
Academic Council Meeting Minutes

Friday, June 7, 2019

Call to order

A regular meeting of the Academic Council was held at 9:00am in Room V-205 on Friday, June 7th, 2019.

Voting members in attendance included Ajani Burrell, Barbara “Bobbie” Hunter, Beylul Solomon, James Kline, Jesse Pangelinan, Lisa Lunde, and William Hunter.

Voting members not in attendance: Alfredo De Torres, Christine Inos, Johnny Aldan, Kathy Winkfield (Proxy = Lisa Lunde), Marji Tarope, Velma Deleon Guerrero (Proxy = Lisa Lunde), and Zerlyn Taimanao.

Meeting was called to order at 9:10 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A motion to adopt the agenda was made by Beylul Solomon. The motion was adopted unanimously.

The minutes from the May 24th, 2019 meeting were 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. Staff liaison visit from WSCUC (06/19 – 06/20)
 - a. Ajani Burrell announced that there will be a visit from WSCUC and that the person will want to meet with the Academic Council during that visit.
 - i. William Hunter stated that a short agenda was presented to LSS leadership at a meeting held on June 6th, 2019 and it stated that the liaison was only scheduled to meet with faculty not the council, however, it might be subject to change.
 - b. Strategic planning summit (06/25-06/27)
 - i. Ajani Burrell announced that the institution will be having a strategic planning and accreditation summit from June 25th – June 27th where all staff and faculty will be required to attend.

Reports

- a. None

Old Business

- a. Course Assessment Plan supplemental documents and planning
 - a. Ajani Burrell reported that members of the council were able to meet with LSS leadership and VP Cindy on June 5th, 2019. The conclusions from that meeting were as follows: everyone will need to have a clear curriculum map that maps the

GELOs to PLOs to SLOs. After that happens, then we can begin course assessment. Thus, academic units will take Fall 2019 to fully map their curriculum map and the council will begin implementation of the CAP in Spring 2020. Thus, we will use Spring 2020 to schedule out the plan and then begin assessment in Fall 2020.

- b. Ajani Burrell also added that there was discussion that since the General Education Assessment cycle is 3 years, the council should modify the course assessment cycle to 6 years instead of 5 years so that they both align.
- c. Ajani Burrell will email LSS leadership with a summary of the meeting including the timeline for deliverables. In addition, he will send an email reminder in Fall 2019 to finalize the curriculum map. Then AC can finish the final documents and the mechanism that will be used for collection and review of evidence pieces (i.e. WaterMark). Finally, in the Spring 2020 semester, Ajani will send another email reminder to complete the next phase of completing the schedules for assessments.

b. Self-Study

- a. Ajani Burrell stated that the task for the meeting today is to finalize the list of components for the self-study based on the last AC meeting minutes. He recommended having at least 3 people in each subcommittee and limiting the list of components to 5-6 sections.
- b. The following recommendations were made which resulted in 4 sections: 1) combine membership & organization into one section, 2) governance & responsibilities into one section, 3) procedures (how we do what we do what internally, how we conduct the meetings, etc.), and 4) professionalism/integrity (i.e. the body – are we open? Are we transparent? Are we communicating? As well as are individual members coming to meetings and/or finding proxies?, etc.). Finally, it was recommended to remove assessment and evaluation and bylaws from the self-study.
- c. In the first meeting of the fall semester, Ajani will assign people to subcommittees since AC membership is subject to change at the beginning of the semester.

New Business

- a. None.

Course Guides and Individualized Degree Plans for Review

- a. Instructional Strategies and Classroom Management (ED 351)
 - a. The course guide for ED 351 was presented by Beylul Solomon. The council made the following recommendations: revise *Purpose* to fully capture the purpose of the course rather than having it be a description of the course, change the header from ED 493 to ED 351, delete the word “Granted” from Provisional Teacher Candidacy under *Catalogue Course Description*, change SLO 6.0 to read “Apply

- positive discipline methods...” instead of “Demonstrate an understanding and application....”
- b. A motion to adopt with changes was made by Jesse Pangelinan. The motion was adopted unanimously.
 - b. Multicultural Foundations (ED 282)
 - a. The course guide for ED 282 was presented by Beylul Solomon. The council made the following recommendations: clarify whether ED 211 is prerequisite or can be taken concurrently since it currently states it both ways; clarify whether SLO 2.0 should say “standards-based” or “standard-based”;
 - b. A motion to adopt with changes was made by Lisa Lunde. The motion was adopted unanimously.
 - c. Introduction to Teaching (ED 211)
 - a. The course guide for ED 211 was presented by Beylul Solomon.
 - b. A motion to adopt the course guide was made by Jesse Pangelinan. The motion was adopted unanimously.
 - d. Beginning Beach Volleyball (PE 127)
 - a. The course guide for PE 127 was presented by Denise Myers. The council made the following recommendations: Revise *Purpose* to indicate why the course is being created, delete “2hr/week” under *Contact Hours*, delete “attendance/participation” under *Assessment Measures for Student Learning Outcomes*.
 - b. A motion to adopt with changes was made by Beylul Solomon. The motion was adopted unanimously.
 - e. Introduction to Coaching (PE 229)
 - a. The course guide for PE 229 was presented by Denise Myers. The council made the following recommendations: Revise section on *Reasons for initiating*, move “shadowing” and include online component to “Other” under *Contact Hours*, change MA Placement Level to MA091, add “in the sports setting” to Instructional Goals 3.0 and SLO 3.0
 - b. A motion to adopt with changes was made by James Kline. The motion was adopted unanimously.
 - f. Human Services Fieldwork I (RH 330)
 - a. The course guide for RH 330 was presented by Jesse Pangelinan. The council made the following recommendation: remove “receive a minimum rating of satisfactory....” sentence under *Method of Evaluation*.
 - b. A motion to adopt with changes was made by Beylul Solomon. The motion was adopted unanimously.
 - g. Introduction to Human Services (RH 215)
 - a. The course guide for RH 215 was presented by Jesse Pangelinan. The council made the following recommendations: revise section on *Course Activities and Design*, remove periods from *Assessment Measures for Student Learning Outcomes*.
 - b. A motion to adopt with changes was made by Beylul Solomon. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 11:08 am.

Beylul Solomon

Secretary

October 25, 2019

Date of approval