

FINAL Academic Council Meeting Minutes

DATE: October 4, 2005
TIME: 1:00 pm to 2:30 pm
PLACE: Human Resources Training Room

AGENDA

- 1) Review and adoption of September 27, 2005 meeting Minutes
- 2) Review and adoption of October 4, 2005 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course guide N:Drive and web templates
 - c) AC Procedural Rules / AC membership
 - d) Associate in Science, Major: Allied Health IDP
 - e) Associate in Science, Laboratory Technology IDP
 - f) Associate in Science, Professional Science IDP
 - g) Associate in Science, Secondary Education, Science Option IDP
 - h) Associate in Science, Secondary Education, Math Option IDP
 - i) Disability Statement information
 - j) IDP / ICP format
 - i) Format for all IDPs / ICPs
 - ii) Minimum C grade for all Liberal Arts courses
 - iii) Discontinuing AA in International Business
 - iv) Difference between Completion and Achievement
 - k) PE 133 course guide
 - l) PE 134 course guide
 - m) BE 110 course guide
 - n) CJ 101 course guide
 - o) CJ 104 course guide
 - p) Academic Dishonesty
 - q) GenEd Committee Release Form for Use of Student Work Samples
 - r) GenEd Committee Program Capstone Course
- 4) New Business
 - a) PE 225 course guide
 - b) PE 226 course guide
 - c) Praxis practice exams
- 5) Other Issues
 - a) NMC Attendance Policy
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Tech;
Brante Dashiell – School of Education; Daisy Villagomez-Bier – Counseling Programs
& Services; Larry Lee – Business; Lisa Lunde – Human Performance & Athletics;
Lois Gage – Nursing; Michael Nurmi – Languages & Humanities;
Sam McPhetres – Social Sciences & Fine Arts

Member absent: Geri Willis – ALO WASC

Others present: Jack Sablan, Dean of Academic Programs & Services; Dave Attao, Director of Community Development Institute; Donna Leong-Aguon – Recorder

The Academic Council Chairperson Glenn Keaton called the meeting to order at 1:07pm.

- 1) Review and adoption of September 27, 2005 meeting Minutes
It was moved, seconded and unanimously approved to accept the September 27, 2005 Minutes without change.
- 2) Review and adoption of October 4, 2005 Agenda
Added to New Business was 4c) Praxis practice exams, and then it was moved to the first order of business. **It was moved, seconded and unanimously approved to accept the October 4, 2005 Agenda with changes.**

First order of Business: Praxis practice exams

Dean Jack Sablan provided copies of the Public School System (PSS) letters requesting NMC instructors to conduct refresher courses for PSS teachers in preparation for Praxis II exams. The AC members were asked to review PSS' request and (1) identify available faculty, and (2) determine practicality of PSS's timetable. If the AC felt that the timetable did not allow enough time to cover content knowledge for teachers to be successful, some other options to be considered are: (1) Monday, Wednesday, Friday (@ 2 hours each day) plus Saturday (4 hours) classes and maybe commencing October 17th, or (2) Tuesday, Thursday (@ 2 hours each day) plus Saturday (4 hours) classes, or (3) the University of Guam augmenting our resources. In any case, these courses need to go through the Community Development Institute (CDI). Dave Attao informed the members that an instructor with a Master's degree could earn \$36.67 per/hour and with a Doctorate degree, somewhere around \$44 per/hour. He will e-mail the AC members. Jack also stated that NMC could even negotiate salary / rate with PSS. The next Praxis test dates are November 19th, January 7th, April 29th and June 10, 2006. Each discipline was asked to submit a response to Dean Sablan's request. NMC needs to submit a proposal to PSS by tomorrow, October 5th.

In the interest of time, Glenn asked to move up the five course guides in Old Business.

- 3) k) PE 133 course guide – **Tabled**
 - l) PE 134 course guide – **Tabled**
 - m) BE 110 course guide
It was moved, seconded, and unanimously approved to adopt BE 110 with no changes.
 - n) CJ 101 course guide
In this course guide, the English Placement Level indicated EN 093 / 084. Michael informed the AC that Bruce Johnson encouraged this split level, and Sam said that in the past, Lynda Rowe had taught this course as such. Michael questioned the term “conceptual values” in Purpose, and Glenn reworded the paragraph. **It was moved, seconded, and unanimously approved to adopt CJ 101 with change.**

- o) CJ 104 course guide
It was moved, seconded, and unanimously approved to adopt CJ 104 with no changes.

3) Old Business

- a) WASC related issues
Nothing new to report.
- b) Course guide N:Drive and web templates
Nothing new to report.
- c) AC Procedural Rules / AC membership
The procedural rules (now known as Curriculum Development) was once more referred to and a reminder that the number of members need to be included in this new proposed policy. Lois offered to e-mail her copies of the proposed educational policies that she, Danny and others worked on.

Brante wondered if Josephine Fejeran in UCEDD should be offered a non-voting membership because her office is practically unnoticeable. UCEDD is under-utilized and in the past, unused money has been returned to the University of Hawaii (UH). Glenn recommended that instead of Josephine's mega-long e-mails she spams to campus, that maybe she could send out tiny tidbits, allowing for quick reading. So, instead of instantly deleting long e-mails, short summaries would be readable, thereby making UCEDD's presence known widely.

Glenn's letter dated September 22, 2005 through Dean Sablan to President Guerrero has been approved. Donna will provide a copy to the Office of Counseling Programs and Services, and the Office of Admissions and Records. Again, the number of members in the Academic Council needs to be reflected in the new policy.

- d) Associate in Science, Major: Allied Health IDP
- e) Associate in Science, Laboratory Technology IDP
- f) Associate in Science, Professional Science IDP
- g) Associate in Science, Secondary Education, Science Option IDP
- h) Associate in Science, Secondary Education, Math Option IDP

Michael informed the AC that he checked several web sites regarding the difference between GenEd and Core, and no one site had a clear definition, while one site used it interchangeably. Glenn believed that WASC would not provide a clear meaning either. Larry pointed out the phrase “*All grades must be C or Higher for degree credit.” and recommended including the words “except for Electives.” Also, for consistency purposes, Glenn will indicate either “Fine Arts and Humanities” or “Arts and Humanities” on each IDP. Larry asked for the kinds of jobs graduates with these degrees could qualify for. A person with: an AS in Allied Health could work in Physical or Occupational Therapy, and an AS in Professional Science could work in a pharmacy, in engineering and architect. Basically, all of these IDPs could be

used as a 2-year stepping stone program and transfer elsewhere. Larry noticed that EN202 was not included in the Lab Tech IDP, and the members recommended that it be so included. Larry questioned the number of credits indicated on the Lab Tech IDP because the number seemed very low. He asked if there is a required number of credits for an AA degree.

Lois shared her IDP for the Associate in Science in Nursing. The members briefly looked at it, praised Lois for a job well done, indicated a small typo before Grand Total, and recommended including it on next week's agenda.

At this point in time, the AC was asked to leave the room for another group who was scheduled to use the room 10 minutes ago. The Academic Council Chairperson Glenn Keaton adjourned the meeting at 2:15pm.

“In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.”