

Academic Council
October 30, 2008 Meeting Minutes
2:00 p.m. N-5

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

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

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

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness

Martin Mendiola, Program Coordinator, Rota Instructional Site

Ivan Mereb, ASNMC President

Leo Pangelinan, Director, Counseling Programs & Services and Acting Dean of Student Services

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

Others Present:

Dr. Alan Belcher, Consultant, Key Trio Consulting

Christlaine Pangelinan, Counselor, Counseling Programs & Services (sitting in for Leo Pangelinan)

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

Meeting started at 2:20 p.m.

1) Review and Adoption of the October 30, 2008 Agenda

- a) 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 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) October 23, 2008

The October 23, 2008 meeting minutes will be reviewed later while AC prioritizes the Liberal Arts Program and the requests to place programs on inactive status.

3) Announcements

- a) Open Forum: There will be an open forum with the visiting evaluation team on Tuesday, November 4th, at 10:00 a.m. Faculty, staff, and students are encouraged to attend the forum and ask questions or give feedback about the assessment process that the College has gone through over the last several months.

On Monday, November 3rd, the evaluation team first meets with the Dean of Academic Programs & Services, Dr. Debra Cabrera, then with NMC President, Dr. Carmen Fernandez.

The chair of the evaluation team requested to meet with the department chairs on Tuesday, November 4th, at 1:00 p.m.

The evaluation team's exit interview with Dr. Fernandez is Wednesday, November 5th, at 12:00 p.m.

Dr. Alan Belcher joined the AC meeting to talk about what to expect from the evaluation team visit, give some advice on preparing for the visit, and answer any questions the AC members have.

According to Dr. Belcher, the evaluation team will ask the department chairs about two main areas.

- i) The planning process: What was the involvement of the faculty in the overall planning process, in the PROA Strategic Plan and program review process. Do you think the process was useful and is it something that goes on all the time? What kind of collaboration did you have from all the faculty involved? What is your role and the role of your department in the planning process; do you think it is a worthwhile process and something that can be easily continued?
- ii) Student Learning Outcomes (SLOs): How were SLOs developed for your department? Did you look at other academic programs at other schools? Did you consult with other institutions that the students could transfer to? How deep was the collaborative effort from the members of the academic programs? How do you measure the outcomes for student success? Make sure you are gathering evidence of student learning and is there a connection between the course level and program level outcomes and what you see as the overall general education of the student.

Other questions that may be asked by the evaluation team are, how well prepared are the faculty in your department and are resources sufficient to support the faculty? How satisfied are you with the result of the strategic plan process? (Would you be able to defend the 4 priority goals of the PROA Strategic Plan and some of the initiatives under each of those goals?)

The AC Chair asked how does AC work with PROAC in terms of course assessment. What does AC do with the 5-Column Model submissions at the course level? It would seem that PROAC sets the overall structure and processing of course assessment submissions while AC makes the decisions about curriculum. PROAC can make or approve recommendations for action but it is ultimately up to AC to incorporate the recommendations regarding curriculum.

4) Old Business

- a) 2008-09 Catalog Update
- i) The work on the catalog is nearing completion and the catalog should be online before the evaluation team arrives.

Rosaline Cepeda and Leo Pangelinan will compile all the catalog information and send the final version to the AC Chair with an e-copy to department chairs to look at before putting it online.

The work that the fees ad hoc committee started regarding fees and the fees refund policy needs to be continued and completed.

The Nursing Department publicizes that if a Nursing student challenges the Nursing Assistant course and fails, the failing grade will not be recorded on their academic record. This statement is inconsistent with the credit by examination policy and therefore, it will not be printed in the 2008-2009 catalog.

- b) Assessment Update
 - i) General Education
 - ii) Course Assessment
- c) Liberal Arts Program
 - i) Draft proposal to transfer the Liberal Arts Program from Counseling Programs & Services to Academic Programs & Services: The AC Chair recommended that the proposal include a statement that the Director of the Liberal Arts Program work closely with PROAC. The proposal should also state that the Director also assesses and establishes appropriate SLOs for the Liberal Arts Program and assessment measures and continues to improve on these things.

Frank Sobolewski made the following change (in italics) to number 3 on the proposal:

Chair the Liberal Arts Program Review Committee and submit to the Program Review and Outcomes Assessment Committee (PROAC) Liberal Arts Program review documents and data on the achievement of the Student Learning Outcomes for the Liberal Arts Program.

After further discussion on the duties and responsibilities of the Director, AC decided to allow Dr. Debra Cabrera as the Dean of Academic Programs and Services the opportunity to determine and concur with the duties and responsibilities.

AC voted and approved the first paragraph of the proposal which is to transfer the Liberal Arts Program from Counseling Programs and Services to Academic Programs and Services and to designate the Chair of the Social Sciences and Fine Arts Department to also serve as the Director of the Liberal Arts Program.

AC agreed that the duties and responsibilities of the Director of the Liberal Arts Program should be determined and concurred by Dr. Debra Cabrera, as the Dean of Academic Programs and Services.

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

- a) Certificate of Completion / Achievement in Basic Corrections Officer
- b) Certificate of Completion in Combined Law Enforcement (CLEA)

There were some questions regarding the above programs and the proposals to place the programs on inactive status were tabled by AC until Frank Sobolewski talks with someone from Community Development Institute (CDI) and the Department of Public Safety (DPS) regarding the programs.

Because there was a class in N-5 at 3:30 p.m., AC tabled the remaining agenda items until the next meeting.

6) Course Guide Review

a) Course Guide Stop Out

- i) CS 225
- ii) CS 226
- iii) CS 228
- iv) CS 229
- v) CS 240 Advanced Word Processing
- vi) CS 248
- vii) CS 249
- viii) CS 256
- ix) CS 260
- x) MG 235
- xi) MG 236
- xii) MG 245
- xiii) OA 101B
- xiv) OT 100
- xv) OT 105
- xvi) OT 110
- xvii) OT 115
- xviii) OT 125
- xix) OT 209
- xx) OT 210
- xxi) OT 211
- xxii) TS 160
- xxiii) TS 164
- xxiv) TS 165
- xxv) TS 166
- xxvi) TS 171
- xxvii) TS 175
- xxviii) TS 176
- xxix) TS 177
- xxx) TS 178
- xxxi) TS 181 Housekeeping Management
- xxxii) TS 183
- xxxiii) TS 186
- xxxiv) TS 188
- xxxv) TS 189
- xxxvi) TS 191
- xxxvii) TS 200
- xxxviii) TS 201
- xxxix) TS 205
- xl) TS 206
- xli) TS 208
- xlii) TS 220
- xliii) TS 253
- xliv) 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 3:27 p.m.