DATE: May 13, 2011
TIME: 2:30 p.m.
PLACE: N-5

Voting Members Present:
James Kline, Chair, L&H Dept. Vice Chair
Dr. De Torres, Chair, SMHA Dept.
Thomas Sharts, Acting Chair, SSFA Dept.
Dr. John Griffin, Chair Business Dept.
Rosa Tudela, Chair, Nursing Dept.
Dr. Joseph Peters, Director, SOE
Dr. Tim Burk, Director, CPS

Non-Voting Members:
Galvin Deleon Guerrero, Director, OIE
Cynthia Deleon Guerrero, Director, OAR was present in this meeting.
Amanda Allen, Distance Ed Coordinator, IT

Others Present:
Joyce Taro, Recorder
Lisa Hacskaylo, Institutional Researcher, OIE
John Cook, Archivist

Meeting was called to order at 2:40 pm by the Vice Chair, James Kline.

1) Review and Adoption of May 13, 2011 Agenda
   Under course guide review-Modification: added iv) MG 238
   Agenda was approved as amended.

2) Review and Adoption of the following Minutes
   a) April 29, 2011 TABLED

3) Announcements
   a) Webinar
      Amanda informed AC that she will be hosting a webinar to cover forms of assessment and ways to provide information. Today the webinar will start at 3:30pm. Starting next week Friday, she will be showing the Webinar every Friday at 1:30pm in N-5. If members are unable to attend, she can email link for members to watch.

4) Old Business
   a) Staggered Course Assessment Schedule
      James announced that the course assessment for Spring 2011 are due May 20th next week to the Dean of APS.

   b) AC Evaluation Committee - TABLED

5) Degree and Certificate Program Review
   a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
      None

   b) Department Request to Place Program(s) on Inactive Status
      None

6) Course Guide Review
   a) Inactive Status
      None
b) Cancellations
   None

c) Modifications
   i) DR 120
      Motion to approve the DR 120 course guide as amended was made. M/S: Dr. Griffin/Rosa. Motion carried.

   ii) DR 202
      Motion to approve the DR 202 course guide as amended was made. M/S: Dr. Griffin/ Tom. Motion carried.

   iii) MU 107
      Motion to approve the MU 107 course guide as amended was made. M/S: Dr. Griffin/Dr. Peters. Motion carried.

   iv) MG 238
      Motion to approve the MG 238 course guide as presented was made. M/S: Tom/Dr. Peters. Motion carried.

d) New
   None

7) New Business
   a) Nursing Program Clinical/Practicum Hours (Related Learning Experience) - TABLED
   b) Volunteers - TABLED

Dr. Griffin informed AC that the conference scheduled for June 5-10 in Guam is $1,900 which covers the training this year and next year. It was recommended that the Dean get clarification on this.

8) Adjournment
   Meeting adjourned at 3:13pm.