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# Academic Council Meeting Minutes

Friday, March 3, 2017

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## Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-1 on March 3, 2017.

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

Voting members not in attendance included Chavel Green (proxy = Bobby Hunter) and Roger Croft.

Non-voting member in attendance: Lisa Hacskeylo served as proxy for Jacqueline Che.

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 Ajani Burrell to add “Reminders of various trackers” under Announcements (a). A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the February 17<sup>th</sup> meeting was presented to the council by Ajani Burrell. Changes to the minutes include a correction to the date of the meeting and a revision of Timothy Baker’s motion for Robert’s Rules of Order under New Business. A motion to adopt the minutes with changes was made by Timothy Baker. The minutes were adopted unanimously.

## Announcements

- a. Reminder of Various Trackers.
  - a. Ajani Burrell reminded the council to initial the review trackers for *Curricular Reviews* (located in AC Council Shared Folder → Academic Review → Review Tracker → Curricular Reviews) and *Minutes* (located in AC Council Shared Folder → Documents → Minutes Review Tracker) in order to be more efficient in our meetings and have documentation that supports our efforts.
- b. Status of Guide to Preparing Course Guides (GPCG), template, and sample
  - a. The status of the GPCG is in its final version. Jennifer Wilson spent a lot of time editing and finalizing the document. One additional change was brought up during College Hour held on March 1, 2017 to include a timeline for review of existing course guides, which was added. Tim Baker made a motion to add the timeline for review of existing course guides to GPCG. The motion was adopted unanimously.

## Old Business

- a. Program Review & Course Assessment
  - a. Ajani Burrell tabled this item for a future meeting.
- b. Electronic Repository of Course Guides

- a. Beylul Solomon emailed all department heads and administrative assistants to send electronic copies of the course guides for their respective departments in an effort to create an electronic repository for all approved course guides. As of March 3, 2017, the Language & Humanities Department and the School of Education have sent in their course guides.
- c. GPCG at-a-glance
  - a. Ajani Burrell presented a draft outline for the GPCG at-a-glance for feedback on the structure of the document. The council agreed with the structure of the document. Discussions centered on whether payment for working on course guides should be included in the document. Ajani Burrell will make a note on the document that the proposer should speak with the department chair prior to starting work on the course guide to address that concern.

**New Business**

- a. Change(s) to NDU Math PLOs
  - a. Kathy Winkfield presented the updated PLOs for NDU Math. Minor grammatical changes were made to the document. A motion to adopt with changes was made by Beylul Solomon. The motion was adopted unanimously. The PLOs will take effect starting in the summer 2017 semester.
- b. Course Guides and Individualized Degree Plans for Review
  - a. The IDP for an A.A. in Liberal Arts with an emphasis in Social Work was presented by Thomas Sharts. Discussions centered on clarifying why General Education requirements for different Liberal Arts IDPs varied and the need to have them standardized. Thomas Sharts and Velma Deleon Guerrero explained that the General Education courses for this IDP were selected based off a Memorandum of Understanding with the University of Alaska, Fairbanks in order to provide students with more courses that were transferable. They also added that General Education requirements typically vary based on the emphasis of the IDP. Tim Baker added that there should be more flexibility with Gen. Ed. requirements so that students have courses that transfer. Changes to the IDP included changing “Visual Performing Arts” to “Introduction to Art,” adding SO297 to the course sequence, changing SW341 to SW250, and changing “SP101” to “Language.” A motion was made by Tim Baker to adopt with changes. The motion was adopted unanimously. The IDP will take effect starting in the fall 2017 semester.

**Adjournment**

The meeting was adjourned at 10:03 am.

Beylul Solomon	March 17, 2017
Secretary	Date of approval