

Academic Council Meeting Minutes **September 9, 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: Danny Wyatt and Lourdes Villazon as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:09 am.

1) Minutes

The September 2, 2004 minutes were accepted with minor changes.

2) Agenda

The September 9, 2004 agenda was accepted without changes.

3) Old Business

a) Certificate and Degree Programs

The due date to submit the list of certificate and degree programs to Dean Sablan's office is this Friday, 9.9.04. The council discussed adopting a policy on the procedure of removing a program from the records. Santa Rosa policy is being looked at.

b) Substantive change report issues

Geri informed the council that Diana Greenough will start working on the substantive change application for NRM in compliance with the proper format required by WASC. We need to send this in to WASC as soon as possible since it has already been submitted.

c) ED110 Introduction to Teaching and Participation CG

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **ED110 "Introduction to Teaching and Participation"** with pending changes.

d) Time limit for accepting courses

Geri and Larry said that a 7-year time limit would fit their departments' needs/requirements. Danny mentioned that he did a 15 minute research and found that Oregon Institute of Technology has no time limit except for Math courses and California Community College does not have one either except for their masters program which is 5 to 7 years.

The council unanimously recommends to the Board of Regents to adopt a policy on the time limit for accepting courses of 7 years or at the discretion of the Department Chair or Director.

e) Natural Resource Management IDP

Item tabled.

4) Other Issues

a) Course guide template

Template has problems. Someone suggested further testing. Possible problem may be going across platforms.

b) Course guide web template

No new issue.

5) New Business

a) Nursing ICPs and CG

i) Nursing Assistant ICP

The council moved, seconded and unanimously approved to recommend the ICP for **Nursing Assistant** with pending changes.

ii) NU109 Hemodialysis Technician CG

Department will resubmit with recommended changes.

b) Learning Outcomes and Assessment

Need to add assessment measures for each learning outcome. Council discussed how the Learning Outcomes and Assessment portion would be added to the current course guide. It was mentioned that the Learning Outcomes is the same as the Student Competencies already in the guide, so it would make sense to make the Assessment portion 10.0 and so on. Someone suggested simply attaching the Assessment portion to the guide. It was recommended to invite Marian Campo to the next meeting to discuss the creation of a template for the Learning Outcomes and Assessment Measures sections.

When the template is complete, the council will review and adopt the Learning Outcomes and Assessment Measures modification to the course guide. Danny is requesting for the 5 general education courses to be done on priority. Geri is recommending for all courses to be done by the Summer 2006 when the WASC report is due. Danny suggested for each department to discuss and decide how they want to break down the work.

The council is requesting for each department to come up with a plan on how and when they will update their course guides with the new modifications.

Geri said if any department needs help to contact the SOE.

When the template is complete and the form accepted the guidelines would also need to be revised.

c) 12-Month Faculty Evaluation

Danny informed the council that he needs to come up with an evaluation form for 12-month faculty. He is asking the council to look at the 4 different kinds of evaluation currently being used by the college to mark what they feel apply or do not apply to them. The 4 evaluations are for counselors, librarians, 10-month, and administrative personnel. He will then create a form and forward it to HRO to work on the details relating to employees' contract, job description, etc.

6) Schedule of next meeting

The next meeting is scheduled for September 16, 2004. The meeting adjourned at 12:25 pm.