

FINAL Academic Council Meeting Minutes

DATE: February 27, 2006
TIME: 11:00 am to 12:30 pm
PLACE: Room N-5

AGENDA

- 1) Review and Adoption of February 13, 2006 Meeting Minutes
- 2) Review and Adoption of February 27, 2006 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course Guide N:Drive and web templates
 - c) Student Performance Evaluation Policy Review
 - d) Grading policy on degree requirements (Minimum C grade)
 - e) Course Guide Reviews
 - i) SO 297 course guide
 - ii) HI 121 course guide
 - iii) MA 111 course guide
 - f) AC Procedural Rules
 - i) Membership
 - ii) Vice-Chairperson election
 - g) Disability issues
 - h) Liberal Arts IDP
 - i) Department final exam policies
- 4) New Business
 - a) NU 114 course guide and Nursing IDP
- 5) Other Issues
 - a) Coordination of catalog and course guides for Languages & Humanities
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Jeanette Villagomez – ALO; Kathy Pohl – Counseling Programs & Services; Larry Lee – Business; Lisa Lunde – Human Performance & Athletics; Lynne Curtis – Nursing; Michael Nurmi – Languages & Humanities; Sam McPhetres – Social Sciences & Fine Arts

Members absent: Doris Aldan-Atalig – Office of Admissions & Records; Michael Reber – School of Education; Roxanna Arriola – ASNMC

Others present: Severina Ogo; Adrian Atalig; Lisa HacsKaylo; Laura Kaspari-Hohmann; Mary Anne Campo; Donna Leong-Aguon – Recorder

The Academic Council Chair Glenn Keaton called the meeting to order at 11:11 am.

- 1) Review and Adoption of February 13, 2006 Meeting Minutes
It was moved, seconded and unanimously approved to adopt the February 13, 2006 Meeting Minutes as is.
- 2) Review and Adoption of February 27, 2006 Agenda
Michael Nurmi requested that an item be included as 5a) Coordination of catalog and course guides for Languages and Humanities. **It was then moved, seconded and unanimously approved to adopt the February 27, 2006 Agenda with change.**
- 3) Old Business
 - a) WASC related issues
Dean Jeanette Villagomez referred to the AC's question of pending approvals for substantive changes with WASC. For example, the Natural Resources Management program was sent to WASC, but official approval was not received yet. Regarding the five newest Sciences IDPs, Dean Jeanette stated she would check the status of its submission to WASC. There may have been submissions during Geri Willis' time. Glenn then asked Larry and Michael Nurmi about their on-going efforts to discontinue certain degrees. Larry stated his need to wait until the end of this Spring semester because of one student's graduation. Michael said he was working on his two cancellations.
 - b) Course Guide N:Drive and web templates - Nothing new to report.
 - c) Student Performance Evaluation Policy Review
As requested last week, Glenn's 6.27.05 memo was re-submitted to Dean Wyatt. Also, Glenn stated that the UW grade needs to be included in the current Board Policy. There being no further discussion, this item was deemed **complete**.
 - d) Grading policy on degree requirements (Minimum C grade)
Should NMC have a minimum C grade across the board? After a brief discussion, it was agreed to give Michael Reber time to research other colleges' policies. Glenn encouraged all others to research, also. This item is to be **continued**.
 - e) Course Guide Reviews
 - i) SO 297 course guide
The first two paragraphs under Method of Evaluation are to be moved to Assessment Measures. In SLO 7.0, the words "10 to 15 page" was deleted, and instead of "the project at hand;" the word "a project at hand;" is to be used. The AC then **moved, seconded, and unanimously approved the SO 297 course guide with changes.**

- ii) HI 121 course guide
Under Purpose, Glenn suggested indicating when the Paleolithic Period was. Sam changed “Age of Discovery” to “Age of Exploration” in both the Purpose and Catalogue Course Description sections. The AC then **moved, seconded, and unanimously approved the HI 121 course guide with changes.**

- iii) MA 111 course guide
This item was **tabled** so that Michael Reber may be present.

- f) AC Procedural Rules
 - i) Membership
MaryAnne Campo informed the AC members that in the College Council meeting of Friday, Feb. 24th, it was suggested that she, or anyone else as Instructional Designer, work with faculty to update curriculum. Larry said the AC reviews course content, SLO’s and Assessment. He said that MaryAnne was more into the “delivery” of content. She agreed, and informed the AC members that although several faculty members use different techniques to present materials, several other faculty members need assistance in using modern resources. Director of Library Services, Laura Kaspari-Hohmann informed the AC members that to meet one of WASC’s requirements, a library component, if applicable to the course, needs to be included in course guides. Sam suggested that library and computer components be included on faculty evaluation forms. Laura stated that Robert has a form we could look at. Glenn welcomed ILT and Library Services faculty to the AC meetings anytime.

 - ii) Vice-Chairperson election
Glenn reported that he took the draft AC procedural rules to the College Council for comments. Glenn then revised both documents and e-mailed to the AC. Lynne asked if a Vice-Chairperson was necessary. In the event that the Chairperson is not present, the Vice-Chairperson directs the meeting. Larry asked if the policy should show that the Chairperson receives two credits towards his faculty workload. Glenn said that is indicated on the faculty workload that is forwarded to the Dean of Academic Programs and Services.

Then the floor was open for nominations. Sam nominated Larry Lee for the position of Vice-Chairperson, and Lynne seconded the nomination. With no further nominations, the AC then **unanimously voted Larry as Vice-Chairperson. Congratulations!**

- g) Disability Issues
Kathy stated her internet research could not find a standard 200% extended test time, but then requested another week to continue her search.
 - h) Liberal Arts IDP
Kathy handed out her newly revised Liberal Arts IDP. She questioned if EN202 should be a requirement. Michael asked how many students would be affected. Lisa said ¼ of NMC students are Liberal Arts majors, equaling to approximately 250 students. Michael said that the maximum number of students in EN202 classes is 15 students. Michael could be looking at 16 more classes of EN202 each year. Lisa offered to research the number of students.
 - i) Department Final Exam Policy – **tabled**
- 4) New Business
- a) NU 114 course guide and Nursing IDP
Lynne informed the AC members of the need to include a math component in Nursing's pharmacology course. Michael Nurmi said that to avoid confusion, maybe both the number and title should be changed. Lynne agreed to that, and will prepare the following for next week: (1) create the new course guide, (2) revise the IDP, and (3) cancel the old course guide.
- 5) Other Issues
Coordination of catalog and course guides for Languages & Humanities
Michael stated that his catalog descriptions do not completely match its course guides. For consistency purposes, he drafted his recommended descriptions, and asked that members review both handouts for review next week.
- 6) Schedule of next meeting
Next Monday, March 6th, 11:00 am in Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 12:40 pm.

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