

## FINAL Academic Council Meeting Minutes

DATE: May 15, 2006  
TIME: 11:00 am to 12:30 pm  
PLACE: Room N-5

### AGENDA

- 1) Review and Adoption of May 1, 2006 Meeting Minutes
- 2) Review and Adoption of May 15, 2006 Agenda
- 3) Old Business
  - a) WASC related issues
  - b) Course Guide N:Drive and web templates
  - c) Course guide reviews:
    - i) RH 101 question
    - ii) CN 100 question
    - iii) JA 102
  - d) Public Administration degree
  - e) Reading levels for NDU math
  - f) Definition of non-resident student
  - g) Assumption of Risk & Release form
  - h) AC evaluation process
- 4) New Business
  - a) Reviews
    - i) CT 130 course guide
    - ii) CT 190 course guide
    - iii) CT 191 course guide
    - iv) CT 192 course guide
    - v) Construction Trades ICP
    - vi) Construction Trades IDP
  - b) Resurrection of Marine Tech Program
  - c) Vocational Education course guides
- 5) Other Issues
  - a) Title III Grant
- 6) Schedule of next meeting

**Members present:** Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Cyndy Tice – Nursing; Felicitas Abraham – Rehabilitation & Human Services; Jeanette Villagomez – ALO; Kathy Pohl – Counseling Programs & Services; Lisa Lunde – Human Performance & Athletics; Michael Nurmi – Languages & Humanities; Rik Villegas – Business; Sam McPhetres – Social Sciences & Fine Arts; Donna Leong-Aguon – Recorder  
**Members absent:** Doris Aldan-Atalig – Office of Admissions & Records; Michael Reber – School of Education; Roxanna Arriola – ASNMC

**Others present:** Danny Wyatt; David Rumptz; John Furey; Lisa HacsKaylo

The Academic Council Chair Glenn Keaton called the meeting to order at 11:10 am.

- 1) Review and Adoption of May 1, 2006 Meeting Minutes  
The AC **moved, seconded and unanimously adopted the May 1, 2006 Meeting Minutes as is.**
  
- 2) Review and Adoption of May 15, 2006 Agenda  
Michael Nurmi informed the AC members that his two course guides, CN100 and JA102, were not up for adoption yet because he still had questions that needed answering before he could complete his revisions. Glenn added one item, Title III Grant, to Other Issues. The AC then **moved, seconded and unanimously adopted the May 15, 2006 Agenda with changes.**
  
- 3) Old Business
  - a) WASC related issues  
Jeanette provided copies of NMC's report of its accomplishments in the past six months. This report is entitled "*Western Pacific Colleges of the Pacific Postsecondary Education Council (PPEC) Report to ACCJC June 2006 Meeting.*" Today, the report will be placed on NMC's web page.
  
  - b) Course Guide N:Drive and web templates – nothing new to report
  
  - c) Course guide reviews:
    - i) RH 101  
Tee provided copies because of recent revisions; those changes were noted in red ink. She reported she e-mailed consultants, and included their input. A potential instructor had been identified for this Summer's seminar. The textbooks were ordered from Amazon.com, and are on their way.  
  
A discussion began on the readability level of the textbook. Some members expressed their concern that students may turn away if the book was too difficult. Michael Nurmi recommended doing a readability level test on a different section of the book. David Rumptz said students placing at EN093/094 begin at 8<sup>th</sup> grade level, and come out at 10<sup>th</sup> grade level. Glenn asked Tee to look at the placement level, again.  
  
Other minor changes were pointed out as follows: p.2 - "None" for Math Placement level; p.3 – 7.1.1, change sentence from question to declarative; and some format corrections. The AC then **moved, seconded and unanimously approved the new course guide for RH101 Disability and Society with changes.**

ii) CN 100

iii) JA 102

Michael Nurmi said he still had questions about language requirements in some programs/departments. Michael said Larry responded for the Business degrees, and Rik confirmed that all his degrees required one language only. Kathy said Liberal Arts required one, but recommended two semesters of the same language for students that are transferring to a 4-year institution or college. Per Cyndy, Nursing does not require a language, and Glenn said neither does the Natural Resources Management degree. Michael Reber still needed to send his answer to Michael Nurmi. Nurmi requested others to e-mail him.

d) Public Administration degree – **tabled**

e) Reading levels for NDU math

Glenn summarized the issue here: whether students need to be placed at a higher English placement level before taking math courses. Michael Nurmi asked Glenn to send him some word problems that his department could integrate into their lessons. Nurmi stated it would not solve the problem, but it was doing something. Lisa said her handout (at the last AC meeting) showed the higher the student placed at English, the higher the Pass rate. After graduation, she will be requesting the transcripts of the Fall MA090 students for further investigation into this issue. This item is to be continued.

f) Definition of non-resident student

Glenn reported the College Council / President rejected the AC's request to change the definition of non-resident student. Sam asked how many students are (and are not) paying resident tuition. Lisa believed that U.S. citizens are at 69-70%, others (FAS, Guam, etc.) are at 4%, equaling close to 75%. She will provide additional information at the next meeting. This item is to be continued.

g) Assumption of Risk & Release form

Glenn handed out several versions of release forms; he said he was provided three different forms, and asked to create a fourth from those three. (The field trip form that the AC approved on April 10<sup>th</sup> was among the first three!) Glenn said the College Council asked that the AC approve the new form. John Furey said this new form would need to be reviewed by NMC's legal counsel.

