
Academic Council Meeting Minutes

Friday, February 9, 2018

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on February 9, 2018.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Barbara “Bobbie” Hunter, Beylul Solomon, Ermelinda Oneto, James Kline, Jesse Pangelinan, Kathy Winkfield, Lisa Lunde, Marji Tarope, William Hunter, and.

Voting member not in attendance: Christine Inos, Velma Deleon Guerrero (Proxy = Kathy Winkfield), and Zerlyn Taimanao (Proxy = William Hunter)

Non-voting member in attendance: Keane Palacios, Lisa Hacskeylo

Guests: Debra Steed.

Meeting was called to order at 9:10 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. Ajani Burrell added Dr. Solomon and Dr. Steed under Announcements (a) and (b), respectively. A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

There were no minutes to review since the AC Secretary (Beylul Solomon) was out on maternity leave.

Announcements

- a. Ajani Burrell welcomed back Beylul Solomon from maternity leave.
- b. Ajani Burrell welcomed Debra Steed to the council meeting and gave her an opportunity to introduce herself to the council. Dr. Steed is the new director for the School of Business.

Reports

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

Old Business

- a. Course Assessment Plan Proposal
 - i. Ajani Burrell presented a draft of the course assessment plan. The plan was developed based on discussions from the Academic Council in the Fall 2017 semester and was based largely on a course level assessment plan from Kapi’olani Community College. Ajani stated that the document will require AC members’ insights and will need to be reviewed and modified to be appropriate

for our institution. He also stated that the draft proposal will be sent out academic units for feedback.

- ii. The council went through each section of the proposal and made the following recommendations or changes:
 1. *Systematic Assessment*. Beylul Solomon suggested minimizing the number of SLOs per course. Lisa HacsKaylo also suggested providing guidelines on the number of SLOs a course should have and how many should be assessed.
 2. *Course Assessment Forms*. Ajani Burrell stated that the Academic Council Form 1 will be renamed to Course Assessment Form (CAF) to avoid confusion between AC Form 1 and PROA Form 1. Keane Palacios added that the institution will be using Watermark (an electronic platform) for assessments in the future which should also help alleviate any confusion.
 3. *Assessment Submission*. William Hunter suggested that the CAF be due at the end of every semester instead of at the end of the academic year. The council agreed and the change was made to the proposal.
 4. *Assessment Review*. The proposal recommended that smaller academic units collaborate with other departments who have limited staff or faculty. Alfredo de Torres suggested that those collaborations should be at the discretion of the academic head, which was added to the proposal.
 - a. Ajani Burrell brought forward the need to have a committee that would periodically review assessment schedules and select a number of CAFs to review. Discussion centered on whether the committee should be solely composed of AC members or a subcommittee composed of one AC member and representatives from each academic unit. James Kline made a motion that AC regularly reviews CAFs done by academic units every year. The motion passed.
 5. *Assessment Design*. AC members reviewed the assessment guidelines and removed Option 3 for SLOs to use different assignments and different assessment rubrics.
 6. *Assessment Guidelines*. James Kline made a motion for Assessment Guideline #3 to be changed from “All SLOs for a course in which more than one section or instructor is scheduled at the time the assessment is scheduled must include data from **all** of the sections AND instructors that semester” to “All SLOs for a course in which more than one section or instructor is scheduled at the time the assessment is scheduled must include data from **a majority** of the sections AND instructors that semester.” The motion passed.
 - iii. Ajani Burrell will finalize all the recommendations made and send a draft of the proposal to Academic Programs & Services to receive feedback within a week.
- b. Proposal to discuss independent study compensation
 - i. This agenda item was tabled.
 - c. MindTap Site License for course(s)
 - i. This agenda item was tabled.

New Business

a. Fall 2018 Schedule

i. This agenda item was tabled.

Course Guides and Individualized Degree Plans for Review

a. There were no course guides or IDPs presented for review to the council.

Adjournment

The meeting was adjourned at 10:59 am.

Beylul Solomon

February 23, 2018

Secretary

Date of approval
