

## FINAL Academic Council Meeting Minutes

DATE: January 23, 2006  
TIME: 3:00pm to 4:30pm  
PLACE: HRO Conference Room

### AGENDA

- 1) Review and Adoption of December 13, 2005 Meeting Minutes
- 2) Review and Adoption of January 23, 2006 Agenda
- 3) Old Business
  - a) WASC related issues
  - b) Course Guide N:Drive and web templates
  - c) Course Guide Reviews
    - i) GE 101 course guide
    - ii) SO 297 course guide
    - iii) HE 230 course guide
    - iv) MA 090 course guide
    - v) OT 120 course guide
  - d) AC Procedural Rules
  - e) Disability Statement information
  - f) Liberal Arts IDP
  - g) Discontinuing AA in International Business
  - h) Discontinuing AA in Elementary Education
  - i) HR issues
  - j) BOR Policy on Cell Phone Use in the Classroom
- 4) New Business
  - a) Course Guide Reviews
    - i) HI 121 course guide
  - b) FERPA Basics Workshop
  - c) IDP Review – Nursing
  - d) Department final exam policies
  - e) Discontinuing ICP for Sign Language Interpreter
  - f) Discontinuing ICP for Teaching a Second / Foreign Language (TSL/TFL)
  - g) Math Requirements for Business Degree
  - h) Math Requirements for BS in Education Degree
  - i) UH Hilo Articulation
  - j) Advising Issues
  - k) Student Performance Evaluation Policy review
  - l) Format for Proposal for Professional Development with PSS
- 5) Other Issues
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Kathy Pohl – Counseling Programs & Services; Lisa Lunde – Human Performance & Athletics; Lynne Curtis (for Josephine Sabaot) – Nursing; Michael Nurmi – Languages & Humanities; Michael Reber – School of Education; Rik Villegas (for Larry Lee) – Business; Sam McPhetres – Social Sciences & Fine Arts

Members absent: Doris Aldan-Atalig – Office of Admissions & Records

Others present: Lisa Hacskaylo; Danny Wyatt; Donna Leong-Aguon – Recorder

The Academic Council Chairperson Glenn Keaton called the meeting to order at 3:02pm.

- 1) Review and Adoption of December 13, 2005 Meeting Minutes  
**It was moved, seconded and unanimously approved to adopt the December 13, 2005 Meeting Minutes as is.**
- 2) Review and Adoption of January 23, 2006 Agenda  
Michael Reber added to New Business 1) Format for Proposal for Professional Development with Public School System. **It was moved, seconded and unanimously approved to adopt the January 23, 2006 Agenda with addition.**
- 3) Old Business
  - a) WASC related issues  
Dean Jeanette Villagomez was recently appointed the College's newest and sole ALO. She will be invited to future Academic Council meetings.
  - b) Course Guide N:Drive and web templates  
Glenn received an e-mail from Jeff Wilden (in Chile and contracted with NMC). He is revising the course guide template and Glenn will keep the AC members informed of Jeff's progress.
  - c) Course Guide Reviews
    - i) GE 101 course guide  
Inorder that Sam may share this revised course guide with his new instructor, this item was **tabled**. As in this course guide, Michael Nurmi asked if course guides should mention an articulation agreement between NMC and another higher institution. Some members agreed it was useful information.
    - ii) SO 297 course guide  
It was recommended that the Student Learning Outcomes be moved to Assessment Measures, and the Instructional Goals' verbs be corrected, and placed in the Student Learning Outcomes. When revised, SO 297 will once again be presented to the AC.
    - iii) HE 230 course guide  
Two changes were recommended: In Purpose, "scientific principles" be revised to say "scientific basis", and "that would like" be changed to "who would like". It was then **moved, seconded and unanimously approved to adopt the modification of HE 230 course guide with changes.**
    - iv) MA 090 course guide  
Many format changes were recommended. It was then **moved, seconded and unanimously approved to adopt the modification of MA 090 course guide with changes.**
    - v) OT 120 course guide  
Rik mentioned that OT 120 was revised to MG 220 and thus, OT 120 was no longer being offered. It was then **moved, seconded and unanimously approved to cancel OT 120 course guide.**

