Academic Council Meeting Minutes  
March 11, 2004

1) Review and adoption of previous meeting minutes  
   a) February 26, 2004

2) Review and adoption of March 11, 2004 agenda

3) Old Business  
   a) NDU grading policy
   b) School of Education  
      i) ED110 Introduction to Teaching and Participation CG
   c) Special Needs statement

4) Other Issues  
   a) Course guide template
   b) Course guide web template
   c) Online course preparation

5) New Business  
   a) Business course guide  
      i) CS 222  Web Design and Programming
      ii) CS 229  Java Programming
      iii) MG 234  Introduction to Management
   b) Languages course guides  
      i) EN 074  Writing and Grammar Study I
      ii) EN 084  Writing and Grammar Study II

6) Schedule of next meeting


Members absent: None

Staff and Faculty present: Lourdes Villazon as recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 1:09 pm.

1) Minutes  
   The February 26, 2004 minutes were accepted without changes.

2) Agenda  
   The March 11, 2004 agenda was accepted without changes.

3) Old Business
a) NDU grading policy
Students can retake a class to remove a grade of “F”. We are still using three grades for non credit bearing courses. “F” for NDU courses is basically used as a punitive measure. One of faculty responsibility is to use the Early Intervention Form to inform or warn students about non-attendance of classes, but if students continue to miss classes and fail to withdraw maybe it is okay to give them a grade of “F”, they have earned it. So maybe it is not a punitive measure, it allows fairness for all students. It doesn’t seem logical to have three grading system of Pass, No Credit, and F for NDU courses but if there is a logical reason for this then it is reasonable. Logical reason is fairness for all students.

Academic Council statement: The Academic Council unanimously agree to maintain the grading system of Pass, No Credit, or F for NDU courses. The council is submitting this statement to the Dean of Academic Programs and Services to be clearly stated in the NMC catalog.

b) School of Education
   i) ED 110 Introduction to Teaching and Participation CG
       Item tabled.

c) Special Needs statement
The council reviewed the statement provided by Rob Erickson, Coordinator of UCEDD.

Disability Statement reads: It is your responsibility to notify the instructor if you have a diagnosed disability and you require modifications, adaptations or assistive technology in order to fulfill the requirements of this course. All efforts will be made to reasonably accommodate your needs.

The council would like clarification on the terms used in the statement. They would like to clarify if "diagnosed disability" should be written as "diagnosed and identified disability" or "identified disability" or "disability". They would also like to clarify if "All efforts will be made to reasonably accommodate your needs" should be written as "All reasonable efforts will be made to accommodate your needs". In addition, if he would like to make any changes, additions, or deletions to the statement.

4) Other Issues
   a) Course guide template
       No new issue.

b) Course guide web template
   Jeff asked the Title III project committee to align the course guide web template with the course guide hard copy template. More discussion later.

c) Online course preparation
   Will look into an existing course that has both an on-line and an in-class course guide to see comparison.

5) New Business
a) Business course guides
   i. CS 222 Web Design and Programming
      The council moved, seconded and unanimously approved to recommend the
      Curriculum Action Request/Course Guide for CS 222 “Web Design and
      Programming”.
   
   ii. CS 229 Java Programming
       The council moved, seconded and unanimously approved to recommend the
       Curriculum Action Request/Course Guide for CS 229 “Java Programming”.

   iii. MG 234 Introduction to Management
        The council moved, seconded and unanimously approved to recommend the
        Curriculum Action Request/Course Guide for MG 234 “Introduction to
        Management” with pending changes.

b) Languages course guides
   i. EN 074 Writing and Grammar Study I
      The council moved, seconded and unanimously approved to recommend the
      Curriculum Action Request/Course Guide for EN 074 “Writing and Grammar
      Study I”.
   
   ii. EN 084 Writing and Grammar Study II
       The council moved, seconded and unanimously approved to recommend the
       Curriculum Action Request/Course Guide for EN 084 “Writing and Grammar
       Study II”.

6) Schedule of next meeting
   The next meeting is scheduled for March 18, 2004. The meeting adjourned at 1:49pm.