

Academic Council Meeting Minutes December 02, 2004

Members present: Glenn Keaton – Sciences & Math, Tom Colton – Languages and Humanities, Sam McPhetres – Social Sciences & Fine Arts, Lois Gage – Nursing, Larry Lee – Business and Geri Willis – School of Education

Members Absent: Tony Satur – Human Performance & Athletics

Staff and/or Faculty present: Danny Wyatt and Betty-Ann Palacios-Cabrera as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:08am.

1) Review and adoption of October 28, 2004 minutes.
Adopted without changes.

2) December 02, 2004 Agenda
Added to agenda, under Other issues: 5 a) Spring 2005 Schedule

The agenda was accepted with changes.

3) Old Business

a) Substantive change report issues

1. Method of instructions for online teachings, facilitators is needed to handle the other end of the instructions. Delineate the course from on campus an online. The main focuses for the online user are for Tinian and Rota Campuses.
2. AC members questioned on the Distance Education/Education Department extra credit.
3. How much should instructors for the online program get paid? A written policy must be created for this program as well as salary, responsibilities, etc.

b) Learning Outcomes and Assessment

c) Course guide management

Continued reminder for all dept. chairs to submit to the AC recorder a list of all courses, with most recent CG update dates, offered under their respected depts. Need to follow up with Lou regarding possible existing list.

d) Course guide template

No problem as of this date.

e) Course guide web template

Larry Lee will send Glenn the email address for Jeff Walden.

4) New Business

a) 12-Month Evaluations

1. Danny recommended adding a box for see attachments.
2. 2 years probation and then move on to permanent contacts.
3. Evaluation is needed and is serious for documenting purposes.
4. Question on evaluations, Danny recommended bottom up.
5. Danny will make hard copies and distribute to AC members.

b) AC annual report

It's done. AC Chair will provide a copy by email to all AC members and AC members questioned the Vice President section of the Annual Report. May need a policy change.

c) NU 203 Course Guide

Item Tabled

- d) NU 207 Course Guide
Item Tabled
 - e) NU 209 Course Guide
Item Tabled
 - f) NU 212 Course Guide
Item Tabled
 - g) NU 107 Course Guide
Item Tabled
 - h) NU 108 Course Guide
Item Tabled
 - i) NU 114 Course Guide
Item Tabled
 - j) TS 185 Course Guide
Adopted with changes.
 - k) CE 250 Course Guide
AC members recommended reevaluating course title
 - l) Definition of Prerequisite, Corequisite (Concurrent), and Placement.
 - m) Deadline for item submission to AC
Done.
 - n) Business IDPs
Larry Lee formatted all IDP's for Business Department for consistency and uniformity. No content change, but only reformatted changes for signatures.
 - o) Pre Conference Workshop/Potential Topics on Assessment
Danny put time in preparing the Assessment workshop and recommended changing some of the existing agenda (certain things that we are already doing) to change/add to do more other things. No other updates as of this date. Staff will be invited to attend workshop and the faculty are encouraged to attend workshop. Danny will send reading materials to the campus. Danny will also keep the campus and AC members posted.
- 5) Other Issues
- a) Spring 2005 Schedule
- 6) Schedule of next meeting
The next meeting is scheduled for December 09, 2004 (Thursday) @ 11:00am.
The meeting adjourned at 12:15pm.