
Academic Council Meeting Minutes

Tuesday, May 15, 2018

Call to order

A special meeting of the Academic Council was held at 8:30am in Building J-1 on May 15, 2018 to address an urgent request from the Dean of Learning and Student Success to review course guides.

Voting members in attendance included Ajani Burrell, Barbara “Bobbie” Hunter, Beylul Solomon, Christine Inos, Ermelinda Oneto, James Kline, Jesse Pangelinan, Marji Tarope, Kathy Winkfield, Lisa Lunde, William Hunter, and Zerlyn Taimanao

Voting members not in attendance: Alfredo De Torres (Proxy = Simon Necesito) and Velma Deleon Guerrero (Proxy = Zerlyn Taimanao)

Guests: Debra Steed and Yunzi Zhang

Meeting was called to order at 8:39 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. Ajani Burrell requested to add the course guides for MG 438 and CE 250 that were tabled from the May 4th meeting under *Course Guides and Individualized Degree Plans for Review*. In addition, a request was made by James Kline to also add Human Behavior and the Social Environment I to *Course Guides and Individualized Degree Plans for Review*. A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the May 4th meetings were presented to the council by Ajani Burrell. A motion to adopt the minutes was made by James Kline. The minutes were adopted unanimously

Announcements

- a. There were no announcements for the meeting.

Reports

- a. There were no reports for the meeting.

Old Business

- a. Independent Study Proposal
 - i. Although this agenda item was tabled, James Kline informed the council that additional information was needed from the Office of Admissions and Records and the Dean of Learning and Student Success to continue with the proposal.

Thus, there was no draft of the proposal to be shared with the council at the present meeting, since that what was stated in the May 4th meeting.

- b. MindTap site license for course(s)
 - i. This agenda item was tabled.

New Business

- a. Procedure No. 4012.1 – Academic Probation and Suspension
 - i. This agenda item was tabled.

- a. Course Assessment Plan supplemental documents and planning
 - i. This agenda item was tabled.

Course Guides and Individualized Degree Plans for Review

- a. Business Law II (MG 438)
 - i. The revised course guide for MG 438 was presented by Debra Steed. The council made the following recommendations: confirm the format for the title of Dean of Learning and Student Success, change English placement level to read EN 202 and math placement level to MA 161, change course offering from Spring to Fall, update entire *Method of Evaluation* section, *Instructional Goals 2.0* needs to be rewritten into two separate goals and have “critical thinking” removed, *Student Learning Outcome 2.0* should say “law” instead of “sources of law”, and remove *Assessment Measures of Student Learning Outcomes 5.0*.
 - ii. A motion to adopt the course guide with changes was made by Bobbie Hunter. The motion was adopted unanimously.

- b. Principles of Entrepreneurship (MG 210)
 - i. The revised course guide for MG 210 was presented by Debra Steed. The council made the following recommendations: remove “Non Business Students” from *Department* section, italicize textbook title, change *Contact Hours* and *Credits* to 3, update *Instructional resources* (i.e. remove VCR), update *Method of Evaluation* section, only capitalize the first letter of the first word under the *Course Outline* and *Assessment Measure for Student Learning Outcomes* sections.
 - ii. A motion to adopt the course guide with changes was made by James Kline. The motion was adopted unanimously

- c. Introduction to Business (MG 231)
 - i. The revised course guide for MG 231 was presented by Debra Steed. The council made the following recommendations: add math placement level under *Catalogue Course Description* and *Course Prerequisites* sections, remove grades and change “cooperation” to “participation” in *Method of Evaluation* section, for

