

## FINAL Academic Council Meeting Minutes

DATE: September 13, 2005, Tuesday  
TIME: 1:00 P.M. to 2:30 P.M.  
PLACE: Human Resources Training Room

### AGENDA

- 1) Review and adoption of September 6, 2005 meeting minutes
- 2) Review and adoption of September 13, 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) Liberal Arts C minimum grade recommendation
  - f) Workload / Overload Ad Hoc Committee Recommendations 3 & 5
  - g) IDP / ICP format consistency
  - h) Associate in Science, Major: Allied Health IDP
  - i) Associate in Science, Laboratory Technology IDP
  - j) Associate in Science, Professional Science IDP
  - k) Associate in Science, Secondary Education, Science Option IDP
  - l) Associate in Science, Secondary Education, Math Option IDP
  - m) Disability Statement information (Brante and Daisy)
  - n) Course Cycling Schedule
- 4) New Business
  - a) PE 133 course guide (Lisa)
  - b) PE 134 course guide (Lisa)
  - c) BE 110 course guide (Sam)
  - d) CJ 101 course guide (Sam)
  - e) CJ 104 course guide (Sam)
  - f) WASC substantive change report – AA Int'l Business (Larry)
- 5) Other issues
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Tech;  
Brante Dashiell – School of Education; Daisy V-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;  
Geri Willis – ALO WASC.

Others present: Donna Leong-Aguon – Recorder

The Academic Council Chair Glenn Keaton called the meeting to order at 1:00pm.

- 1) Review and adoption of September 6, 2005 meeting minutes  
**It was moved, seconded, and unanimously approved to accept the September 6, 2005 Minutes with minor changes.**
- 2) Review and adoption of September 13, 2005 agenda  
Removed from Old Business: f) Workload/Overload Ad Hoc Comm Recomm because it was approved last week. **It was moved, seconded, and unanimously approved to accept the September 13, 2005 Agenda with change.**

3) Old Business

a) WASC related issues

Ms. Geri stated that the committee for Recommendation #2 (Finance and accountability) has been gathering data and writing up its response. The response will be mailed by Oct. 8<sup>th</sup>, and it is due Oct. 15<sup>th</sup>. Besides WASC's visit next month or early November, 2005, another visit is scheduled for mid-October, 2006 for a four-to six-day visit. Department Chairs are asked to get their people involved for next year's Self-Study.

b) Course guide N:Drive and web templates

Nothing to report.

c) SOE previously approved course guides

Donna reminded Glenn that she talked to Bruce Johnson. Bruce recalled that he spoke to the Acting SoE Director about re-formatting the course guides and resubmitting them to Bruce, but Bruce did not hear from SoE since. Brante will speak to Bruce. Since Brante will be off-island next week, she will speak to Sallie Sablan about having something prepared for next week.

d) AC Procedural Rules / AC membership

Donna stated that she reviewed the proposed Educational Policies and could not find the revised policy of which Tom Colton, Lois Gage (and others) had spent many hours revising. This item will remain on the agenda. Donna will look further.

e) Liberal Arts C minimum grade recommendation

Again, AC members argued for the C minimum grade in ALL courses. The present catalog stated that CORE courses must be passed with a C minimum. Some departments (i.e., Liberal Arts, Nursing, SoE) already insist their students complete ALL courses with grades of C minimum. Larry planned to present the same idea to his department this week. But everyone recalled Dean Jack Sablan's refusal to agree with the AC, and his reasons for such. Thus, a compromise was proposed. The AC will prepare a memo from the Academic Council to the Board of Regents through Dean Jack Sablan of their following recommendation for the Liberal Arts degree: (1) the C minimum grade be applicable to Core, General Education and Program Requirement courses; and (2) the C minimum grade not be applicable to Elective courses. **The recommendation was moved, seconded, and unanimously approved.**

f) Workload / Overload Ad Hoc Committee Recommendations 3 & 5

Removed from the agenda.

g) IDP / ICP format consistency

The AC reaffirmed the following: Core Courses are the basic courses that all students need to take; General Education courses expand on the basics; Program Requirement courses are specific to a particular program; and Electives courses fill out the remaining required credits for a degree. A discussion carried on while comparing IDPs from Business, Liberal and SoE. The group decided to place CS103 / ED105 into GenEd. Larry requested all departments revise their IDPs / ICPs and bring to the next meeting. The template on the N:Drive will need to be revised. The AC will draft a memo to Dean Sablan regarding this recommendation so that this format will be placed in the catalog addendum. To sum this all up, the AC recommends all IDPs / ICPs be consistently formatted into four categories and in this order: Core,

General Education, Program Requirement, and Electives, and Core courses consist of: CO210, EN101 or higher, HE150 or higher, MA132 or higher and SO297. **The recommendation was moved, seconded, and unanimously approved.**

- h) Associate in Science, Major: Allied Health IDP  
**Tabled** until Glenn makes changes
- i) Associate in Science, Laboratory Technology IDP  
**Tabled** until Glenn makes changes
- j) Associate in Science, Professional Science IDP  
**Tabled** until Glenn makes changes
- k) Associate in Science, Secondary Education, Science Option IDP  
**Tabled** until Glenn makes changes
- l) Associate in Science, Secondary Education, Math Option IDP  
**Tabled** until Glenn makes changes
- m) Disability Statement information (Brante and Daisy)  
**Tabled** pending Brante's receipt of information
  
- n) Course Cycling Schedule  
An e-mail from Dean Sablan went out to Department Chairs requesting their department's cyclic plan. Lois has already turned hers in to Nette. Donna will collect those as they come in and produce a compiled list.
  
- 4) New Business
  - a) PE 133 course guide  
**Tabled** because Lisa left for class
  - b) PE 134 course guide  
**Tabled** because Lisa left for class
  - c) BE 110 course guide  
**Tabled** because Sam left for class
  - d) CJ 101 course guide  
**Tabled** because Sam left for class
  - e) CJ 104 course guide  
**Tabled** because Sam left for class
  
  - f) WASC substantive change report – AA Int'l Business (Larry)  
Ms. Geri informed the AC that Jack wants the Business Department, Larry Lee, to present their substantive change report for the AA in International Business to the AC for cancellation, giving reasons and rationale. Then if approved by the Council, Glenn will send a memo to Jack who in turn will present to Tony and finally to the BOR. At that point in time Larry will present to the Board for their final approval. This item will be on next week's agenda.
  
- 5) Other issues - None reported
  
- 6) Schedule of next meeting  
The next meeting is scheduled for Tuesday, September 20, 2005, 1:00, HR Training Rm.

The Academic Council Chair Glenn Keaton adjourned the meeting at 2:16pm.  
***“In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.”***