

Final Academic Council Meeting Minutes

DATE: September 07, 2006
TIME: 1:00 pm to 2:00 pm
PLACE: Room HR Conference Room

AGENDA

- 1) Review and Adoption of July 17, 2006 Meeting Minutes
- 2) Review and Adoption of September 7, 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: Glenn Keaton – AC Chairperson, Sciences, Math, Health & Athletics; Larry Lee –AC Acting Chairperson, Business; Susan Satur – Counseling Programs & Services; Michael Nurmi – Languages & Humanities; Michael Reber - School of Education; Sam McPhetres – Social Sciences & Fine Arts; Betty Ann P. Cabrera – Recorder
Members absent: Doris Aldan-Atalig – Office of Admissions & Records; Felicitas Abraham – Rehabilitation & Human Services; Jeanette Villagomez - ALO; ASNMC’s representative; Lynne Curtis – Nursing
Others present: Lisa HacsKaylo; Robert Churney- Director of OIE

The Academic Council Chair Glenn Keaton called the meeting to order at 1:17 pm.

- 1) Review and Adoption of July 17, 2006 Meeting Minutes
The AC **moved, seconded and unanimously approved the July 17, 2006 Meeting Minutes as is.**
- 2) Review and Adoption of September 7, 2006 Agenda
The AC **moved, seconded and unanimously approved the September 7, 2006 Agenda as is.**
- 3) Old Business
 - a) WASC related issues – concern’s regarding Public Law 15-24 and letter from WASC with NMC accreditation. The SMH&A department chair has advised his department faculty and adjuncts who have classes scheduled on Friday to continue to hold classes on Friday as a normal business day. Until further notice from the BOR.
 - 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. Per WASC, all course guides should be on-line and should be converted to PDF so that the general public may have access to them at any time. Question was brought up whether or not this will be ready before the accreditation team arrives. The answer was no, but at least we will be working on it.

Per Larry, all courses should be online, as required by the grant w/ MaryAnne Campo (keep in mind on the deadline of the completion of the grant.)

Per Sam, suggested that MaryAnne Campo attend the AC meetings and put her on the email listing.

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

Per Susan, will be on the next advising training/workshop. Need to advise the students correctly and to beware of financial assistance the students are receiving.

Per Glenn, make sure that the rules are simple and straight-forward.

Question was brought up regarding the high math and low English. Certain nationalities have a tendency to have high math abilities, yet their English skills are low. Per Nurmi, need to be careful on how this is address due to some students having very high math and low English. Yet, usually those students place in higher math classes, thus are not effected by the decisions on NDU math courses.

e) SMH&A dept course guides status – 20 course guides are as follows:

Stop Outs	Cancelled	CG Stays on active
AG 135	BI 130	MA 211
AG 141	GLG 110	NS 110
AG 181	GLG 120	NS 130
AG 223	MA 100	
AG 230	MA 121	
AG 231		
AG 245		
AG 262		
AG 280		
CH 101		
MA 080		
NS 290		

Questions arouse regarding the Vocational Math, concerns with availability of instructors and may affect financial aids, grants etc..

It was **moved, seconded and unanimously approved to adopt the above Course Guide Actions.**

- 4) New Business
a) SOE Alpha Numbers and IDP changes

Dr. Reber, SOE is requesting that the following Alpha Numbers be changed and adopted by AC:

<u>Was</u>	<u>Is now</u>
ED 110	ED 210
ED 470	ED 370
ED 306	ED 406
ED 332	ED 432
ED 333	ED 433
ED 334	ED 434
ED 335	ED 435
ED 350	ED 450
ED 380	ED 480
ED 395	ED 495

AC requests that SOE (Dr. Reber) needs to submit the curriculum action request (CAR) for all courses above including the full content on every course for final approval. But AC will temporarily accept the cover sheets for CAR's for all courses above and needs to be routed for signatures until the entire CAR's with content is submitted for final approval. SOE also submitted the newest IDP with the latest updates reflecting the new Alpha Numbers, but AC will not approve this until SOE submits all CAR's to AC.

Per Larry, is there any rule of requirement on how the 100 levels, 200 level, etc. that we are needing to make the changes.

Per Dr. Reber, by making all these changes we (SOE) will be able to determine the academic levels (freshman, sophomore, etc.) of each student so that they are advised correctly and that this will also help guide every student in the suggested course sequence in BS in Elementary Education.

It was **moved, seconded and unanimously approved to adopt the above SOE Alpha Numbers and IDP changes**

b) Course Guide Improvement Initiative

Per Robert Churney, Director of OIE and Acting Dean for AP & S: Course guides need to be improved to meet the WASC standards. The Student Learning Outcomes now mirror the Instructional Goals, yet the IG's are general and the SLO's should be more specific. Churney suggest that all faculty work on the SLO's, Instructional Goals and Assessment Measures (evaluation instruments such as: test etc..) so that the course guides show specific student learning outcomes. The department needs to start making these changes as soon as possible with a timeline of at least 2 years. As Acting Dean for AP & S Churney will email all departments and faculty on a memo regarding the Course Guide Project and the assessment measures or how to measure SLO's.

Per Glenn, AC has been following the guideline of previous SLO's for all course guides and it has been this way for several years now and AC was under the impression that this was how it was supposed to be done, as if it came down as a command from Heaven. But according to Churney this does not follow the WASC standards and that by processing this initiative WASC will not have to do as much and that it will reflect that we are currently working to make these changes.

c) WASC visit requirements regarding student learning outcomes.

Per Robert Churney- Director of OIE and Acting Dean for AP & S, will make time to meet with department chairs and faculty to make sure that faculty are familiar with the SLO's and Assessment Measures in the course guides. Churney also suggest that all faculties read and familiarize themselves with Self Study Report to prep for all and any questions that the WASC team may have.

d) Course Guide Inventory

Per Robert Churney- Director of OIE and Acting Dean for AP & S, has Betty Ann working with the inventory for textbook updates, 2006-2008 general catalog consistency, power campus updates, N-drive public folder and academic council folder updates and history. The 2006-2008 general catalog has discrepancies and oversights, we will have to let the WASC team know that this was an oversight and it is inexcusable.

Betty mentioned that the project inventory for all courses on N:Drive's Public/ Power Campus and NMC 2006-2008 General Catalog is ongoing and that it will be available to all DC's and AC members to check for accuracy and oversights. May be ready by next week between (Sept. 10-14).

5) Other Issues

None

6) Schedule of next meeting

Next meeting is scheduled for Thursday, September 14, 2006, at 1:00pm in the HR Conference Room.

The Academic Council Chair Glenn Keaton adjourned the meeting at 2:45 pm.

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