- d) AC Procedural Rules  
Glenn provided a short history of this agenda item. Since Daisy V-Bier is no longer with NMC, he suggested that the present members go on the N:Drive to print and review the 3008 policy and administrative procedure of the Academic Council for next week's meeting.
  - e) Disability Statement information  
Glenn asked Michael Reber to talk to Brante Dashiell to get information that she and Daisy were working on, and to bring to the next AC meeting.
  - f) Liberal Arts IDP  
We want to be sure our liberal arts courses are transferable to other institutions. Our desire is that AA graduates from NMC are accepted as junior status in a 4-year college. Lisa provided a handout listing courses that are considered liberal arts courses. Kathy will revise the IDP and present to the AC.
  - g) Discontinuing AA in International Business  
The AC had been waiting until the end of Fall 2005 semester in order to complete the necessary paperwork to discontinue the AA in International Business. Larry is off-island so this item is **tabled**.
  - h) Discontinuing AA in Elementary Education  
Michael Reber will do the necessary paperwork.
  - i) HR issues  
This item is **removed** from the agenda.
  - j) BOR Policy on Cell Phone Use in the Classroom  
The President asked Glenn to make a policy on the use of cell phones in the classroom. (Remember the large volume of e-mails a month or two ago?) After a lengthy discussion, it was agreed that instructors inform students of cell phone use in the classroom in their syllabi. This item is **complete**.
- 4) New Business
- a) Course Guide Reviews
    - i) HI 121 course guide – **tabled**
  - b) FERPA Basics Workshop – **tabled**
  - c) IDP Review – Nursing  
Lynne provided the AC members with copies of the Nursing IDP with recommended changes. She explained the reasons for moving courses from one semester to another. All changes involved the sequential order of nursing courses, and not the deletion or addition of nursing courses. Thus, the Nursing IDP was **moved, seconded and unanimously adopted**.
  - d) Department final exam policies  
Does NMC need a final exam policy in its catalog? Michael Reber stated that most college catalogs he had seen do, and he recommended that NMC do the same. Danny suggested sending a questionnaire asking who actually does a final during finals week.

The AC members requested a final exam schedule be made available sooner than in the past. In fact, the AC members requested receiving the final exam schedule by the third week of classes. Often, the final exam schedule would be out a few weeks before the actual finals week, and students and faculty would have conflicts with travel schedules. It was suggested that the final exam schedule be printed in the Schedule of Courses. This item will be revisited next week.

- e) Discontinuing ICP for Sign Language Interpreter
- f) Discontinuing ICP for Teaching a Second / Foreign Language (TSL/TFL)  
Michael Nurmi passed out copies of his department's Discontinue requests signed by his instructors for both ICPs above. There were still some points that needed clarification, so this item will **continue** next week.

It was not clear if NMC needs to seek approval from WASC for discontinuing AAs and ICPs. Michael Reber volunteered to speak to Dean Jeanette Villagomez for the procedure of a substantive change.

- g) Math Requirements for Business Degree  
Glenn asked for the highest math course needed for a Business degree, and Rik stated the MA132 course. Glenn and Rik both agreed that the Statistics course should be included in the Business degree IDP, and it would be helpful for students to take Statistics at NMC before transferring to another college. This item is **complete**.
- h) Math Requirements for BS in Education Degree  
Glenn mentioned that the highest math course needed for a BS in Education degree is the MA132 course. He asked if there should be a math requirement in a program. Michael Reber thought so; he will check the WASC site, see what other colleges are requiring, and let us know. This item will **continue** next week.
- i) UH Hilo Articulation  
Danny referred to the handout that listed NMC's courses and their matching UH Hilo courses. Work toward articulation between both institutions is now underway. This item is **complete**.
- j) Advising Issues – **tabled**
- k) Student Performance Evaluation Policy review – **tabled**
- l) Format for Proposal for Professional Development with PSS – **tabled**

5) Other Issues – none

6) Schedule of next meeting

Monday, January 30<sup>th</sup>, 3:00pm, HRO Conference Room.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 4:30pm.

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