

---

# Academic Council Meeting Minutes

Friday, September 15, 2017

---

## Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-2 on September 15, 2017.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Barbara “Bobbie” Hunter, Beylul Solomon, Christine Inos, Ermelinda Oneto, James Kline, Kathy Winkfield, Lisa Lunde, Roger Croft, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao.

Voting member not in attendance: Jesse Pangelinan

Guests: Dean Barbara “Bobbi” Merfalen and Mike Babauta

Meeting was called to order at 9:09 am.

## Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A request was made by Bobbie Hunter to add the IDP for B.S. in Business Management under *Course Guides and Individualized Degree Plans for Review*. A motion to adopt the agenda with changes was made by Velma Deleon Guerrero. The agenda was adopted unanimously.

The minutes from the September 1st meeting was presented to the council by Ajani Burrell. A motion to adopt the minutes was made by William Hunter. The minutes were adopted unanimously.

## Announcements

- a. Nominations for Vice Chair of Academic Council: Ajani Burrell asked the council for nominations for the position of Vice Chair of the Academic Council. Beylul Solomon nominated William Hunter and he accepted the nomination. All council members unanimously voted in favor of the nomination.

## Reports

- a. There were no new reports for the meeting.

## Old Business

- a. Fall 2017 Goals, Structure, Housekeeping etc.
  - i. Bookstore book ordering policy: Mike Babauta, NMC Bookstore Manager, was invited to attend the council meeting to discuss the book ordering policy at the bookstore. He reported that the current bookstore policy was that all textbooks had to be on the course guide with the required signatures on the cover page in order for them to be ordered by the bookstore, since the course guide is the official document recognized by the college for courses offered at NMC.
    1. Discussion centered on the need to have open communication between academic departments and the bookstore, especially in instances where the bookstore does not order a textbook. Mike Babauta requested that departments in turn order textbooks conservatively since there is a

- surplus at the store. He will provide an inventory list of all textbooks at the bookstore to all the academic departments after the bookstore ledger closes on Friday, September 22, 2017. Dean Bobbi added that departments need to be mindful of the number of old edition textbooks ordered in order to finish the surplus at the bookstore when new editions are published.
2. Mike Babauta will also request updated course guides every semester from the Dean of APS's office. If courses have multiple sections that require different textbooks, he requested that all books be put under *Supplemental Materials* on the course guide. He also requested that the Guide to Preparing Course Guides modify the language for textbooks to read "Required/Recommended Textbooks" can be changed without Academic Council approval. Furthermore, if changes have been made to a course guide on the last meeting of an Academic Council meeting and they have not had the opportunity to get all required signatures, the bookstore will honor the Academic Council minutes as confirmation of approval and order the books for the course.
  3. The Academic Council (AC) secretary will have the last meeting minutes of each semester posted on the AC Shared Google Drive Folder no later than one week after the last AC meeting of the semester so all council members can review and adopt the minutes electronically.
- ii. Proposal to discuss independent study compensation: This agenda item was tabled since the proposer, Jesse Pangelinan, was not present. However, Ajani Burrell opened the floor for discussion.
    1. Dean Bobbi indicated that there is a procedure in place and printed in the catalog with regards to the process for students registering for independent study.
    2. Velma Deleon Guerrero brought up looking into the historical context as to why professors are not compensated for teaching an independent study course. Ajani Burrell stated that further research on the standard operation procedure at other institutions needs to be done by the proposer and brought back to the council. Dean Bobbi will also ask members of the Western Interstate Commission for Higher Education (WICHE) to share their compensation policies for instructors of independent study and will eventually bring it up for discussion with NMC President, Dr. Carmen Fernandez. Dean Bobbi also added that she would like to be invited to the Academic Council meeting when this proposal will be presented by Jesse Pangelinan and she will bring data on how many independent study courses are offered per semester at NMC
  - iii. Academic Calendar: Velma Deleon Guerrero met with Eric Johnson, Assistant Professor II for Math in the SMHA department, to review the length of class times for Session I and Session II of the academic calendar. They determined that Session I met the required contact hours but will add an additional five (5) minutes to the end of the Session II courses to make it equivalent to the required 8 weeks of contact hours. Eric Johnson recommended that in the following semesters, both sessions should have class instruction end at seven weeks and use the 8<sup>th</sup> week as a week for exams and for transition (i.e. registration, add/drop periods, etc.). Velma Deleon Guerrero clarified that students have been meeting the required contact hours in Session II since NMC historically added 5 minutes to each class for typhoon days.

1. Velma Deleon Guerrero made a motion to adopt the administrative changes to the length and structure for the approved academic calendar starting Spring 2018 for Session I and Session II. The motion was adopted unanimously.
  - iv. Public Records – Minutes: Ajani Burrell spoke with Dean Bobbi with regards to where Academic Council Minutes and approved course guides will be posted. Dean Bobbi stated that all approved course guides will be posted on the NMC website. She will meet with Frankie Eliptico, Dean of Institutional Advancement, to discuss the best route on how to make the minutes accessible and will get back to the council with their decision.
- b. Course Assessment
- i. Ajani Burrell proposed to table this agenda item until the next meeting. Dean Bobbi suggested contacting Rosa Tudela was used to be the chair of the Assessment sub-Committee of the Academic Council in the past, since she may have a course assessment schedule she could share with the council.
- c. Electronic Repository of Course Guides
- i. Beylul Solomon had no new updates to report.

## **New Business**

- a. Course Guide review chain of custody modification – routing for signatures
  - a. Ajani Burrell met with Shirley Blas to determine whether the current process for routing course guides for signatures has been working. The current process has course guides approved by the Academic Council go to the Dean's office without the signatures for final review before being routed. It was determined that none of the approved course guides from the Fall 2018 semester had been routed for signatures. Thus, Dean Bobbi stated that approved course guides should go back to the department after all changes have been made and approved and it falls upon the department to route the course guides for all necessary signatures.
- b. Spring 2018 Schedule
  - a. Dean Bobbi reported that the Spring 2018 course schedule will be sent out to the Academic Council for review, approval, and recommendation by the next council meeting, September 29, 2017.

## **Course Guides and Individualized Degree Plans for Review**

- a. Intermediate Algebra (MA 132) Course Guide: The approved course guide for MA 132 was brought back to the council to discuss the prerequisite indicating instructor's permission can substitute for English and/or Math placement requisite. Ermelinda Oneto indicated that this topic needs to be discussed in further detail since it also affects her degree program. Ajani Burrell tabled this agenda item for further discussion by the council at the next Academic Council Meeting held on September 29, 2017.
- b. College Algebra (MA 161) Course Guide: The approved course guide for MA 161 was brought back to the council to discuss the prerequisite indicating instructor's permission can substitute

for English and/or Math placement scores. Ajani Burrell also tabled this agenda item for further discussion by the council at the next Academic Council Meeting held on September 29, 2017.

- c. IDP for B.S. in Business Management: Barbara Hunter presented the IDP to let the council know that the department would be removing a course requirement (Calculus) and putting it as an elective. Ajani Burrell requested that she send both versions of the IDP to the council for review.

### **Adjournment**

The meeting was adjourned at 11:08 am.

---

Beylul Solomon

---

September 29, 2017

---

Secretary

---

Date of approval

---