<u>Final Approved Copy Minutes of the Academic Council Meeting</u>
<u>on 07 June 2002</u>

DATE :   Friday, 07 June 2002
TIME :   1:00 to 2:30 P.M.
PLACE: Building V-215

AGENDA

1. Review and adoption of 6/07/02 Agenda
2. Review and adoption of previous meeting minutes
3. Review and adoption of course guides
4. Old Business
5. Other Issues
6. Items for the next meeting's agenda

MINUTES

Academic Council Chair Melody Actouka called the meeting to order at 1:15 P.M. in Building V-215. Members present were Lynda Rowe, Greg Filatov, Danny Wyatt and Sallie Sablan . Nenette C. Prather was present as recorder.   Also present were Rik Villegas and Janice Tenorio.

1. Review and adoption of Agenda for today's meeting:

Action # 1: It was moved, seconded, and unanimously approved to accept the Agenda as presented.

2. Review and adoption of minutes of previous meetings:

No minutes of Academic council meeting on May 10, 2002 were available to the Council, so this item was postponed to the next meeting.

3. Review and adoption of course guides.

A. PE 143 "High Intensity Aerobic Dance"

Action # 1 : The Curriculum Action Request for **PE 143 " High Intensity Aerobic Dance "** was moved seconded and unanimously approved with minor modifications.

B. PE 160 " Outrigger Canoeing

Action # 2 : The Curriculum Action Request for **PE 160 " Outrigger Canoeing "** was moved seconded and unanimously approved with minor modifications.

C. MG 245 " Leadership Principles and Practices"

Rik Villegas from the Business Hospitality and Computer Technology made a brief presentation for MG 245 , and responded to questions.

Action # 3 : The Curriculum Action Request for MG 245 **" Leadership Principles and Practices "** was moved seconded and unanimously approved with minor modifications.

4. Old Business

The Council reviewed the revised IDP for Department of Business, Hospitality, and Computer Technology.

Rik Villegas was present for this final review of IDP. The changes that he made on this IDP include to the Mathematics class requirement and Management elective as an option of either MG 240 "Personnel/Human Resource Management" or MG 250 "Small Business Management" .

He informed the Council that Dave Cooper has been working on the electronic version of this IDP for easier access for students and advisors.

The council suggested that it would much more easier if the IDP were placed in the N drive/Public Folder.

The Academic Council made the following recommendations after reviewing the revised IDP.

Motion # 1: It was recommended to substitute the Student Identification Number in the IDP instead of using the Social Security Number.

Action # 4: It was moved, seconded, and unanimously approved that the final IDP for Department of Business, Hospitality, and Computer Technology be accepted with minor modifications.

5. Other Issues

Jan Tenorio Director of the Office of Admission and Records joined the council's meeting at 2:00.

Danny Wyatt asked Jan how student ID numbers are generated?

She informed the council that student ID numbers are generated by Power Campus and no number is identical. It's a nine digit student ID and it can be accessed by any advisor in the Power Campus.

She also updated the Council that an Executive Order Memo from the President's Office will be out soon to inform department chairs that listing of potential graduates should accompany a hard copy worksheet from the advisor.

The Academic Council Chair will check with the Vice President for Academic Affairs regarding this executive order.

The Interim President also asked Jan to join the academic council meeting as a non-voting member to ensure communication between OAR and Council especially with regards to changes in IDP, courses, numbers and certifications.

Jan Tenorio made several recommendations to the Council regarding IDP's.

1. That a revision date be entered on the upper right corner in the Individual Degree Plan (IDP) for easy reference.

2. That any course that is still a trial course and pending approval from the Council not be reflected as required on the IDP to avoid confusion in the future.

3. That a separate document should be attached to the IDP referencing equivalent courses to the present IDP to avoid confusion in OAR. These issues will be discussed further by the Council.

The next meeting was set for Friday, June 14, 2002 at 1:00 P.M.

Meeting adjourned at 2:45 PM