- SLO 2.0 change “discuss” to “identify”, for SLO 8.0 change “discuss” to “summarize”, remove “class participation” from *Assessment Measure for Student Learning Outcomes* section.
- ii. A motion to adopt the course guide with changes was made by James Kline. The motion was adopted unanimously
- d. Marketing Management (MG 323)
- i. The revised course guide for MG 323 was presented by Debra Steed. The council made the following recommendations: update *Instructional resources* section (i.e. change VCR to media), update *Method of Evaluation* section, break SLO 2.0 and 3.0 in to two different SLOs, and remove “Class Participation” from *Assessment Measure for Student Learning Outcomes* section.
 - ii. A motion to adopt the course guide with changes was made by James Kline. The motion was adopted unanimously.
- e. Introduction to Project Management (MG 405)
- i. The revised course guide for MG 405 was presented by Debra Steed. The council made the following recommendations: spell out the degree name (BSBM), edit citation for the textbook and readability level using Flesch-Kincaid or Fry Readability Level, update *Method of Evaluation* section, remove 2.0 and 13.0 from *Instructional Goals* section, and remove “Class Participation” from *Assessment Measure for Student Learning Outcomes* section.
 - ii. A motion to adopt the course guide with changes was made by James Kline. The motion was adopted unanimously.
- f. Cooperative Education (CE 400)
- i. The revised course guide for CE 400 was presented by Debra Steed. The council made the following recommendations: update *Estimated Cost of Course* to include one credit per group for practicum supervisors, remove grades from *Method of Evaluation* section, revise *Course Outline* section to reflect topics rather than schedule of events, edit *Instructional Goals* statement to read “This course will introduce students to:”, and remove “Class Participation” from *Assessment Measure for Student Learning Outcomes* section.
 - ii. A motion to adopt the course guide with changes was made by Beylul Solomon. The motion was adopted unanimously.
- g. Spreadsheet Applications (CS 150)
- i. The revised course guide for CS 150 was presented by Yunzi Zhang. The council made the following recommendations: remove year from Microsoft Excel under *Purpose* and *Catalogue Course Description* sections, remove lab information from *Contact Hours* section, remove “Instructor’s computer system and software” from *Instructional Resources* section, and update *Method of Evaluation* section.
 - ii. A motion to adopt the course guide with changes was made by James Kline. The motion was adopted unanimously.
- h. Principles of Macroeconomics (EC 211)
- i. The revised course guide for EC 211 was presented by Yunzi Zhang. The council made the following recommendations: remove PLOS from *Reason for Initiating* on cover page, remove “Instructor’s computer system and software” from *Instructional Resources* section, rewrite all *SLOs* and *Course Outline*, remove PLOs, and remove “Class Participation” from *Assessment Measure for Student Learning Outcomes* section.

- ii. Ajani Burrell stated that the council could not vote on the course guide as presented since it requires major revisions. Thus, the proposer will need to make the changes and bring it back to the council. Voting will take place via email.
- i. Principles of Microeconomics (EC 212)
 - i. The revised course guide for EC 212 was presented by Yunzi Zhang. The council made the following recommendations: remove “Instructor’s computer system and software” from *Instructional Resources* section, update *Method of Evaluation* section, rewrite all *SLOs* and *Course Outline*, and remove “Class Participation” from *Assessment Measure for Student Learning Outcomes* section.
 - ii. Ajani Burrell stated that the council could not vote on the course guide as presented since it requires major revisions. Thus, the proposer will need to make the changes and bring it back to the council. Voting will take place via email.
 - j. Introduction to Travel and Tourism (TS 101)
 - i. The revised course guide for TS 101 was presented by Yunzi Zhang. The council made the following recommendations: remove that it is offered in Spring since it is only offered in the Fall semester, update *Method of Evaluation* section, remove “instructor’s laptop” from *Instructional resources* section, change *SLOs* to action verbs (i.e. remove “understand”), remove “Attendance” and “Class Participation” from *Assessment Measure for Student Learning Outcomes* section.
 - ii. A motion to adopt the course guide with changes was made by Beylul Solomon. The motion was adopted unanimously.
 - k. Introduction to the Hospitality Industry (TS 103)
 - i. The revised course guide for TS 103 was presented by Yunzi Zhang. The council made the following recommendations: remove that it is offered in Spring since it is only offered in the Fall semester, update *Method of Evaluation* section, rewrite *Course Outline* to reflect course topics and not chapter titles of the textbook, change *SLO 6.0* to action verb, remove “Attendance” and “Class Participation” from *Assessment Measure for Student Learning Outcomes* section.
 - ii. A motion to adopt the course guide with changes was made by William Hunter. The motion was adopted unanimously.
 - l. Courtesy and Guest Relations (TS 182)
 - i. The revised course guide for TS 182 was presented by Yunzi Zhang. The council made the following recommendations: update readability level using Flesch-Kincaid or Fry Readability Level, add “at the discretion of the Director of the School of Business” to the *Course Prerequisites* section, update *Method of Evaluation* section, change *SLOs* that begin with the word “Understand” to action verbs, change *SLO 5.0* from “Develop” to “Explain....with a talent for service,” change *SLO 6.0* to “create service delivery systems” and delete the rest, remove “Class Participation” from *Assessment Measure for Student Learning Outcomes* section.
 - ii. A motion to adopt the course guide with changes was made by Beylul Solomon. The motion was adopted unanimously.
 - m. Introduction to Food and Beverage Management (TS 185)
 - i. The revised course guide for TS 185 was presented by Yunzi Zhang. The council made the following recommendations: update *Method of Evaluation* section, remove “instructor’s laptop” from *Instructional resources* section, change *SLOs*

that begin with the word “Understand” to action verbs, and remove “Attendance” and “Class Participation” from *Assessment Measure for Student Learning Outcomes* section. The council also recommended bringing back the course guide at a future date to change the *Course Outline* section since it is currently using chapter titles from the textbook as the format.