The word "potential" was added to the first line in the Terms and Conditions paragraph. Kathy asked if a student would be disallowed on the field trip if he/she did not have health insurance. Several members said NMC does not require students to have health insurance. (Other colleges do!) Sam recommended the potential form state that NMC does not offer student insurance policy. (Other colleges do!) There being no further discussion, the AC then **moved, seconded and unanimously adopted the Assumption of Risk, Waiver of Liability and Indemnification Agreement form.**

- h) AC evaluation process  
Glenn reported that the College Council (CC) liked the AC's process of evaluation. The CC, however, will not adopt the process until other NMC groups turn in theirs. David Rumptz notified the AC that the Faculty Senate will review their process when they reconvene in the Fall, 2006. This item is **complete**.

4) New Business

a) Reviews

- i) CT 130 course guide
- ii) CT 190 course guide
- iii) CT 191 course guide
- iv) CT 192 course guide

Glenn reminded everyone that the Community Development Institute (CDI) inherited the vocational education programs, and his department needed to pass all vocational education course guides, ICPs and IDPs to CDI. This change in departments is per the new NMC organizational chart, effective at the end of this Spring semester, like now. Before this exchange happens, Glenn wanted to clean up as many course guides as he could. The above four course guides are part of that attempt.

Michael Nurmi questioned the lack of a textbook in the Special Projects courses. Glenn answered that CDI could require a current textbook when, and if, the course is offered. Michael suggested a list of recommended books and tools to be included in the course guides.

Sam also suggested including a statement to the effect that the course will prepare the student going into the field to be able to work within the standards cited by the Commonwealth Building Code.

- v) Construction Trades ICP
- vi) Construction Trades IDP

There were no questions. The AC **moved, seconded and unanimously approved the ICP and IDP in Construction Trades as is.**

b) Resurrection of Marine Tech Program

John Furey enlightened the AC on the history of the Marine Technology department. He stated since 1988-89, the SCUBA courses were popular. The following certificates were offered: Public Safety Diver, Salvage diving, and certification for SCUBA. The number of certificates awarded was at 800. Soon thereafter, classes offered were cancelled due to low enrollment. Eventually, in the year 2000, the four instructors were transferred to the SoE.

John had written several grants for the now Marine Science and Technology Program. He was awarded \$20k / year for five years.

Another grant that John wrote will pay for a ½ time Marine Tech position.

He explained the need and urgency for procuring a boat, now available for sale. If we wait too long, we could lose the deal; the price will drop and it will be affordable for others. It is a 40' catamaran and in good condition. This boat's capacity is 30 in local waters, and 12 when going farther. He went on to explain how the boat would be an advantage to his program, and other NMC programs. Glenn asked where was the demand for a boat such as this, and will the boat increase the demand. John explained that for the first two years, the boat will be for research only, according to government regulations. It can not be commercial certified until after the initial two years.

John also reported on the Marine Center at Paupau Beach. NMC has all the necessary equipment, in good condition, when the Center is up and running. John explained the potential of the Marine Center, and the possibility of it being self-sufficient.

Tee asked if the 800 students awarded diving certificates were ever tracked. What are they doing now? Have any of them opened a diving shop? Lisa did not think that the students were tracked, but she and AC members wished that they had been.

Boat maintenance is expensive, but John said he has the money to operate and maintain the boat for the next five years.

President Guerrero wants to see the program develop first. He is also concerned about the College's reputation: how will the governor and the press see us, and could more money be cut from the College's budget. David recommended putting out the information, not hiding it. Let the public know this is federal money. John said he spoke to Dan Nielsen, Special Assistant / Education, and Dan could attempt to get a statement from the Governor in support of this program. The governor's letter is a definite advantage.

Sam asked what could the AC do? John requested a resolution passed by the AC. It could state how the program, particularly the boat, could work in Science and all other courses. John informed the AC members that several petitions are going around for signatures. Many, many NMC employees have already signed. John presented his listed of NMC offices and highlighted the ones that had already signed.

John will gather information needed for the AC to review in order that the AC may work on a resolution in support of his program's needs.

- c) Vocational Education course guides  
After a brief discussion, the AC **moved, seconded and unanimously adopted the proposal to change all Vocational Education course guides' department name FROM Sciences, Mathematics & Technology TO Community Development Institute.**
  
- 5) Other Issues
  - a) Title III grant  
Glenn said departments need to show technology is being, or will be, used in classes via the course guides. (Refer to AC minutes of 5.1.06, item 5a).
  
  - b) David Rumptz, as anyone else, is welcome to attend future AC meetings.
  
  - c) Danny offered to work with department chairs to approve and push through the educational program policies section of the Board of Regents Policy and Procedures. After their approval, the AC approves, the CC approves, then on to the Board of Regents! Way to go!
  
  - d) Danny suggested inviting the new Director of the Office of Institutional Effectiveness, Robert Churney, or his representative, to future meetings when assessment, SLOs and GenEd stuff will be discussed.
  
  - e) Sam reported that some final exams are still being administered before finals week. Again, students are cheated out of contact hours when this occurs. Please cease and desist.
  
- 6) Schedule of next meeting  
Next Monday, May 22<sup>nd</sup>, 11:00 am in Room N-5.  
**Reminder: Since 4.24.06, everyone needed to send their Summer schedule to the AC Recorder for a possible (actually, definite) change in meeting day and time.**

The Academic Council Chairperson Glenn Keaton adjourned the meeting at about 12:38 pm.

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