
Academic Council Meeting Minutes

Friday, February 3, 2017

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building K-2 on February 3, 2017.

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

Voting members not in attendance included Barbara “Bobby” Hunter (Proxy = Chavel Green) and Zerlyn Taimanao (proxy = Velma Deleon Guerrero).

Meeting was called to order at 9:00am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A motion to amend the agenda was made by Velma Deleon Guerrero to include an announcement on Carnegie Pathways by Kathleen Winkfield under Announcements (g). A motion to adopt the agenda was made by Jesse Pangelinan. The agenda was adopted unanimously.

The minutes from the January 20th meeting was presented to the council by Ajani Burrell. A motion to adopt the minutes was made. The minutes were adopted unanimously.

Announcements

- a. Report on meetings regarding college-wide curriculum review matters.
 - a. Ajani Burrell announced that there is a need to have staggered course assessments. Although courses are assessed on Form 1's, the process is unclear. He will be meeting with the relevant parties in administration to clarify the process.
- b. Vice Chair
 - a. Tim Baker accepted nomination to be vice-chair
- c. Three Semester Commitments
 - a. The current Academic Council members that have volunteered for 3 semester commitments to the Academic Council are Ajani Burrell, Beylul Solomon, Chavel Green (for Distance Learning), Jesse Pangelinan, and Lisa Lunde.
- d. Minutes Review Tracker
 - a. Ajani Burrell created a *Minutes Review Tracker* on the shared drive. Minutes will be uploaded to the shared drive one week before the meeting and people should initial on the review tracker once they have reviewed the minutes.
- e. Bylaws status update and GPCG status update
 - a. Ajani Burrell is working on a summary document and will have final document in the next few weeks with the changes that were discussed in the previous meeting. However, there are still items that need to be discussed (i.e. substantive and non-substantive changes) and course guides content.
- f. Non-voting members

- a. All non-voting members have now been invited to attend Academic Council meetings as of February 3rd, 2017.
- g. Carnegie Pathways
 - a. Kathy Winkfield reported on her recent attendance to a Carnegie Pathways workshop which promotes courses that can help students complete NDU math courses in a year (<http://cf-wordpress-pathways.appspot.com/>). Carnegie Pathways applies math problems to real-life situations. This is relevant for NMC since students placing in NDU math courses have been taking several years to complete their NDU math courses. Discussion centered on how NMC can support this effort such as providing summer refresher courses and placing tutoring requirements on students who are struggling. Ajani Burrell suggested the formation of an Academic Council sub-committee that can examine this proposal.

Old Business

- a. Substantive vs. Non-substantive changes in NMC Course Guides
 - a. After a lengthy discussion, it was agreed by the council that any changes to Instructional goals, Student Learning Outcomes, Catalogue Course Description, Pre-requisites, Credits, Contact hours, Cost/funding, and more than 25% change to a Course Outline are considered substantive changes and must come to the Academic Council for review. All other changes are non-substantive and will be submitted to the chair of the Academic Council for informational purposes. The chair will share what those changes were at the following Academic Council meeting. A motion was made by Tim Baker to adopt this guideline and it was adopted unanimously.
- b. Review of Course Guide Elements
 - a. A discussion was brought forth by Ajani Burrell with regards to the inconsistencies between the approved *Guide to Preparing Course Guides(2005) (GPCG)* and the current course guides that are being used in the institution. Specifically *Method of Evaluation*, *Course Activities & Design*, and *Assessment Measures* were no longer consistent with the approved GPCG. Discussion centered on whether changes needed to be made to the GPCG or the course guides moving forward. For example, Method of Evaluation needs to have more than the GPA scale and should include other indicators of student cognitive and psychomotor competencies on the subject. After much discussion, a motion was made by Chavel Green to stay consistent with the GPCG descriptions for Methods of Evaluation and Course Activities & Design. However, Assessment Measures should be renamed to Assessment Measures for Student Learning Outcomes on all course guides to clarify what is being assessed. The motion was adopted unanimously.
- c. Business/Plans for Spring 2017 Semester
 - a. Ajani Burrell opened the discussion on additional responsibilities the Academic Council would like to take on for the Spring 2017 semester.
 - i. Tim Baker requested to create a sub-committee that would review procedures for prerequisites. This item will be placed under “New Business” for the February 17th Academic Council meeting.
 - ii. A suggestion was made by Ajani Burrell whether the Academic Council would initiate a Math NDU review panel; however, a consensus was not reached.
 - iii. Additional discussion was tabled until the next meeting

New Business

- a. Roberts Rules of Order
 - a. A motion was made by Tim Baker to table discussion until the next Academic Council meeting on February 17, 2017. The motion was adopted unanimously.
- b. Electronic Repository of Course Guides
 - a. A motion was made by Tim Baker to table discussion until the next Academic Council meeting on February 17, 2017. The motion was adopted unanimously.
- c. Course Guides and Individualized Degree Plans for Review
 - a. No course guides or IDPs were brought forth for review.

Adjournment

The meeting was adjourned at 10:58 am.

Beylul Solomon	February 17, 2017
Secretary	Date of approval

Please indicate with an "X" if you have reviewed the minutes

Voting Member	Reviewed Minutes
Alfredo De Torres	
Barbara Hunter	
Beylul Solomon	X
Chavel Green	
Ermelinda Oneto	
Jesse Joe Tudela Pangelinan	
Joan Torres	X
Kathleen Winkfield	X
Lisa Lunde	X
Roger Croft	X
Timothy Baker	
Velma Deleon Guerrero	
Zerlyn Taimanao	