

Minutes

September 4, 2003

1. Review and adoption of September 4, 2003 Agenda
2. Review and adoption of previous meeting minutes
 - a. May 12, 2003
3. New Business
 - a. Election of New Officers
 - b. Procedures for Proposing a New Program or Course
 - c. Natural Resources Management Course Guides
 - NRM 150 Introduction to NRM
 - NRM 153 Environmental Conservation
 - NRM 253 Species and Ecosystem Management
 - NRM 255 Conservation Politics and Economics
 - NRM 290 Special Topics in NRM
 - NRM 295 NRM Seminar
 - NRM 298 NRM Internship
 - e. Natural Resources Management IDP
 - f. Biological Sciences Course Guide
 - BI 106 Agriculture Science
 - g. Automobile Service Course Guide
 - AS 130 Automobile Brake System
5. Other Issues
 - a. PowerCAMPUS Catalog Data Integrity
6. Schedule of next meeting

Members present: Tom Colton, Glenn Keaton, Jeff Willden, Jerome Ierome, Sarah Osborn, and Sallie Sablan. Lourdes Villazon as recorder.

NMC Staff and Faculty: None present

Academic Council Chair Sallie Sablan called the meeting to order at 1:15 pm.

1. Agenda

The agenda was reviewed and approved with the following changes:

Move item c *Election of New Officers* to item a under New Business.

Add *Natural Resources Management IDP, Biological Science Course Guide, and Automobile Service Course Guide* as items under New Business.

Add *PowerCAMPUS Catalog Data Integrity* as an item under Other Issues.

2. Minutes

The minutes of the May 12, 2003 meeting were tabled to the next meeting.

3. New Business

a. Election of New Officers

Tom Colton, Chairperson of the Languages and Humanities Department, volunteered to be the Academic Council Vice Chair. The motion was carried and seconded to elect him as Vice Chair. A Chairperson will be elected at the next meeting when all members are present.

b. Procedures for Proposing a New Program or Course

Item tabled to the next meeting to allow new members to review the procedures.

c. Natural Resources Management Course Guides

Item tabled to the next meeting.

d. Natural Resources Management IDP

Item tabled to the next meeting.

e. Biological Science Course Guide

Item tabled to the next meeting.

f. Automobile Service Course Guide

Item table to the next meeting.

All course guides and Individual Degree Plan were tabled to the next meeting when all members are present and new members have reviewed the guidelines.

4. Old Business

5. Other Issues

Jeff Willden, Chairperson of the Business Department, also a member of the PowerCampus Committee, presented the PowerCampus Catalog Data Integrity, informing the council of the importance of updating catalog entries in the PowerCampus system. The committee is asking academic departments their assistance in correcting errors that are currently in the system. He stressed that it is imperative that the system will be accurate possible by October 17, 2003 in time for the spring registration. In order to do this, department chairs and administrative managers are being asked to locate errors and report them to Lourdes Villazon, Executive Secretary for the Vice President, who will then make the necessary

corrections. Jeff will send the procedures of reviewing information in the PowerCAMPUS catalog via e-mail.

The council also asked for a template of certificate and degree plans to be created to make all plans uniform. Lourdes Villazon was assigned this task and will be discussed at the next meeting.

6. Schedule of next meeting

The next meeting is scheduled for 1:00 P.M. on September 11, 2003.

The meeting adjourned at 2:04 P.M.