

Academic Council Meeting Minutes

June 17, 2004

Members present: Glenn Keaton – Sciences, Math, & Vocational Technology, Tom Colton – Languages & Humanities, Lois Gage – Nursing, Geri Willis – School of Education and Larry Lee – Business.

Members absent: Lynda Rowe – Social Sciences & Fine Arts, Tony Satur – Human Performance & Athletics and Jeff Willden – Business.

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

Gerri 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. Gerri 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. AC recommended for the procedure of introducing a program to begin at AC then to the WASC Accreditation Liaison Officer who will forward to WASC then to the NMC President and finally to the Board of Regents.

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.