Members Absent: Geri Willis – School of Education
Staff and/or Faculty present: Dean Papadopoulus and Betty-Ann Palacios-Cabrera as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:10am.

1) Review and adoption of October 21, 2004 minutes.
   Adopted without changes.

2) October 28, 2004 Agenda
   Added to agenda, under Other issues: 5 a) Xerox Machine in building K

   The agenda was accepted with changes.

3) Old Business
   a) Substantive change report issues
      Item Tabled.

   b) Learning Outcomes and Assessment

   c) Course guide management
      Continued reminder for all dept. chairs to submit to the AC recorder by no later than November 23
      a list of all courses, with most recent CG update dates, offered under their respected depts.

   d) Course guide template
      No new issues. Continued monitoring.

   e) Course guide web template
      The Information and Learning Technology Department has requested from the AC members/DC’s
      to submit a list of faculty who are allowed access to the editing course guides for publishing online
      option on the NMC website. AC members suggested that it should only be faculty that are
      preparing new and updating courses guides and that the staff/administrative managers will not get
      access.

4) New Business
   a) BI 100 CG
      Adopted without changes.

   b) 12-Month Evaluations
      AC members advised to again review documents, and will revisit the issue on the next meeting.

   c) Cancellation of classes
      It is understood that the DC’s are responsible for final decision and any decision to be made on
      any related courses under their respective department.

   d) 2004-2005 Academic Advisor Training Handbook
      AC members are aware that the Academic Advisor Training Handbook is already at the printers.

   e) Advising Hours/ Advising Scheduling
Advising is part of the contract

f) MA 090 Course Guide
   Approved with changes

g) NU 105 Course Guide
   Resubmitted to AC because of necessary content revision, and adopted with changes.

h) AC annual report
   AC members are requested to submit a general statement/report about AC. AC chair will compile report and forward the report to Dean Papadopoulos by Nov. 02.

i) NU 203 Course Guide
   Requires resubmission.

j) NU 207 Course Guide
   Item Tabled

k) NU 209 Course Guide
   Item Tabled

l) NU 212 Course Guide
   Item Tabled

m) NU 107 Course Guide
   Item Tabled

n) NU 108 Course Guide
   Item Tabled

o) NU 114 Course Guide
   Item Tabled

p) CS 103 Course Guide
   Adopted without changes

q) TS 185 Course Guide
   Item Tabled

r) CE 250 Course Guide
   Item Tabled

s) SLO's in the course guides and the substantive reports
   SLO’s should be in directly related and in support of programmatic SLO’s.

5) Other Issues
   a) Xerox machine in building K

6) Schedule of next meeting
   The next meeting is scheduled for November 5, 2004 (Friday) @ 10:30am.
   The meeting adjourned at 12:31 pm.

“In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.”