

**Academic Council Meeting Minutes**  
**March 17, 2005**

**Members present:** Glenn Keaton – Sciences & Math, Tom Colton – Languages and Humanities, Sallie Sablan – School of Education, Lisa Lunde – Human Performance & Athletics, Larry Lee – Business, Sam McPhetres – Social Sciences & Fine Arts,.

**Members Absent:** Lois Gage – Nursing, Geri Willis – ALO WASC.

**Staff and/or Faculty present:**

Academic Council Chair Glenn Keaton called the meeting to order at 12:37pm.

- 1) Review and adoption of March 10, 2005 minutes.  
Adopted without changes.
  
- 2) Review and adoption of March 17, 2005 agenda.  
Added to the agenda, under Other Issues: a) SOE IDPs  
b) Institutional Priorities Ad Hoc Committee  
Correction to the agenda: moved 3e) to New Business 4i)  
Agenda adopted with changes.
  
- 3) Old Business
  - a) WASC related issues.  
None, since the SOE (Geri, in particular) is incommunicado due to problems with the school's communication network.
  
  - b) Course guide updating, e.g., Status of *Guide to Preparing Course Guides*.  
The SOE and HPE dept. chairs need to send an e-copy of their department's course guide list to the AC chair ASAP (he will be eternally grateful). The *Guide to Preparing Course Guides* is now complete. It is not yet on the N:Drive (due to a clerical vacuum, if you know what I mean), but an electronic copy can be obtained by requesting one from Tom Colton.
  
  - c) Course guide N:Drive and web templates.  
No new discussions, but will remain on the agenda until edits and tests are completed and satisfactory.
  
  - d) Permanent AC recorder  
Last week, Joyce Taro sat in on the AC meeting to listen to the discussion regarding the AC Recorder, with the intention of possibly taking the position, in addition to her regular administrative manager job. After listening closely to the lengthy and highly informative dialogue amongst the AC members, and weighing the 3-credit compensation against the workload, Ms. Taro ran screaming from the meeting, vowing never again to consider such a foolish notion. Okay, there's a slight exaggeration, but the AC did unanimously agree that the proposed 3-credit compensation for whoever takes this position is not enough. The job requirements, which still need to be formally set in writing, include working knowledge of PowerCampus, access to editing documents on the N:Drive and the NMC website, as well as routing documents, etc. The AC members agreed to bring this topic up at tomorrow's Department Chair meeting with Dean Sablan.

e) Disabilities referral form.  
Item Tabled.

h) LSAMP Grant

The AC chair finally got around to explaining the particulars of the LSAMP (Louis Stokes Alliance for Minorities Participation Program) program. The program is funded by the NSF, with the purpose of increasing minority (under-represented) participation in the disciplines of Science, Technology, Engineering and Mathematics, (STEM). The alliance in which NMC is a participant is the Pacific Region Alliance, consisting of the higher education institutions of the Pacific region, i.e., Hawaii, Guam, Samoa, Palau, etc. NMC will be a “feeder” school (e.g., providing transfer students to the four-year institutions within the alliance), helping students whose primary interest is in one of the STEM disciplines. The Pacific Region alliance is still in the proposal stage, and may not be awarded since there aren’t 300 (the minimum set by NSF) undergraduates in the entire Pacific region enrolled in a STEM-related program (NMC has only one – Natural Resource Management), yet negotiations are in progress. If negotiations are successful, then any Pacific Islander (or other minorities, as long as they are U.S. citizens) who completes a STEM-related baccalaureate degree AND wishes to continue on to graduate work (including Ph.d) is eligible to receive \$40,500 per year toward their goal (sweet deal!). The AC chair said a lot more, but what you read above is generally the gist of the tale.

4) New Business

a) Academic Council members’ duties

The AC chair is concerned that the BoR policy does not give an adequate description of the duties, responsibilities, and capacity of the AC. AC council unanimously agrees that a more detailed description of the AC members duties and responsibilities is needed.

b) Certificate and degree program form

Lisa Hacska requests that the department chair/director of each department look over the list of certificate and degree programs once more to determine any discrepancies or missing entries, and contact her if any are found (or not found?).

c) PI 101, Intro to World Religions course guide

Item tabled.

d) College Month

The college fair has been approved by the College Council and will be at the Multi-Purpose Center. It’s tentative date is sometime at the end of April. Larry Lee will email the list of activities to all who are interested.

e) TS 185

This course guide was on the AC agenda for December 2, 2004, but the evidence that the course guide was approved by the AC has been a) lost, b) misplaced, or c) eaten by someone’s dog. The search for the missing minutes of December 2 is ongoing. In the meantime, a motion was approved for conditional approval of the course guide pending recovery of the lost minutes.

f) CE 250

This is the Intro to Cooperative Education course that was also on a December, or November, 2004 agenda. The AC at that time considered approving the CG, except under one condition: change the name, which, if one read the course description, would find little, if any, connection between what the course was about and the name of the course. Larry Lee, the chair of the department that unfortunately owns this course, presented internet evidence compiled by the instructor of the course that definitively shows that courses containing similar, if not exact, content all carry this nomenclature. The AC was so impressed, that they immediately approved the CG and extend a heartfelt act of contrition to the instructor.

g) Identifying new degree programs for WASC (Lisa H.)

Item Tabled, and put as a subheading under WASC related issues.

h) CN 101, Elementary Chinese

Item Tabled

i) EN 202 requirement for the Allied Health Program

Item Tabled.

5) Other Issues

a) SOE IDP's

Ms. Sablan asked whether or not the AC will allow a department to alter the formatting on the back of IDPs to fit the individual department's needs. She showed the council an altered IDP with changes that allowed students to follow the SOE's recommended sequence of courses. The AC unanimously agreed that as long as the changes retain the criteria of facilitating academic advising (thanks Sam), there will be no need to submit the changes to the AC for approval.

b) Institutional Priorities Ad Hoc Committee

A committee will be formed to set the priorities for budgeting. At this week's College Council meeting, the President requested that a member of the AC be on this committee, and that that lucky AC member be appointed by the AC chair. Instead, the AC chair requested a volunteer. The honorable Thomas J. Colton, B.M.O.C./G.I.W.Y.I.O.M, stepped forward (actually, leaned forward) and accepted the position.

That's All Folks!

6) Schedule of next meeting

The next meeting is scheduled for March 31, 2005. Have a great Spring Break.

The meeting adjourned at 1:39 pm.

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