DATE: November 26, 2008
TIME: 2:00 p.m.
PLACE: N-5

Voting Members Present:
Dr. Debra Cabrera, Dean of Academic Programs & Services, AC Chair
Mark Haag, Chair, L & H Dept., AC Vice Chair
Glenn D. Keaton, Chair, SMHA
Leo Pangelinan, Director, CPS
Pasquana Calvo, Acting Chair, Nursing Dept.
Cynthia DLGuerrero, Director, SOE
Frank Sobolewski, Chair, SSFA Dept.

Non-Voting Members:
Rosaline Cepeda, Director, OAR
Adrian Atalig, Director, IT
William Castro, Director, OIE

Others Present:
Joyce Taro, Recorder
Lisa Hacskaylo, Institutional Researcher, OIE
Melena Slaven, Director, RHSP
Larry Lee, Instructor, Business Dept.

Meeting called to order at 2:15pm.

1) Review and Adoption of November 26, 2008 Agenda
Add under announcements:
   a) Saturday Thanksgiving Picnic, b) Final Exam Schedule and c) Department Inventory

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) November 20 & 26, 2008 - Tabled

3) Announcements
   a) Thanksgiving Saturday Picnic
      This picnic is scheduled for Nov. 29 at Pau Pau beach beginning at noon.
   b) Final Exam Schedule
      Please review the final exam schedule for Fall 2008.
      Action: The Fall 2008 Exam Schedule was approved and will be distributed to all.
   c) Department Physical Assets Inventory
      Deadline for inventory for all physical assets is 12/15/08. The Chair asked that a person be assigned to do this for each department. Please submit names of those assigned by end of the day today.
   d) Christmas Party
      Tentatively scheduled for Dec. 13 at the Hyatt.

4) Old Business
   a) 2008-09 Catalog Update:
      Leo stated that changes are still being submitted. We hope to have the final version to the printers by next week. We are looking at printing about 250 copies and if additional funds are available, we may get another 200. There were suggestions to have it available through other means such as online, website and on CD.
b) Transfer in of Foreign Language Courses
   There was some question on the last sentence of the recommended wording. This proposal would only
   be to meet a graduation requirement. Members were asked to review this further, make
   recommendations and address it at the next meeting.

c) Advanced Placement Policy
   Leo passed out a brief write up based on the most current policy on this issue. Departments need to
   work on this based on current policy.
   ACTION: Leo to send e-copy of this for AC to review and make more recommendations.

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

6) Course Guide Review
   a) Course Guide Stop Out
   b) Course Guide Cancellation
   c) Course Guide Update
      i) ED 141 and ED 215 Tabled
      ii) CS 227 and CS 246 Tabled
      iii) EC 211 (Eric, email revised Course Guide as recommended for next AC meeting) Tabled
      iv) EC 212 (Eric, email revised Course Guide as recommended for next AC meeting) Tabled
      v) MG 232 (Eric, email revised Course Guide as recommended for next AC meeting) Tabled
      vi) MG 233 (Eric, email revised Course Guide as recommended for next AC meeting) Tabled
      vii) MG 250 (Eric, email revised Course Guide as recommended for next AC meeting) Tabled
      viii) TS 101 (Eric, email revised Course Guide as recommended for next AC meeting) Tabled
      ix) TS 185 (Eric, email revised Course Guide as recommended for next AC meeting) Tabled
      x) CJ 103 Tabled
      xi) CJ 150 Tabled
      xii) CJ 200 Tabled
      xiii) CJ 225 Tabled
     xiv) CJ 251 Tabled
     xv) LW 106 Tabled
    xvi) JA 100, JA 101, JA 102, and SP 101 Tabled

d) New Course Guide
   i) TS 103 Introduction to the Hospitality Industry (Eric, email revised Course Guide as recommended
       for next AC meeting) Tabled
   ii) TS 182 Courtesy and Guest Relations (Eric, email revised Course Guide as recommended for
       next AC meeting) Tabled

7) New Business
   a) AC Council Bylaws
      Action: It was approved to change the Registrar to the Director as a non-voting member of AC
      from the Office of Admissions and Records.

   b) IDP Template
      With the new developmental math courses, it was asked to make the necessary changes on the IDP as
      well. Thus MA 090 will be removed and replaced with the new courses MA 088 and MA 089. A motion
      was made to make changes on the IDP template, seconded and approved by majority vote.
      Action: It was approved to reflect the new math courses on the IDP Template.

8) Adjournment
   Meeting adjourned at 3:16pm.

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