

Academic Council Meeting Minutes
February 24, 2005

Members present: Glenn Keaton – Sciences & Math, Tom Colton – Languages and Humanities, Sam McPhetres – Social Sciences & Fine Arts, Brante Dashiell (for Sallie Sablan) – School of Education, Larry Lee – Business, Lois Gage – Nursing.

Members Absent: Lisa Lunde – Human Performance & Athletics.

Academic Council Chair Glenn Keaton called the meeting to order at 12:39pm.

- 1) Review and adoption of February 17, 2005 minutes.
Adopted without changes.
- 2) Review and adoption of February 24, 2005 agenda
Adopted without changes.
- 3) Old Business
 - a) WASC related issues.
Item Tabled
 - b) Course guide updating
Department chairs/directors will send an electronic copy of their course guide list for the respective department. The lists will be filed with the AC recorder and kept current, including the date of each CG's last update. As of this date, February 24, 2005, all revised or new course guides will follow the AC directive for course guides set forth during the February 17th meeting. The AC recognized that there are lots of course guides overdue for updates (Sam found one whose last update was 1991 – the official age limit is 3 years). Thus, to set a deadline for completion of ALL updates within this year would be, in the least, ridiculous, overwhelming, and downright annoying. The Council agreed that the best solution is to continue working on updating the overdue CG's while concurrently updating the non-delinquent CG's when they come due.
 - c) Course guide template
The AC recognizes that someone at NMC must make the necessary edits to bring the course guide templates in both the N:Drive and the website up to standard (e.g., include the approved changes). No one is certain if Jeff Willden is still on the NMC payroll. It was suggested that the AC ask Maryanne Campos or Greg Folta if they are willing or able to do the job. Tom suggested adding a location on the website where department chairs (or faculty?) can make the CG edits since, in his opinion, the website CG editor is better than the N:Drive CG template. The AC agreed (again) that the most efficient method for the course guide process would necessitate that the Formatter send the revised/edited version to the AC recorder who will put it on the website and N:Drive. Once the CG is on the N:Drive and website, it cannot be changed by no one other than the AC recorder or chair.
 - d) Course guide web template
Same as in 3c).
 - e) Procedures for Proposing a New Program or Course
Tom presented the final updated version of the *Guide to Preparing Course Guides*. The changes will include, under Procedures for Proposing a New Program or Course, the WASC suggestion that the AC have a copy of all substantive change reports submitted to WASC. Tom informed the AC that the finalized version of the *Guide to Preparing Course Guides* has already been submitted to Nenette for preparation for printing.

f) 12-Month Evaluations (each AC member must bring in a copy of form).
The AC finally went over the 12-Month evaluation forms Danny Wyatt had sent out months ago. Edit and deletions were made so that the evaluations seemed at least moderately acceptable and weren't so in-your-face redundant. The AC suggests another evaluation system: the bottom-up and/or peer approach to evaluations, agreeing "that the people who you evaluate should evaluate you."

g) Permanent AC recorder

We need one right NOW! Glenn can't do this all on his own – without the college including some fair compensation/perks/incentive-inducing-reward (although his typing/word skills are vastly improving). The Council feels, after considering the duties required, that if the college appoints a current Administrative Manager to this position then the equivalent pay for 5 credits is fair compensation because the new duties would be in addition to the AM's regular job. The AC also suggests that this be a permanent position and it be given a proper title, such as AC Executive Secretary, or AC Administrative Assistant (Manager), or AC Special Assistant. (The Council is open to other suggestions, and is offering \$5,000 to the winner. Submit your suggestion by no later than 5 pm, February 26th, 2005, on yellow a 3 by 5 index card with your name and address printed in bold blue invisible ink, no smaller than one inch in height. Contestants must be 18. Offer good only in sectors R and M of the continental U.S.)

h) Disabilities referral form.

Tom submitted the Test Proctoring form for disabilities. He will submit the correct form at the next AC meeting.

4) New Business

a) LSAMP Grant

Glenn gave a cursory description of the LSAMP grant because he forgot to bring the information to the meeting. He will elaborate (with the necessary material in hand) at the next meeting.

b) Electronic Portfolios

Geri Willis placed a bunch of papers in Glenn's mail slot this week, the cover page is entitled "*electronic portfolios, Emerging Practices in Student, Faculty, and Institutional Learning*" (no clue why the subtitle gets caps, yet the main title is lowercase). Since this is in connection to a topic introduced at last week's meeting, Dept. Chairs/Directors will need to obtain a copy and go over it. The AC will discuss Electronic Portfolios and its WASC perspective in detail at the next meeting.

c) MA 091 course guide

The MA 091 course guide was approved with changes.

d) Academic Council members' duties

Item tabled.

5) Other Issues

none

6) Schedule of next meeting

The next meeting is scheduled for March 4, 2005. Same Spideytime, same Spideychannel.

The meeting adjourned at 12:51 pm.

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