Members Present:
Dr. Debra Cabrera, Dean of Academic Programs & Services, AC Chair
Mark Haag, Chair, Languages & Humanities, AC Vice-Chair
Rosaline Cepeda, Director, Office of Admissions & Records
Cynthia Deleon Guerrero, Director, School of Education
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness
Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics and Acting Chair, Nursing
Leo Pangelinan, Director, Counseling Programs & Services and Acting Dean of Student Services
Eric Plinske, Chair, Business
Melena Slaven, Director, Rehabilitation & Human Services
Frank Sobolewski, Chair, Social Sciences & Fine Arts

Members Absent:
Maria Aguon, Program Coordinator, Tinian Instructional Site
Adrian Atalig, Director, Information Technology
William Castro, Director, 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:
Judy Torres, Criminal Justice Instructor/Coordinator
Loly Kingzio, Administrative Manager, Academic Programs & Services (proxy for Joyce Taro as Recorder)

Meeting started at 2:15 p.m.

1) Review and Adoption of the October 23, 2008 Agenda
   a) Add Accreditation Update Sessions to Announcements
   b) Table ED 141, ED 211, ED 215, ED 252, and ED 253 course guide revisions under Course Guide Update

   AC voted and adopted the agenda with the above revisions.

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) October 2, 2008

   AC voted and approved the October 2, 2008 meeting minutes.
3) Announcements
   a) Accreditation Update Sessions
      i) The mandatory accreditation update sessions with different departments will start
         Friday, October 24, 2008. There will be a series of sessions in preparation for the
         evaluation team visit on November 3, 4, & 5, 2008. The first session for the Academic
         Programs & Services unit is on October 24th at 3:30 p.m. If an instructor or staff
         cannot attend the first session, there will be another session that he or she can
         attend. The purpose of the sessions are to ensure that the College community
         understands the program review process, what was reported in the Show Cause Report, what the PROA Strategic Plan is, what the general education outcomes are, and how these all tie to the accreditation standards. Employees are welcome to
         attend more than one session for their unit. The AC Chair will have her schedule open
         to those who would like to meet with her one-on-one.

4) Old Business
   a) 2008-09 Catalog Update
      i) Getting the 2008-2009 catalog published and online before the evaluation team
         arrives is a priority. Leo Pangelinan, as acting dean of student services, is reviewing
         the electronic version of the catalog to ensure that all information is accurate and
         complete.

         Departments are asked to resend program learning outcomes, mission statement,
         course descriptions, and program requirements to Leo and Rosaline Cepeda with
         electronic copies to the AC Chair, Joyce Taro, and Loly Kingzio.

   b) Assessment Update
      ii) Course Assessment: The departments are asked to continue working with the
          General Education and Liberal Arts Committees to complete course assessments.
          The following document on course assessment must be submitted by the set
          deadline.

          | Document                        | Deadline |
          |---------------------------------|----------|
          | Update on Form 1 course assessment | 10/31/08 |
          | (submit any data available for the fourth column) |          |

   c) Liberal Arts Program
      i) Transfer of Liberal Arts Program from Counseling Programs & Services to
         Academic Programs & Services: The Counseling Programs & Services (CPS) and the
         Academic Programs & Services (APS) program reviews recommended the transfer of
         the program from Student Services to APS. PROAC recommendation is to place the
         Liberal Arts Program under the Social Sciences & Fine Arts Department (SSFA)
         mainly because the department does not have an overall program other than the
         Criminal Justice Degree Program (which has a coordinator) and it teaches courses
         that cut across disciplines that are in line with the Liberal Arts Program.

         The department chair of the SSFA department will be the director of the Liberal Arts
         Program. Frank Sobolewski stated that as department chair being in charge of the
         program is possible provided that the vacant position for the full-time social sciences
         instructor for the department is filled as soon as possible. AC members agreed that
         Frank should not have a teaching load when he assumes the additional duties and
         responsibilities of running the Liberal Arts Program.

         The AC Chair asked Frank to write a proposal with Leo’s assistance for the transfer of
         the program to the SSFA Department, how the program will be managed, and the
         duties and responsibilities of the department chair/director. Lisa Hacskaylo will
         provide Frank with the needed assessment document to help him draft the proposal.
Frank will draft the proposal for the transfer of the Liberal Arts Program from Counseling Programs and Services to Academic Programs and Services and e-mail it to AC to review before the next meeting on October 30, 2008.

