

FINAL Academic Council Meeting Minutes

DATE: March 20, 2006
TIME: 11:00 am to 12:30 pm
PLACE: Room N-5

AGENDA

- 1) Review and Adoption of March 13, 2006 Meeting Minutes
- 2) Review and Adoption of March 20, 2006 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course Guide N:Drive and web templates
 - c) Disability issues
 - d) Liberal Arts IDP
 - e) Age limit of transferable courses
 - f) Learning outcomes
 - g) International students transcripts
- 4) New Business
 - a) AC evaluation process
 - b) How NMC awards academic credit
 - c) Credits for experiential learning
 - d) Eligibility Requirement #9
 - e) EC 211 course guide
- 5) Other Issues
 - a) Friday's meeting with Governor
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Doris Aldan-Atalig – Office of Admissions & Records; Larry Lee – Business; Lisa Lunde – Human Performance & Athletics; Lynne Curtis – Nursing; Michael Nurmi – Languages & Humanities; Michael Reber – School of Education; Sam McPhetres – Social Sciences & Fine Arts

Members absent:

Jeanette Villagomez – ALO; Kathy Pohl – Counseling Programs & Services; Roxanna Arriola – ASNMC

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

The Academic Council Chair Glenn Keaton called the meeting to order at 11:16 am, and apologized for being late.

- 1) Review and Adoption of March 13, 2006 Meeting Minutes
A minor typo was pointed out. **It was moved, seconded and unanimously approved to adopt the March 13, 2006 Meeting Minutes with change.**
- 2) Review and Adoption of March 20, 2006 Agenda
It was moved, seconded and unanimously approved to adopt the March 20, 2006 Agenda as is.

3) Old Business

a) WASC related issues

Glenn informed the AC members that the substantive change for the Associate degree in Natural Resources Management was in fact approved over a year ago by WASC; this is a correction to the 2.27.06 AC Minutes.

Michael Reber stated his School of Education is mapping their courses. Because the changes to NMC's new catalog are due, Glenn suggested submitting the new changes for the catalog, and revising those course guides later (such as in the case for Languages & Humanities).

Michael Nurmi expressed his concern of paper waste. For example, does each AC member need to print a copy of every course guide? Perhaps just the page that needs revision could be printed. Glenn said he usually reviews the electronic copy of a course guide and only prints when he has a question.

b) Course Guide N:Drive and web templates

Glenn said Betty Ann was having problems with the template last week. He said to be aware of the automatic numbering when using this template in the N:Drive. He also stated his MA162 course guide template worked well and he has the option of copying that for revising other course guides. He also said maybe the other departments might have a completed course guide that they could use as a template also. Converting documents to PDF will be considered.

c) Disability issues – **tabled**

d) Liberal Arts IDP – **tabled**

e) Age limit of transferable courses

In the past, the AC suggested a 7-year limit of coursework, and NMC's catalog states 8-years (see p.23). (Glenn will look into the status of his memo to Dean Wyatt recommending the 7-year limit.) Larry asked if p.23 referred to transferable courses only, and the answer was yes. Doris said someone mentioned in a past meeting that content changes in some courses, and not in all, so should this 7-year limit be for all courses? She was assured that p.23 referred to transferable courses only. A suggestion was made to change the title of that paragraph on pg.23 to read "TIME LIMIT FOR TRANSFERABLE COURSEWORK". Doris will submit the change to Dean Jeanette for the new catalog.

Glenn asked if the paragraphs on p.18 stand as is and Doris said yes, her office is very diligent in following the time limit for remaining on an IDP. Sam said there is a difference between an IDP limit and course age limit – a student could take 10 years to complete an IDP, and yet some courses would be more than 8 years old. Lynne said if a student takes more than

eight years to complete a degree, none of those courses could transfer - this is a disservice to our students. Dean Danny reiterated when a student comes in, that IDP is the contract.

Lynne told of a nursing student from China who had nursing in high school, then completed a Bachelor's. It had been five years since the student completed the BA. Should Lynne place the student's courses' five-year limit from the date of graduation, or from the time the courses were taken? Glenn and others agreed to the time the courses were taken, or at Lynne's discretion. Lynne further explained that even if she accepts a course, Doris could not accept the same course when the paperwork goes to her. Doris said she would need a memo from the Dean. The Dean is her overriding authority.

Larry asked Doris when was the C or above in core courses adopted? She stated the NMC 2002-04 catalog.

This item is **complete**.

- f) Learning outcomes
This item is **tabled** to afford the AC members time to review and receive faculty feedback of Robert Churney's e-mail.

 - g) International students transcripts
Doris provided a handout. Michael Nurmi requested a precise due date for a student to have a transcript evaluated, rather than waiting until the end of the student's first semester. "Prior to registration for the following semester" was recommended. Michael Nurmi recommended the tenth week of a semester. Doris suggested advisors telling students to have their evaluations done early in the semester; plus students are apt to save money if their evaluations are done early. Glenn recommended stating on the handout "This process may take up to eight weeks." Some people nodded and Doris will include that statement. This item is **complete**.
- 4) New Business
- a) AC evaluation process
After a brief discussion, Michael Reber offered to write up a paragraph for discussion next week.

 - b) How NMC awards academic credit
As it turned out, this item and item d) Eligibility Requirement #9 is the same topic. **This Recorder was totally confused at this point, too many people were talking, so feel free to input. Need input.** Dean Danny offered to e-mail #9 to members for discussion next week. Michael Nurmi said he will send his #9 to Dr. Debra Cabrera. **Michael Reber – did you make a motion here???** This item is **complete**.

- c) Credits for experiential learning
Dean Danny provided a handout by the Center for Adult Learning and Educational Credentials, Principles of Good Practice Strengthens Adult Higher Education. He asked members to review this handout for discussion next week. He also wanted more time to research further.
 - d) Eligibility Requirement #9 – same as b) above
 - e) EC 211 course guide – **tabled**
- 5) Other Issues
- a) Friday’s meeting with Governor
Dean Danny reported on NMC’s meeting last Friday with the Governor, Lt. Governor, Speaker Oscar Babauta, Tony Muna and Eloy Inos. Speaker Babauta is committed to provide \$32K to our Nursing Department. Otherwise, this meeting was less than fruitful. Tony Muna repeatedly said there is no money. NMC’s budget is \$1.5 million short of its “continuing resolution.”
- When asked if there will be a Summer session, Dean Danny said yes, but each class is contingent upon meeting its minimum number of students, which the Dean will put in a chart for everyone’s perusal. On the question of knowing **when** a class is truly cancelled, Michael Nurmi was told before the first day of school. When he asked if a class could be cancelled by the third day of class, the Dean said it was possible. Dean Danny also stated NMC, including faculty, needs to begin PR work for the Summer session.
- Michael Reber informed the AC members that in last week Friday’s meeting, his SOE faculty agreed that in a couple of years, the SOE may close down, unless a group of students move through the program together (kind of like a cohort).
- 6) Schedule of next meeting
Next Monday, March 27th, 11:00 am in Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 12:15pm.

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