

## Final Academic Council Meeting Minutes

DATE: July 17, 2006  
TIME: 11:00 am to 12:30 pm  
PLACE: Room N-5

### AGENDA

- 1) Review and Adoption of July 10, 2006 Meeting Minutes
- 2) Review and Adoption of July 17, 2006 Agenda
- 3) Old Business
  - a) WASC related issues
  - b) Course Guide N:Drive and web templates
  - c) Course guide reviews:
    - i) CT 190
    - ii) CT 191
    - iii) CT 192
    - iv) AR 216
  - d) Reading levels for NDU math
  - e) SMH&A dept course guides status
- 4) New Business
  - a) *Guide to Preparing Course Guides* (bring your copy)
  - b) NU 107
  - c) NU 207
  - d) NU 212
- 5) Other Issues
- 6) Schedule of next meeting

**Members present:** Larry Lee –AC Acting Chairperson, Business; Felicitas Abraham – Rehabilitation & Human Services; Kathy Pohl – Counseling Programs & Services; Lynne Curtis – Nursing; Michael Nurmi – Languages & Humanities; Michael Reber - School of Education; Sam McPhetres – Social Sciences & Fine Arts; Donna Leong-Aguon – Recorder

**Members absent:** Glenn Keaton – AC Chairperson, Sciences, Math, Health & Athletics; Doris Aldan-Atalig – Office of Admissions & Records; Jeanette Villagomez - ALO; ASNMC’s representative

**Others present:** Severina Ogo; Adrian Atalig

The Academic Council Acting Chair Larry Lee called the meeting to order at 11:17 am.

- 1) Review and Adoption of July 10, 2006 Meeting Minutes  
The AC **moved, seconded and unanimously approved the July 10, 2006 Meeting Minutes as is.**
- 2) Review and Adoption of July 17, 2006 Agenda  
The AC **moved, seconded and unanimously approved the July 17, 2006 Agenda as is.**

3) Old Business

a) WASC related issues – nothing new to report

b) Course Guide N:Drive and web templates

A long discussion of the need to have approved course guides available on NMC's web page was addressed. Lynne informed the AC members of her instructor's attempt to find a math course guide on-line. She said there was only a handful (dozen or so) of course guides on-line. Larry reported that someone started uploading course guides, but ran into format trouble, and eventually, attempts stopped. Lynne said per WASC, all course guides should be on-line.

Per Lynne, MaryAnne Campo said for each class taught, instructors needed to tie course content to SLO's; in other words, each class taught needed to have a written lesson plan. This did not go well with a few members. Nursing and School of Education reported their instructors do have a lesson plan for each class. Nursing has a syllabus, course guide, schedule of class, and lesson plan for each class to be taught all arranged in a binder. It was agreed that some classes are strict enough to require following a set lesson plan, whereas, other classes are not. In the end, Larry offered to speak to Dean Jeanette Villagomez about contacting WASC regarding their requirements.

Donna mentioned that the N:Drive's Public / Academic Council folder has, to date, 314 course guides. That folder also contained Minutes (and a whole lot of other stuffs, please check it out). The *Guide to Preparing Course Guides* and Minutes for the years 2005 and 2006 can also be found on the [courses.nmcnet.edu](http://courses.nmcnet.edu) website.

c) Course guide reviews:

i) CT 190 – **tabled**

ii) CT 191 – **tabled**

iii) CT 192 – **tabled**

iv) AR 216 – **tabled**

d) Reading levels for NDU math – **tabled**

e) SMH&A dept course guides status – **tabled**

4) New Business

a) *Guide to Preparing Course Guides* (bring your copy)

Larry began by referring to Lisa HacsKaylo's e-mail requesting the title of the *Guide* revert back to *Guide to Preparing Program Proposals and Course Guides*. After all, the first part immediately refers to program proposals. A quick look at some AC minutes dated back to 2000 indicated the title was the longer name. In the year 2003, the title took on the shorter name without stating the reason. It was **moved, seconded and unanimously approved to adopt the title *Guide to Preparing Program Proposals and Course Guides***. The title will be revised, dated accordingly, and logo added to the front page; copies to be placed in the N:Drive (Public/Academic Council) and web page ([courses.nmcnet.edu](http://courses.nmcnet.edu)).

- b) NU 107
- c) NU 207
- d) NU 212

Lynne reported that all three course guides had minor changes. Textbooks were changed, and course outlines revised accordingly. Concerns were raised about the number of textbooks a student was required and recommended to have. Lynne explained that at the beginning of the program, a student would need several books but as the students moved through the semesters, lesser books were required. A recommendation was made to add the preferred Davis book. Also, prerequisites and English and Math Placement Levels needed to be added to the D. Catalogue Course Description section. Severina requested adding supplemental materials to study for the NCLEX review.

Tee is working on her (Rehabilitation & Human Services) field experience course. She asked how many field experience hours are equal to one credit hour. The lecture and lab contact hours on the three Nursing course guides were questioned; the formula for lab hours per credit hour was inconsistent. The issue of Nursing instructors' actual contact hours exceeding the number of hours paid was raised. Lynne stated that Dean Danny used a Carnegie something or other as follows: 1 credit = 30 lecture hours, 1 credit = 45 lab hours. Lynne also mentioned something about instructors receiving only ½ of their prep time, not a full hour. She will speak to Dean Danny for clarification, again.

Lynne offered to revise the three course guides and present next week.

5) Other Issues

Sam stated he would begin his three-week vacation today and Dr. Debra Cabrera would be Acting; however, because of her workload, she may not be able to attend AC meetings.

Michael Reber said he would be in Rota next Monday. He asked Severina if they would be able to attend the AC meeting. She answered they would be out in the field.

6) Schedule of next meeting

Next meeting is scheduled for Monday, July 24, 2006, at 11:00am and Larry requested using the HR Conference Room (the room temperature in N-5 continues to be uncomfortable).

The Academic Council Acting Chair Larry Lee adjourned the meeting at 12:15 pm.

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