5) Department Request to Place Program(s) on Inactive Status  
a) Certificate of Achievement in Construction Trades  
b) Certificate of Achievement in Electrical Installation and Maintenance  
c) Certificate of Achievement in Electronics  
d) Certificate of Achievement in Refrigeration and Air Conditioning  
e) A.A.S.: Construction Trades  
f) A.A.S.: Electrical Installation and Maintenance  
g) Certificate of Completion / Achievement in Basic Corrections Officer  
h) Certificate of Completion / Achievement in Basic Law Enforcement  
i) Certificate of Completion in Combined Law Enforcement (CLEA)  
j) Certificate of Achievement in Audio Video Production  
k) A.A.S.: Audio Video Production

One student, Ignacio Camacho, who was last enrolled in 1998, has expressed a strong interest in completing the Certificate of Achievement in Construction Trades. He needs to take 3 special projects courses (1 credit each) to complete the program. Although it has been 10 years since he was enrolled in the program, the AC Chair stated that he should be given the opportunity to finish the program. Offering the courses he needs through Community Development Institute (CDI) or considering course substitutions for the courses he lacks are possible options. The program will be placed on inactive status so that no additional students can enter the program, but Mr. Camacho will be given special consideration to finish the program. Further discussion is needed to determine how the College can help him accomplish this.

The Certificate of Completion / Achievement in Basic Law Enforcement was included under agenda item #5 by mistake and is therefore removed from the list of programs to place on inactive status. The document submitted is an Academic Program Review for the program and is for the Program Review and Outcomes Assessment Committee (PROAC) to review.

The AC Chair tabled the Certificate of Completion / Achievement in Basic Corrections Officer and the Certificate of Completion in Combined Law Enforcement (CLEA) to give AC more time to review the documents.

With the exception of the deleted and tabled items, AC voted and approved to place the above programs on inactive status with minor changes. The original signed and dated Individualized Certificate or Degree Plan (ICP or IDP) for each program needs to be attached to the approved proposals and submitted to the Office of the Dean of Academic Programs & Services for archiving.

6) Course Guide Review  
a) Course Guide Stop Out

Eric Plinske requested to put the following courses on stop out because they have not been taught for over 3 to 5 years and are no longer applicable to any of the Business degree programs.

i) AC 204
ii) AC 225
iii) AC 227
iv) CE 250a
v) CE 250b
vi) CE 250c
vii) CS 131
viii) CS 132 WordPerfect
ix) CS 180
x) CS 223

AC voted and approved to put the above 10 courses for the Business Department on stop out.

Because other AC members needed to leave to attend to other business, AC tabled the remaining agenda items until the next meeting.

xi) CS 225
xii) CS 226
xiii) CS 228
xiv) CS 229
xv) CS 240 Advanced Word Processing
xvi) CS 248
xvii) CS 249
xviii) CS 256
xix) CS 260
xx) MG 235
xxi) MG 236
xxii) MG 245
xxiii) OA 101B
xxiv) OT 100
xxv) OT 105
xxvi) OT 110
xxvii) OT 115
xxviii) OT 125
xxix) OT 209
xxx) OT 210
xxxi) OT 211
xxxii) TS 160
xxxiii) TS 164
xxxiv) TS 165
xxxv) TS 166
xxxvi) TS 171
xxxvii) TS 175
xxxviii) TS 176
xxxix) TS 177
xl) TS 179
xli) TS 181 Housekeeping Management
xlii) TS 183
xliii) TS 186
xliv) TS 188
xlv) TS 189
xlvi) TS 191
xlvii) TS 200
xlviii) TS 201
xlix) TS 205
l) TS 206
li) TS 208
lii) TS 220
liii) TS 253
liv) HI 260
b) Course Guide Cancellation
   i) AC 230b
   ii) CS 105
   iii) CS 106
   iv) CS 132 Word Processing
   v) CS 240 Advanced WordPerfect Including Desktop Publishing
   vi) OT 206
   vii) TS 163
   viii) TS 181 Introduction to Housekeeping Techniques
   ix) TS 190

c) Course Guide Update
   i) ED 141, ED 211, ED 215, ED 252, ED 253 course guide revisions: Tabled
   ii) CE 250, CS 103, CS 140, CS 150, CS 222, S 227, CS 246, EC 211, EC 212,
       MG 206, MG 232, MG 233, MG 250, TS 101, TS 103, TS 182, and TS 185
       course guide revisions

7) New Business
   a) Spring 2009 Academic Calendar

8) Adjournment

   Meeting adjourned at 3:45 p.m.