Academic Council Meeting Minutes  
June 17, 2004

Staff and Faculty present: Lourdes Villazon as recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 10:18 am.

1) Minutes
   The June 3, 2004 minutes were accepted without changes.

2) Agenda
   The June 17, 2004 agenda was accepted with the following change:

   Add item b 10 & 12 month obligations under New Business.

3) New Business
   a) Substantive changes
      Geri informed the council that WASC is asking for substantive change applications for programs that were introduced last year including the Film and TV Production from the year before. According to WASC there were no substantive change requests made for several programs. These programs were not cleared by WASC; therefore, NMC will need to retroactively develop these programs according to the format and content of substantive change as required by WASC. Geri also mentioned that distance education needs to be approved as an institution. WASC is concerned about “who”, “when”, and “how” of a program. For example, the federal grant for the Related Services Technician program ends on November 17, 2004, WASC would like to know who would fund the program thereafter. Is there proper equipment for the Hemodialysis program on campus? Are NMC instructors teaching the masters program under Framingham? And so on. The council agreed that each department chair would be responsible in developing the programs under their department with the deadline of December 1, 2004. Any MOU or MOA agreements will need to be attached. Removing a program also requires substantive change approval by WASC. The AC manual for introducing a program or course guide will be revised to incorporate the format and content of applying for substantive change under WASC.

   b) 10 & 12 month obligations
      Glenn brought up a complaint on campus that 12-month employees are not available at their offices during regular business hours and personal leave is not properly applied for. He sent out a notice reminding 12-month faculty that proper procedure should be followed.

4) Old Business
   a) Education course guide
      i) ED110 Introduction to Teaching and Participation
Item tabled.

b) Course period
   Information from Danny Wyatt that there is no board policy on the time period a course can be kept active in a students file. Item to be revisited at upcoming meetings.

c) 3 semester academic year
   Item tabled.

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

   b) Course guide web template
      Item tabled.

6) Schedule of next meeting

   The next meeting is scheduled for June 24, 2004. The meeting adjourned at 11:18 am.