

Academic Council Meeting Minutes November 12, 2004

Members present: Glenn Keaton – Sciences & Math, Tony Satur – Human Performance & Athletics, Tom Colton – Languages and Humanities, Sam McPhetres – Social Sciences & Fine Arts, Lois Gage – Nursing and Larry Lee – Business

Members Absent: Geri Willis – School of Education

Staff and/or Faculty present: Dean Papadopoulos 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 28, 2004 minutes.
Adopted without changes.

2) November 12, 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.