- ii. A motion to adopt the course guide with changes was made by James Kline. The motion was adopted unanimously.
- n. Practicum Internship Training I (TS 288)
- i. The revised course guide for TS 288 was presented by Yunzi Zhang. The council made the following recommendations: update the title of the course from “Work Experience in the Hospitality Industry” to “Practicum Internship Training I,” update *Method of Evaluation* section, add mileage for NMC Supervisor under *Cost to the College* section, update *Instructional Goals* to reflect what will be taught rather than schedule of events and requirements for the course, remove SLO 7.0, and remove “Attendance” from *Assessment Measure for Student Learning Outcomes* section.
 - ii. Ajani Burrell stated that the council could not vote on the course guide as presented since it requires major revisions. Thus, the proposer will need to make the changes and bring it back to the council. Voting will take place via email.
- o. IDP AS Fire Science Technology
- i. The revised IDP for the A.S. in Fire Science Technology was presented by Zerlyn Taimanao. She stated that the IDP was an existing degree program from 1997 that was being brought back since it was more applicable for the fire department and also involved less than a 50% change.
 - ii. James Kline requested adding Abnormal Psychology as an additional option for the General Education Psychology requirement. A request was also made to change “Academic Programs and Services” to “Learning and Student Success” on the signature line.
 - iii. A motion to adopt with changes was made by Beylul Solomon. The motion was adopted unanimously.
- p. Introduction to Cooperative Education (CE 250)
- i. The revised course guide for CE 250 was presented by Yunzi Zhang. The council made the following recommendations: change the readability level using the Flesch-Kincaid or Fry Readability Level under *Required/Recommended Textbook(s) and Related Materials* section, add math placement level to *Course Prerequisite(s)* and *Catalogue Description* sections, and revise the entire *Course Outline* section to reflect topics for the course and not chapter titles of a textbook.
 - ii. Ajani Burrell stated that the council could not vote on the course guide as presented since it requires major revisions. Thus, the proposer will need to make the changes and bring it back to the council. Voting will take place via email.
- q. Capstone Major Project (MG 440)
- ii. The revised course guide for MG 440 was presented by Bobbie Hunter. She stated that they were adding a \$15.00 lab fee for an exit exam (in addition to the simulation fee that they already have to pay) for the capstone course.
 - iii. The council made the following recommendations: update the *Student Learning Outcomes* section, remove the textbook and add online materials with citations under the *Required/Recommended Textbook* section, remove mileage and credit for supervisor under *Cost to the College* section, and make changes to the *Course*

Outline. Discussion also centered on whether the new lab feed needs to go the Board of Regents for approval.

- iv. Bobbie Hunter will work on the suggested edits and bring the course guide back to the council at a future meeting.

- r. Introduction to Cooperative Education (CE 250)
 - i. The revised course guide for CE 250 was presented by Yunzi Zhang. The council made the following recommendations: change the readability level using the Flesch-Kincaid or Fry Readability Level, add math placement level to the *Course Prerequisites* section, and change *Course Outline* to reflect course topics (not chapter titles of the textbook).
 - ii. Ajani Burrell stated that the council could not vote on the course guide as presented since it requires major revisions. Thus, the proposer will need to make the changes and bring it back to the council. Voting will take place via email.

- s. Human Behavior and Social Environment I (SW 250)
 - i. The new course guide for SW 250 was presented by James Kline. The council made the following recommendations: remove reference to University of Guam under *Reason for initiating, revising, or canceling, Catalogue Course Description, and Degree or Certificate Requirements Met by Course, Instructional Goals* sections, update *Required/Recommended Textbooks* section and change the readability level using the Flesch-Kincaid or Fry Readability Level, add when course is offered under *Catalogue Course Description*, check Prerequisites (SW200), remove grading system under *Method of Evaluation*, and rewrite *Student Learning Outcomes*.
 - ii. Ajani Burrell stated that the council could not vote on the course guide as presented since it requires major revisions. Thus, the proposer will need to make the changes and bring it back to the council at a future date.

Adjournment

The meeting was adjourned at 11:46 am.

Beylul Solomon

August 31, 2018

Secretary

Date of approval
