

FINAL Academic Council Meeting Minutes

DATE: September 20, 2005, Tuesday
TIME: 1:00 pm to 2:30 pm
PLACE: Human Resources Training Room

AGENDA

- 1) Review and adoption of September 13, 2005 meeting minutes
- 2) Review and adoption of September 20, 2005 agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course guide N:Drive and web templates
 - c) SOE previously approved course guides
 - d) AC Procedural Rules / AC membership
 - e) Associate in Science, Major: Allied Health IDP
 - f) Associate in Science, Laboratory Technology IDP
 - g) Associate in Science, Professional Science IDP
 - h) Associate in Science, Secondary Education, Science Option IDP
 - i) Associate in Science, Secondary Education, Math Option IDP
 - j) Disability Statement information
 - k) IDP / ICP format
 - l) PE 133 course guide (Lisa)
 - m) PE 134 course guide (Lisa)
 - n) BE 110 course guide (Sam)
 - o) CJ 101 course guide (Sam)
 - p) CJ 104 course guide (Sam)
- 4) New Business
 - a) OAR non-voting membership (Glenn)
- 5) Other Issues
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Tech;
Daisy Villagomez-Bier – Counseling Programs & Services; Geri Willis – ALO WASC;
Larry Lee – Business; Lisa Lunde – Human Performance & Athletics; Michael Nurmi –
Languages & Humanities; Sallie Sablan (representing Brante Dashiell) – School of
Education; Sam McPhetres – Social Sciences & Fine Arts

Member absent: Lois Gage – Nursing

Others present: Donna Leong-Aguon – Recorder

The Academic Council Chairperson Glenn Keaton called the meeting to order at 1:02pm.

- 1) Review and adoption of September 13, 2005 meeting minutes
Larry corrected 3g) to say EN101 **or higher**, HE150 **or higher**, and MA132 **or higher**. **It was moved, seconded, and unanimously approved to accept the September 13, 2005 Minutes with correction.**

- 2) Review and adoption of September 20, 2005 agenda
Added to Old Business was **k) IDP / ICP format**. Also, the Recorder neglected to keep in the agenda from last week the item of **WASC substantive change report – AA Int'l Business** which will be discussed during Old Business a) WASC related issues. Daisy informed the Recorder that even though the AC did not have the chance to discuss the five course guides on last week's agenda, those five course guides should have been moved to Old Business. Those five course guides are: PE133, PE134, BE110, CJ101 and CJ104. **It was moved, seconded, and unanimously approved to accept the September 20, 2005 agenda with changes.**

- 3) Old Business
 - a) WASC related issues
Ms. Geri handed out the ACCJC letter dated Jan. 31, 2005 which refers to Recommendation #2, removed the College from warning status, and other items. The dates for the next WASC visit are still not firm.

Larry handed out a formal written proposal for terminating the A.A. in International Business degree program. After discussion, **it was moved, seconded, and unanimously approved to accept the proposal to discontinue the program.**

 - b) Course guide N:Drive and web templates
Nothing new reported.

 - c) SOE previously approved course guides
Sallie reiterated that several School of Education course guides were approved by the Academic Council back in the Fall of 2003. Sallie said that since it has been two years since the last approvals, and because the periodic review of course guides are three years, she will recommend to Brante Dashiell, Acting Director of the School of Education, that all of those course guides go back to the instructors for updates and revisions, especially to add #10 Assessment Measures, and then present the revised course guides to the Academic Council for new approvals, three course guides per week. Everyone thought it was a wonderful idea.

 - d) AC Procedural Rules / AC membership
Donna continued to search. She was asked to check with Tom Colton.

 - e) Associate in Science, Major: Allied Health IDP
Tabled until Glenn makes changes

 - f) Associate in Science, Laboratory Technology IDP
Tabled until Glenn makes changes

- g) Associate in Science, Professional Science IDP
Tabled until Glenn makes changes
- h) Associate in Science, Secondary Education, Science Option IDP
Tabled until Glenn makes changes
- i) Associate in Science, Secondary Education, Math Option IDP
Tabled until Glenn makes changes

- j) Disability Statement information
Daisy and Brante met regarding this item, but it is still **Tabled**.

- k) IDP / ICP format
Glenn handed out copies of the IDP / ICP template from N:Drive and recommended separating it into three different templates, one each for the Associate degree, Certificate of Completion and Certificate of Achievement. Then the IDP for the Bachelor's degree in Education was mentioned and discussion followed. Does the BA IDP need to be consistent with the AA IDP? Then it would mean that a core course, SO297, would need to be included because presently, it is not a core course for the BA. Sallie stated strongly that she does not want another course to be included in the already 127-128 total credits for a BA. The AC reviewed the courses on the BA IDP and discussed the possibility of choosing one course between fine arts and performing arts, then adding the SO297, or if a BA degree really required a foreign language course. Ms. Geri was asked to check if a foreign language is a definite requirement for a BA degree. She immediately referred to her handy WASC Handbook of Accreditation/2001, found and read a passage which everyone agreed was pretty general. Ms. Geri offered to e-mail WASC for further details. Sallie will speak to Brante about substituting SO297 for one existing IDP course in order to be consistent like the core courses for AA degrees.
Then there were questions on the difference between a Completion and Achievement. It was agreed that everyone will check with their department files and see if they can find the answer.

- l) PE 133 course guide
- m) PE 134 course guide
Lisa stated that the PE133 and PE134 course guides were questioned last time because of the year of the textbook, and its readability level. She had e-mailed, and spoken to the instructor, Rick Northen, several times and he is of the mind that this particular textbook is the BEST there is, that he teaches out of this book, and does not require the students to read it. "Scuba diving is scuba diving" is his answer to the use of his aged textbook. Larry stated that he happened to run into Northen and Northen stated that there was a newer textbook for the SCUBA class but NMC's Bookstore had the older books which they wanted to use up. Later, Larry checked the Bookstore and saw that the older books were all sold. The AC expressed their concern of the need for students to read a textbook because there are safety issues discussed, and the College's liability in the event of a mishap. It was recommended that Lisa obtain the newest textbook edition for these two classes.

- n) BE 110 course guide
Tabled because Sam left for class
 - o) CJ 101 course guide
Tabled because Sam left for class
 - p) CJ 104 course guide
Tabled because Sam left for class
- 4) New Business
- a) OAR non-voting membership
Glenn spoke to Doris Aldan-Atalig, Registrar of the Office of Admissions and Records, and she agreed that having her office represented in the AC would be in the best interest of the College. Plus, she felt it would be more appropriate if her (or someone else's) presence is mandatory instead of voluntary, and if this new membership could be stated in a memorandum. Thus, **it was moved, seconded and unanimously approved to include the Office of Admissions and Records as a non-voting member of the Academic Council, and to so inform them by memo.**
- 5) Other Issues
- a) Ms. Geri handed out a photo copy of two pages from which she referred to for item 3a) above.
 - b) Daisy informed the AC of a student cheating situation. A student spoke to Daisy about another student completing essays and other work for another student, and getting away with it. When the first student approached the instructor, the answer was "they do that at other colleges." Putting your name on someone else's work is definitely academic dishonesty. Can the AC stop this? The department chairperson should address the problem. Glenn referred to NMC's catalog (pg. 39) and stated that it does not specifically address this kind of situation. Daisy had already asked the student to put the concern in black and white. The AC was asked to ponder over this item, and readdress it next week.
- 6) Schedule of next meeting
The next meeting is scheduled for Tuesday, September 27, 2005, 1:00pm, in the Human Resources Training Room.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 2:09pm.

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