
Academic Council Meeting Minutes

Friday, March 31, 2017

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-1 on March 31, 2017.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Beylul Solomon, Ermelinda Oneto, Jesse Pangelinan, Kathy Winkfield, Lisa Lunde, Timothy Baker, Velma Deleon Guerrero, and William Hunter.

Voting members not in attendance included Barbara “Bobby” Hunter, Joan Torres (proxy = Kyanna Tenorio), Roger Croft, and Zerlyn Taimanao (proxy = Velma Deleon Guerrero).

Non-voting member in attendance: Jennifer Wilson, Jacqueline Che, and Lisa HacsKaylo .

Others in attendance: Brady Hammond

Meeting was called to order at 9:05 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A motion to amend the agenda was made by Brady Hammond to change the course guide for Korean 101 from “modified” to “new” under *Course Guides and Individualized Degree Plans for Review* and a correction under *New Business* (a) to state that the number of S. Korean tourists were “increasing” rather than “large”. A motion to adopt the agenda with changes was made by Velma Deleon Guerrero. The agenda was adopted unanimously.

The minutes from the March 17th meeting was presented to the council by Ajani Burrell. Changes to the minutes included a correction of spelling of the Nichols & Nichols handbook under *Program Review & Course Assessment* section under *Old Business*. A motion to adopt the minutes with changes was made by Beylul Solomon. The minutes were adopted unanimously.

Announcements

- a. Change of Distance Education Learning Academic Council Representative
 - a. An announcement was made by Ajani Burrell that the Coordinator for Distance Education Learning, William Hunter, had joined the council for the first time, thereby replacing Chavel Green. Council members welcomed William to the group.

Old Business

- a. Program Review & Course Assessment
 - a. Ajani Burrell stated that documents regarding the course assessment process have not yet been secured, thus discussion on this topic was tabled again for a future meeting. He has reconfirmed with Dean Bobbi that the Nichols and Nichols handbook has been ordered since that will be the resource that the Academic Council will use in addition to the

Pathway B report of May 2014 that Brady Hammond recommended in the March 17th Academic Council meeting. Ajani also reiterated that April 14th is the deadline for course guides to be submitted for consideration for the last Academic Council meeting being held on April 28th.

- b. Electronic Repository of Course Guides
 - i. Beylul Solomon followed up with an email to request department chairs to send course guides, however, no new course guides have been received.

New Business

a. Course Guides and Individualized Degree Plans for Review

- a. Introduction to Korean (KR101) – The course guide for KR101 was brought back for discussion by Brady Hammond. Changes to the course guide include: adding prerequisites under *Catalogue Description*, adding a 10th SLO that addresses Korean culture, and removing the word “aspect” from *Course Outline 4.0*, and some formatting changes. Timothy Baker made a motion to adopt with changes. The motion was adopted unanimously.
 - i. Further discussion centered on whether changes should be inputted prior to it coming back to Academic Council. Brady Hammond stated that there should be records of the recommendations that should be submitted with the course guides when given to the dean. He also recommended that the Council create a discrete document that has a list of the changes for the course guides, including justifications as to why the changes were made. Ajani Burrell will put it on the agenda for the next meeting to discuss how Academic Council will handle this.
- b. Beginning Volleyball (PE 126) – The course guide for PE 126 was presented by Lisa Lunde. Changes made to the course guide include: formatting changes and the removal of *Course Outline 7.0* (“*A diet for good health and fitness*”), a change to SLO 1 to become two separate SLOs, the removal of SLO 4, and the removal of *Instructional Goal 4.0* relating to self-esteem since that is not a measurable outcome.
 - i. A motion to approve the course guide with changes was made by Alfredo De Torres. The motion was adopted unanimously.
- c. Baseball and Softball Skills (PE 128) – The course guide for PE 128 was presented by Lisa Lunde. After much discussion, changes to the course guide include: adding hours per week to *Contact Hours*, removing the word “basic and skills” from *Purpose*, removing *Course Outline 2* (“*A Diet for Good Health and Fitness*”), removing “basic defense and offense” from *Instructional Goals 2.0*, formatting changes throughout the course guide, and adding “safety” and removing “health related subjects” from *Course Activities and Design*.
 - i. A motion to adopt with changes was made by Alfredo De Torres. The motion was adopted unanimously.
- d. Physical Fitness (PE 140) – The course guide for PE 140 was presented by Lisa Lunde. Changes to the course guide include adding hours per week to *Contact Hours*, changing the double parentheses in *Method of Evaluation*, adding a formula for calculating

individual target heart rate under *Instructional Goals*, and basic format and grammar changes.

- i. A motion to adopt with changes was made by Tim Baker. The motion was adopted unanimously.
- e. Walk, Jog, or Run (PE 149) – The course guide for PE 149 was presented by Lisa Lunde. Changes to the course guide include: adding hours per week to *Contact Hours*, changing *Course Outline 2.0* to add “walking jogging running” under the header “How to Design an Exercise Program”, make *Course Outline 3.0 (Frequency, Intensity and Duration (Time))* part of *Course Outline 2.0 (How to Design an Aerobic Exercise Program using walking, jogging or running)* and have that become 2.5 of that course outline, and format and grammar changes.
 - i. Tim Baker made a motion to adopt with changes. The motion was adopted unanimously.
- f. Introduction to Literature (LI 150) – The course guide for LI 150 was presented by Jennifer Wilson. Discussion centered on whether changes should be made to prerequisite for LI 150 since students could take LI 150 at the same time as EN 101. The current issue with this system is that students may not be succeeding in both courses since LI 150 is a higher level course than EN 101, thus EN 101 would need to be a prerequisite for LI 150. Changes include adding EN 101 as a prerequisite for LI 150 and placement in EN 202, and adding when the course will be offered under *Course Catalog Description*.
 - i. Ajani Burrell brought up the issue of having the NMC grading system added to the *Method of Evaluation* section of all course guides. This will be added to the agenda for the April 28th meeting to discuss whether it should be removed as a practice.
 - ii. A motion to adopt with changes made by Alfredo De Torres. The motion was adopted unanimously
- g. English Composition I (EN 101) – Due to time constraints, this course guide was tabled until the next meeting.

Adjournment

The meeting was adjourned at 11:02 am.

Beylul Solomon

April 28, 2017

Secretary

Date of approval
