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# Academic Council Meeting Minutes

Friday, February 17, 2017

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## Call to order

A regular meeting of the Academic Council was held at 9:00am in Building K-2 on February 17, 2017.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Barbara “Bobby” Hunter, Beylul Solomon, Chavel Green, Ermelinda Oneto, Jesse Pangelinan, Joan Torres, Kathleen Winkfield, Lisa Lunde, Roger Croft, Timothy Baker, Velma Deleon Guerrero, and Zerlyn Taimanao.

Non-voting members in attendance included Jacqueline Che, Lisa Hacskaylo, Barbara “Dean Bobbi” Merfalen, Thomas Sharts, and Jennifer Wilson

The meeting was called to order at 9:06am.

## Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A motion to amend the agenda was made by Kathleen Winkfield to add “Change to NDU PLO outcomes” under “New Business.” However, this was tabled until the next council meeting on March 3rd. A motion to adopt the agenda was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the February 3rd meeting was presented to the council by Ajani Burrell. A correction was made to the minutes under *Announcements* (e), indicating that the summary sheet for the Guide to Preparing Course Guides is still being created, thus a final document would not be presented. A motion to adopt the minutes with changes was made by Tim Baker. The minutes were adopted unanimously.

## Announcements

- a. AC Members Reporting
  - i. Ajani Burrell reminded the council that they are liaisons for their respective departments. Thus, if there is pertinent information shared in Academic Council meetings, council members should share it with their departments.
- b. Course Catalogue Descriptions
  - i. Ajani Burrell indicated that Course Catalog descriptions in course guides need to include the semester in which the course will be offered.
- c. Guide to Preparing Course Guides & Bylaws
  - i. Ajani Burrell shared the final versions of the GPCG and AC bylaws with the council. All changes made to the bylaws were based on what was discussed during a previous Academic Council meeting.

- ii. The LFRS will help to develop a template for the course guides based on the council's modifications. Dean Bobbi reiterated that all new courses and new programs will come through the dean's office prior to being routed to the council. Any other reviews or changes will come directly to the council from the departments.
- iii. Jacqueline Che will add Ajani Burrell to the upcoming College Hour so he can discuss what changes have been made to course guide procedures.

## **Old Business**

- a. Action Proposal: Form a committee to review prerequisite policy and protocol at the college.
  - i. Timothy Baker led the discussion on re-visiting prerequisites for courses. He stated that some of the prerequisites seem to be haphazard and that it was worth examining whether they are appropriate for the courses. Discussion centered on whether there is documentation of how prerequisites are determined. Lisa Hacksaylo volunteered to work with OAR to help gather prerequisite data. Tim Baker made motion to create panel to review prerequisites. The motion was adopted with one abstention from Alfredo De Torres. Tim Baker will take on finding members for the panel.
- b. Program Review & Course Assessment
  - i. Ajani Burrell met with Dean Bobbi, Jacqueline Che, and Lisa Hacksaylo to discuss who is responsible for course guide assessments. It was determined that the Academic Council has always been responsible for course assessments, whereas PROAC is responsible for program assessments. Historically, there was a staggered course assessment/review, but it hasn't happened for several years due to various reasons. Additionally, Dean Bobbi reported that historically the program made the determination of which course will be assessed by the Academic Council; however a new and more efficient method is needed. She will share the staggered course guide assessment with Ajani Burrell. The Academic Council will work on developing a system that will be implemented by fall 2017.

## **New Business**

- a. Summer 2017 Schedule
  - i. Ajani Burrell shared the schedule for summer 2017 via email several days prior to the AC meeting. The summer will have two sessions – 8 weeks

and 6 weeks. Dean Bobbi indicated that faculty can volunteer to add classes if there is a need for it and can suggest the length of time the class will need to run. In addition, she asked that faculty look at the course sections that say “Staff” and consider signing up for them if they are willing.

- ii. Minor spelling changes were made to the document. Tim Baker made a motion to adopt with changes. The motion was adopted unanimously.

b. Roberts Rules of Order

- i. Ajani Burrell handed out the parliamentary procedure for meetings. Tim Baker made a motion to table discussions on Robert’s Rules of Order until discussions needed to be had since the meetings have been running smoothly thus far. The motion carried.

c. Electronic Repository of Course Guides

- i. Ajani Burrell met with Dean Bobbi to determine whether there was an electronic repository for previously approved course guides. It was determined that there are hard copies but not electronic versions at the moment. Ajani made motion to create electronic repository for course guides and IDPs. The motion was adopted unanimously. Beylul Solomon volunteered to get electronic copies of course guides.

d. Course Guides and Individualized Degree Plans for Review

- i. No course guides or IDPs were brought forth for review

**Adjournment**

The meeting was adjourned at 10:25 am.

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Beylul Solomon	March 3, 2017
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Secretary	Date of approval
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