placement for Chemistry
 - iv) **2nd Semester**
 - (1) Made it so that full-time status is possible to meet PELL and/or Scholarship requirements.
 - v) The only negative impact with this is that students may have to take classes two summers in a row. Total number of credits for the IDP still remains the same at 89.
 - vi) **Action:** IDP for AS in Nursing approved with changes
 - e) **Monthly Reports**
 - i) Reminder that monthly reports are due the 10th of each month. For Summer, if you did report for July & August combined for Summer that's fine.
 - f) **10-66/Annual Reports**
 - i) If you did your 10-66 up until August and turn it in on September 7th, then you're good for the whole semester. 10-66 reports are **due on September 7th, 2007**. The Annual Report is also due. **Deadlines for all reports are on the "N" drive.**
 - g) **Telephone Etiquette Training**
 - i) Answer phones nicely.
 - ii) FYI, there may be training in the future on this.
- 5) **Other Issues**
- a) **Academic BOR Policies & Procedures Committee Update**
 - i) Chair has not done anything yet.
 - b) **FY 2008 Budget**
 - i) FYI...total request fro FY 2008 budget is approximately \$944,000. This is before program specific accreditation for Nursing, and SOE. Now it's up to \$946,000, close to \$1m. When you meet with PBEC next week, you must justify your budget request.
 - ii) The funding for work-study under PELL is enough for only 28 students. Departments can request to fund work-study under their budget if they need. Must be justified through PBEC.
 - c) **Book Orders for Spring**
 - i) Everyone received e-mail from Bernie Sablan, Bookstore Manager on deadline for Spring 2008 book order.
 - (1) Pearson is sending wrong books before instructors know about it.
 - (2) Need to follow-up on book orders even when we have placed the orders.
 - (3) Further discussions and ideas on this subject. Inventory an issue.
 - (4) **Book orders due by September 15th, 2007 for Spring Semester.**
 - ii) **Action:** ~~Dr. Reber will come up with a proposal on how to better address book order problems.~~ Dr. Reber stated that PBEC said they would come up with a proposal on how to better address book order problems.
 - d) **Role of AC in course assessment**
 - i) Academic council reviews course level assessment, **NOT PROAC**. The departments are responsible for course level assessment before going to Academic Council. For program assessment – the first 3 columns of the 5 column model should go directly to PROAC while the first 3 columns of the 5 column model should go directly to AC for courses.

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- ii) Require at least two staff, instructors and/or students to do course assessment. This will ensure dialogue. Also we will have better communication between Tinian and Rota sites by including any courses taught on those sites.
- iii) Set up schedule of when course level assessment should be done. No action will be taken at this time but it will be required for next meeting under old business.
- iv) **Actions needed for next meeting:**
 - (1) The 5 column model must also be approved by Academic Council before anything else.
 - (2) Require at least two staff, faculty or student (more than one) to participate in course assessment.
 - (3) Set up schedule of course level assessment
- e) **PSS Teacher Certifications thru CDI**
 - i) Process to get into the program needs to be clear. Individuals going into the certification process are not well informed on how to go about this.
 - ii) **Action:** The Chair will explain situation to PSS HR personnel and will have admissions packages, procedures, etc. available for them. Frank also can be of assistance in interpreting PI transcripts.
- f) **\$2.00 Math Fee**
 - i) This fee was shot down by PBEC. Placement results must be in Power Campus.
 - ii) It was suggested to have department enter data into PC. Online testing was also an option.
- g) **Online Survey**
 - i) Registration surveys have been modified and will be done on flashlight (online). Instructions will be given to instructions to distribute to students on how to do the survey. Everyone's help is appreciated in getting this information to assist us better our registration process.

Meeting adjourned at approximately 3:00pm.