

Academic Council Meeting Minutes

September 16, 2004

DRAFT

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

Members absent: None.

Staff and Faculty present: Gregg McCroskey and Lourdes Villazon as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:05 am.

1) Minutes

The September 9, 2004 minutes were accepted without changes.

2) Agenda

The September 16, 2004 agenda was accepted with changes:

Add Course guide management under New Business

3) Old Business

a) Certificate and Degree Programs

Updated the list of certificate and degree programs.

b) Substantive change report issues

Glenn sent the substantive change report to his department. Angie Sills is working on Science and Math changes. His department is also working on Film and TV matters. Glenn, Butch Wolf, and Jack Sablan will meet to straighten out who is responsible for what, for example submitting the ICP/IDP for Audio/Video Production, working on the substantive change application for Film and TV, etc?? A representative from their department needs to attend meetings so they are aware of what needs to be done.

c) Natural Resource Management IDP

The council moved, seconded and unanimously approved to recommend the IDP for **Natural Resource Management**.

d) NU109 Hemodialysis Technician CG

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **NU109 “Hemodialysis Technician”**.

e) Learning Outcomes and Assessment

SOE is using the table format presented by Geri at the last meeting. A recommendation was made that the simplest way of adding the Assessment Measures portion would be to make it 10.0 similar to the 9.0 Student Competencies/Learning Outcomes. Jeff Willden can add this portion to the template. One advantage of the table format is that it helps to see how the two sections match. It was agreed not to decide which format to use until we hear from Gregg McCroskey on what we need to get this done and how long it will take???

4) Other Issues

a) Course guide template

No new issue

b) Course guide web template

Gregg informed the members on how to get into the course guide web template. The steps are to log into My account, go to Update information, then enter on the tab for course guides. Cut and paste can be done from the Word course guide template to the Web template. Jeff Willden was working on the approval process (signature portion) before he left. There is a feature that allows access to specific course guides, for example math course guides are under Math. Gregg will contact Jeff to get specifics on what needs to be added for the Learning Outcomes and Assessment Measures. Council members need to log in to get an idea of how the course guide web template works. Gregg can set up an account for those who do not have one.

5) New Business

a) Sciences and Math

i) Construction Trades ICP

The council moved, seconded and unanimously approved to recommend the ICP for **Construction Trades**.

ii) Construction Trades IDP

The council moved, seconded and unanimously approved to recommend the IDP for **Construction Trades**.

iii) Refrigeration and Air Conditioning ICP

The council moved, seconded and unanimously approved to recommend the ICP for **Refrigeration and Air Conditioning**.

iv) Electrical Installation & Maintenance ICP

The council moved, seconded and unanimously approved to recommend the ICP for **Electrical Installation & Maintenance**.

v) Electrical Installation & Maintenance IDP

The council moved, seconded and unanimously approved to recommend the IDP for **Electrical Installation & Maintenance**.

vi) Electronics ICP

The council moved, seconded and unanimously approved to recommend the ICP for **Electronics**.

vii) Audio/Video Production ICP

Item tabled. Will invite Butch Wolf to present.

viii) Audio/Video Production IDP

Item tabled. Will invite Butch Wolf to present.

ix) MA090 Pre-Algebra CG

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **MA090 “Pre-Algebra”**.

x) MA191 Mathematics Tutoring CG

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **MA191 “Mathematics Tutoring”**.

b) Languages and Humanities

i) Teaching a Second/Foreign Language ICP

The council moved, seconded and unanimously approved to recommend the ICP for **Teaching a Second/Foreign Language** with pending changes.

c) Course guide management

Item tabled.

6) Schedule of next meeting

The next meeting is scheduled for September 23, 2004. The meeting adjourned at 12:10 pm.