

# Academic Council Meeting Minutes

Friday, January 6, 2017

## Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-1 on January 6, 2017. Voting members in attendance included Ajani Burrell, Barbara “Bobby” Hunter, Beylul Solomon, Chavel Green, Jennifer Wilson, Jesse Pangelinan, Joan Torres, Kathleen Winkfield, Lisa Lunde. Voting members not in attendance included Alfredo De Torres, Ermelinda Oneto (Proxy = Johnny Aldan), Roger Croft, Timothy Baker, Velma Deleon Guerrero (Proxy = Kathy Winkfield), Zerlyn Taimanao (Proxy =Lisa Lunde).

## Approval of minutes

Due to the new composition of leadership and members of the Academic Council, the first meeting held on December 2, 2016 of the Academic Council was an informal meeting with no official minutes recorded. Thus, there were no previous minutes to approve.

## Reports

1. Ajani Burrell was nominated for and accepted by the faculty senate to be chair of the Academic Council
2. Jennifer Wilson was selected by Ajani Burrell to be the language and format specialist for all course guides submitted to the Academic Council. The language and format specialist will be responsible for ensuring that submitted course guides follow a standardized template and are devoid of spelling and grammatical errors.

## Old business

1. Course Guide Review process
  - a. A decision was made by the council to upload all course guides submitted for review to the *Academic Council Shared Folder* on Google Drive. Any changes made to the course guides by council members should be done in “suggest/comment” mode so as not to accidentally edit or make changes to the original document.
  - b. After reviewing and/or editing course guides, council members agreed to place their initials for the corresponding course guide found in the *Review Tracker* spreadsheet. The *Review Tracker* spreadsheet is found in the *Academic Reviews* folder under the *Academic Council Shared Folder* on Google Drive.
2. Leadership
  - a. Nomination and selection for the vice chair position of the Academic Council was tabled until the next meeting.
  - b. A motion was made by Johnny Aldan to nominate Beylul Solomon for Secretary. The motion was adopted unanimously.
3. Three Semester Commitments
  - a. Tabled until next Academic Council meeting

4. Bylaws
  - a. Tabled until next Academic Council meeting
5. Business/Plans for Spring 2017 Semester
  - a. Tabled until next Academic Council meeting
6. Final Spring 2017 Meeting Schedule
  - a. Tabled until next Academic Council meeting

## **New Business**

1. Robert's Rules of Order
  - a. Tabled until next Academic Council meeting
2. Course Guides and Individualized Degree Plans for Review
  - a. Introduction to Russian (RU101): A new course guide for RU 101 was presented by Brady Hammond. Discussion centered on making changes to the Catalogue Course Description section and updating the Instructional Resources section. A motion was made by Beylul Solomon to adopt with changes. The motion was adopted unanimously.
  - b. Individualized Certification Plan for Certificate of Achievement in Casino Management: A new ICP for Casino Management based off of the College of Southern Nevada's certificate program by the same name was presented by Chavel Green. Discussion centered around changing the course number to reflect a more appropriate course sequence. A motion to adopt with changes was made by Chavel Green. The motion was adopted with changes unanimously after debate.
  - c. Supervision of Casino Games (GM106): A new course guide for GM 106 was presented by Chavel Green. Discussion centered around having further clarification as to why the course is needed at NMC; as well as a clear alignment between methods of evaluation, course activities and design, and assessment measures. Bobby made a motion to adopt with changes after debate. The motion was adopted with 1 abstention.
  - d. Slots Management I (GM108): A new course guide for GM 108 was presented by Chavel Green. After a change in the course description, a motion to adopt with changes was made by Beylul Solomon. The motion was adopted with 1 abstention.
  - e. Table Games Management (GM207): A new course guide for GM207 was presented by Chavel Green. Discussion centered on adding more description to the Course Description and Catalogue Course Description section of the course guide. A motion was made by Chavel Green to adopt with changes. The motion was adopted with 1 abstention.
  - f. Casino Customer Service (GM210): A new course guide for GM 210 was presented by Chavel Green. After vigorous debate on how the course differed from a customer service course already offered by NMC, the course guide was withdrawn by Chavel Green from consideration.
  - g. Introduction to Gaming Management (GM225): A new course guide for GM 225 was presented by Chavel Green. The discussion centered on changing the course number to reflect that it is an introductory course and shouldn't be a prerequisite to courses with lower course numbers. A motion to adopt with changes was made by Chavel Green. The motion was adopted with 1 abstention.
  - h. CNMI Gaming Laws and Regulations (GM235): A new course guide for GM 235 was presented by Chavel Green. The discussion centered on the Course Outline section of the

course guide and the need for clarity and removal of subsections within the outline. In addition, a suggestion was made to include laws for the CNMI as a required/recommended textbook. A motion to adopt with changes was made by Chavel Green. The motion was adopted with 1 abstention.

- i. Work Experience in the Casino Industry (GM295): A new course guide for GM 295 was presented by Chavel Green. The need for clarification of the Course Activities and Design section of the course guide was discussed. In addition, a suggestion was made to remove the term “employment” from the course guide. A motion to adopt with changes was made by Bobby. The motion was adopted with 1 abstention.

## Announcements

No announcements.

## Adjournment

The meeting was adjourned at 12:00pm

Beylul Solomon Secretary
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January 20, 2017 Date of approval
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**Please indicate with an "X" if you have reviewed the minutes**

Voting Member	Reviewed Minutes
Alfredo De Torres	
Barbara Hunter	
Beylul Solomon	X
Chavel Green	
Ermelinda Oneto	
Jesse Joe Tudela Pangelinan	
Joan Torres Deleon Guerrero	x
Kathleen Winkfield	<del>x</del>
Lisa Lunde	<del>x</del>
Roger Croft	
Timothy Baker	

Velma Deleon Guerrero	
Zerlyn Taimanao	