

Academic Council
October 2, 2008 Meeting Minutes
1:30 p.m. N-5

Members Present:

Mark Haag, Chair, Languages & Humanities, *AC Vice-Chair*

Rosaline Cepeda, Director, Office of Admissions & Records

Cynthia Deleon Guerrero, Director, School of Education

Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics and Acting Chair, Nursing

Leo Pangelinan, Director, Counseling Programs & Services

Eric Plinske, Chair, Business

Melena Slaven, Director, Rehabilitation & Human Services

Frank Sobolewski, Chair, Social Sciences & Fine Arts

Members Absent:

Dr. Debra Cabrera, Dean of Academic Programs & Services, *AC Chair*

Maria Aguon, Program Coordinator, Tinian Instructional Site

Adrian Atalig, Director, Information Technology

William Castro, Director, Office of Institutional Effectiveness

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness

Martin Mendiola, Program Coordinator, Rota Instructional Site

Ivan Mereb, ASNMC President

Joyce Taro, Administrative Manager, Office of the Dean of Academic Programs & Services

Others Present:

Loly Kingzio, Administrative Manager, Academic Programs & Services (proxy for Joyce Taro as Recorder)

Meeting called to order at 1:45 p.m.

1) Review and Adoption of the October 2, 2008 Agenda

- a) Add ED 113, ED 114, ED 115, ED 116, ED 143, ED 144, ED 145, ED 146, ED 211, ED 320, and ED 471 course guide revisions to New Business.

AC voted and adopted the agenda with the above revision.

2) Review and Adoption of the following Minutes

- a) May 29, 2008: Tabled
- b) June 26, 2008: Tabled
- c) July 10, 2008: Tabled
- d) August 7, 2008: Tabled
- e) September 11, 2008: Tabled
- f) September 25, 2008

AC voted and approved the September 25, 2008 meeting minutes.

3) Announcements

- a) OAR: Reminder to faculties to confirm advisees who are registered for Fall 2008.
 - i) Sometimes an advisor's name and signature on a student's registration form does not match what is on the student's file in OAR and PowerCAMPUS. This is due to advisors signing for other advisors because they were unavailable at the time to assist a student or the advisor is no longer with the College and a change of advisor form has not been completed and submitted to OAR. Rosaline Cepeda is, therefore, requesting that each advisor submit their list of current advisees to OAR so that they can verify each student's major and advisor.

There was discussion about what the best procedure would be to inform OAR about which new students belong to which advisors since the acceptance letter that they receive from the College states that their advisor will be assigned by the department chair of the degree program they chose.

What procedure can we establish to get this advisee/advisor information to OAR with a way to keep the information updated will be further discussed at the next AC meeting.

4) Old Business

- a) 2008-09 Catalog Update
 - i) Departments are asked to e-mail Program Student Learning Outcomes (SLOs) to Rosaline Cepeda as soon as possible because they need to be included in the 2008-2009 catalogs.
- b) Assessment Update
 - i) General Education: The General Education Committee is discussing Course SLOs, General Education SLOs, and Program SLOs with Key Trio members. By next term all course syllabi will have three sets of things on them: Course SLOs, General Education SLOs, and Program SLOs. Departments are also asked to determine, in all their courses, what the general education outcomes are and how they relate to what they are doing in their classes. The AC Chair will provide additional information after meeting with the General Education Committee.
 - ii) Course Assessment: The following documents on course assessment for the Liberal Arts Program must be completed and e-mailed to the Academic Council with an electronic copy to PROAC by the set deadlines.

<u>Document</u>	<u>Deadline</u>
First 3 columns (Form 1, 5-Column Model)	10/06/08
First 3 columns (resubmission) and update status check on the fourth column	10/31/08
All 5 columns (Form 1, 5-Column Model)	12/29/08

- c) Liberal Arts Program
 - i) Proposed changes to the mission statement and SLOs: AC made minor grammar corrections on the proposed Liberal Arts Program mission statement and SLOs that were submitted by Leo Pangelinan.

AC voted and approved the Liberal Arts Program mission statement and SLOs with minor grammar corrections.

5) Department Request to Place Program(s) on Inactive Status

- a) None

6) Course Guide Review

- a) Course Guide Stop Out

Cynthia Deleon Guerrero requested to put ED 362 on stop out because it is offered under a program that is currently inactive and, therefore, the course is no longer required.

AC voted and approved to put ED 362 for the School of Education on stop out.

- b) Course Guide Cancellation

Cynthia Deleon Guerrero requested to put ED 110 on cancellation because it was combined with ED 192 into one course and recoded as ED 210.

AC voted and approved to put ED 110 for the School of Education on cancellation.

7) New Business

- a) Cynthia Deleon Guerrero submitted the following course guides for review and approval.

- i) ED 113
- ii) ED 114
- iii) ED 115
- iv) ED 116
- v) ED 143
- vi) ED 144
- vii) ED 145
- viii) ED 146
- ix) ED 211
- x) ED 320
- xi) ED 471

AC voted and approved the ED 113, ED 114, ED 115, and ED 116 course guides. The English and Format Reviewer will now review these course guides.

AC tabled the ED 143, ED 144, ED 145, ED 146, ED 320, and ED 471 course guides until the next meeting because changes need to be made on them.

There was a change of course number from ED 110 to ED 210, then from ED 210 to ED 211 effective Fall 2006. The approved curriculum action request was only the coversheet to change the course number. The entire updated ED 211 course guide still needs to be reviewed and approved. This item, therefore, will be tabled until the next meeting.

8) Adjournment

Meeting adjourned at 3:20 p.m.