

**Academic Council
January 5, 2009 Meeting Minutes
10:00 a.m. BOR Conference Room**

Voting Members Present:

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

Mark Haag, Chair, Languages & Humanities Dept., *AC Vice Chair*

Cynthia Deleon Guerrero, Director, School of Education

Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics Dept.

Leo Pangelinan, Director, Counseling Programs & Services

Frank Sobolewski, Chair, Social Sciences & Fine Arts Dept.

Non-Voting Members Present:

William Castro, Director, Office of Institutional Effectiveness (OIE)

Others Present:

Juan Babauta, Director of ANA Grant, Information Technology (IT)

Jennifer Barcinas, Administrative Manager, Rota Instructional Site (via VTC)

Lisa Hacskaylo, Institutional Researcher, OIE

Bertha Leon Guerrero, Distance Learning Coordinator, IT

Dean Manglona, Extension Aide II, CREES, Rota Instructional Site (via VTC)

Evelyn Mendiola, Extension Aide III, CREES, Rota Instructional Site (via VTC)

Martin Mendiola, Program Coordinator, Rota Instructional Site (via VTC)

Frank Norita, Program Coordinator, Upward Bound Program, Rota Instructional Site (via VTC)

Melena Slaven, Director, Rehabilitation & Human Services Program

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

Meeting called to order at 10:00 a.m.

1) Review and Adoption of the January 5, 2009 Agenda

- a) Add the following under Announcements.
 - a) Professional Development Days (PDD)
 - b) Liberal Arts Majors
 - c) New Student Orientation
 - d) Building M Open House

- b) Add the following under New Business.
 - a) Academic Advising Handbook (Leo)

It was moved, seconded, and unanimously approved to adopt the January 5, 2009 Agenda as amended.

2) Review and Adoption of the following Minutes

- a) May 29, 2008, June 26, 2008, July 10, 2008, August 7, 2008, and September 11, 2008 **Tabled** (flash drive with files crashed)
- b) November 20 & 26, 2008 **Tabled**

Approved: 02.18.2010

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c) December 23, 2008 **Tabled**

3) Announcements

a) Professional Development Days (PDD)

i) The AC Chair e-mailed the PDD schedule to all employees. PDD is from January 5 – 7, 2009 and the schedule is as follows:

Academic Council Meeting	10:00 a.m.	January 5
New Employee Orientation	1:30 p.m.	January 5
General Assembly	1:30 p.m. – 2:30 p.m.	January 6
Building Research Capacity: An Overview of Assessment Tools	2:30 p.m. – 4:30 p.m.	January 6
New Student Orientation	10:00 a.m. – 12:00 p.m.	January 7
Academic Advising Workshop	1:00 p.m. – 4:00 p.m.	January 7

All faculty are required to attend the academic advising workshop even if they have attended previous academic advising workshops.

b) Liberal Arts Majors

i) Effective Spring 2009, first time students who are liberal arts majors will be handed over to Frank. He will assign some of these new students to the other department chairs who will then appoint an academic advisor for them. The responsibility of advising liberal arts majors will, therefore, be shared between Mark, Glenn, and Frank as Department Chairs. The other department chairs (Eric Plinske, Chair, Business Dept. and Pasquana Calvo, Acting Chair, Nursing Dept.) and the Director of School of Education have their own degree programs to manage.

c) New Student Orientation

i) Leo distributed the Spring 2009 New Student Orientation schedule. The orientation will be on January 7, 2009 as part of PDD. The Counseling Programs & Services has planned for six programs (Business, Criminal Justice, English, Liberal Arts, Math, and Nursing) to do a presentation on what their program offers.

d) Building M Open House

i) Furniture and computers are being moved in this week. The open house will probably be on January 16, 2009. Mark briefly summarized what was in Building M. Leo asked about room availability for English tutoring because he is running out of space if the Counseling Programs & Services office. Mark and Leo will meet to discuss this issue.

4) Old Business

a) Academic Council Bylaws **Tabled**

b) Department's Chair Responsibilities (Advising & Registration)

i) The AC Chair distributed a handout detailing the roles and responsibilities of department chairs and instructional faculty during academic advising, registration, and add/drop week. Revisions were made to the handout. The finalized copy will be distributed to each academic department before Spring 2009 registration begins.

c) Advising vs. Counseling

Instructors advise students about their academic career, while counselors may have

more knowledge about a student's personal life and could counsel and help the students with personal issues they may have

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

- a) Hemodialysis Technician Certificate of Completion **Tabled**

6) Course Guide Review

- a) Course Guide Inactive Status (Stop Out)
i) NU 108 Nursing Assistant **Tabled**
ii) NU 109 Hemodialysis Technician **Tabled**

- b) Course Guide Cancellation
None

- c) Course Guide Update
i) ED 141 and ED 215 **Tabled**
ii) CS 227 and CS 246 **Tabled**

227 Eric Plinske, Chair, Business Dept., needs to e-mail revised course guides for CS and CS 246 as recommended by AC.

- iii) EC 211, EC 212, MG 232, MG 233, MG 250, TS 101, TS 185 **Tabled**

Eric Plinske needs to e-mail revised course guides for EC 211, EC 212, MG 232, MG 233, MG 250, TS 101, and TS 185 as recommended by AC.

- iv) CJ 103: Frank discussed the revised CJ 103 course guide. **Someone made a motion to approve the CJ 103 course guide as is with no additional changes. The motion was seconded. Motion carried.**

- v) CJ 150, CJ 200, CJ 225, CJ 251, LW 106 **Tabled**

7) New Business

None

8) Adjournment

The meeting adjourned at 11:30 a.m.