

Academic Council Meeting Minutes

September 2, 2004

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

Members absent: None.

Staff and Faculty present: Ray Basa and Lourdes Villazon as recorder.

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

1) Minutes

The August 19, 2004 minutes were accepted without changes.

2) Agenda

The August 19, 2004 agenda was accepted with changes.

3) Old Business

a) Certificate and Degree Programs

Question was asked whether programs should be kept on record if the program or courses in the program are no longer offered or if the program has not been in the past three catalogs. It was discussed that they need to go through a formal process through Academic Council. A suggestion was made that if a program will no longer be offered that it should be placed on suspension so that if we need to offer it again it does not need to be restarted through the whole process, through the Board of Regents, etc. It was suggested to check Board policy on this.

It was also recommended that when a program is to be put on suspension that the responsible department writes a memo to the council.

b) Substantive change report issues

Diana Greenough and Geri have started communicating with WASC in regards to the Natural Resource Management program. Geri received notification that the proper format was not followed. Diana will need to address these issues from WASC. Substantive change application is in progress for the Hemodialysis program. There is no decision yet on what to do about the Sign Language program. ESL program will be kept on record. International Business is in progress. Glenn will check on the Film & TV Production program.

c) ED110 Introduction to Teaching and Participation and ED192 Observation and Participation CGs

The council moved, seconded and unanimously approved to recommend cancellation of the Curriculum Action Request/Course Guide for **ED192 “Observation and Participation”**.

Department will resubmit ED110 with changes.

d) Age of acceptable courses

Item tabled.

e) 3 semester academic year

Ray Basa was present to answer questions regarding financial aid issues pertaining to a 3 semester academic year. He thinks this type of academic year is great if NMC can provide supplemental financial aid, for example student loans. We will need to contact the US Department of Education with the changes we make. This type of system might be a problem for international students though, because they will have to pay for 3 semesters instead of 2. Question came up if they can skip a semester, but this may be a problem with Immigration.

He informed the council that PELL awards a set amount per academic year and divided into 2 semesters. If NMC changes to a 3 semester year, then this amount will be divided into the 3 semesters. The maximum amount that PELL awards is \$4,300. Question was asked if the set amount can be determined based on the number of semesters and number of credits students will be taking each semester. Answer was “no”, the amount is based on income, need, and other factors.

Lois informed the council that Nursing students are required to take summer courses, which they pay on their own.

Another factor involved is that faculty teaches 30 credits in one academic year, adjuncts will then need to be hired for the other semester.

Another issue is computing transferability of courses.

Suggestion was made to drop the topic and do a thorough research.

Item will be tabled until further notice.

f) Natural Resource Management IDP

Glenn informed the council about a student who plans to transfer to another institution to major in Nursing. She would like to take a Nursing course here to fulfill a science requirement on her NRM IDP but because this course is not specifically listed on the IDP, Financial Aid will not pay for it. Glenn is recommending changing the IDP to include 16 credits of general science courses. It was suggested for him to see if this student can be granted a waiver for this type of situation first.

g) Developmental courses grading

The Unofficial Withdrawal grading is stated in the catalog, but not in the BOR policy. The council recommends that the Board include this grading in its policy.

h) Continuity of courses

There was concern that instructors in the 3 campuses are teaching same courses differently. It was discussed that instructors need to follow course guides and that this is a departmental issue.

4) Other Issues

a) Course guide template

No new issue.

b) Course guide web template

No new issue.

5) New Business

a) Nursing ICPs and CG

i) Nursing Assistant ICP

Department will resubmit with recommended changes.

ii) NU109 Hemodialysis Technician CG

Department will resubmit with recommended changes.

iii) Hemodialysis Technician ICP

The council moved, seconded and unanimously approved to recommend the Individual Certificate Plan for Hemodialysis Technician with pending changes.

b) Learning Outcomes and Assessment

Geri passed out a handout on Learning Outcomes and Assessment Measures. She informed the council that Jack Sablan would like to see this go through Academic Council to use as a template in every course guide. This is similar to Student Competencies in the ED110 course guide. Council will discuss this in the future on how to work with it; maybe attach it to the course guide.

c) 12-Month Faculty Evaluation
Item tabled.

6) Schedule of next meeting
The next meeting is scheduled for September 9, 2004. The meeting adjourned at 12:25 pm.