
Academic Council Meeting Minutes

Friday, April 20, 2018

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on April 20, 2018.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Beylul Solomon, Ermelinda Oneto, James Kline, Jesse Pangelinan, Lisa Lunde, Marji Tarope, Velma Deleon Guerrero, and William Hunter.

Voting member not in attendance: Barbara “Bobbie” Hunter (Proxy = William Hunter), Christine Inos (Proxy = Lucille Deleon Guerrero), Kathy Winkfield (Proxy = Lisa Lunde), and Zerlyn Taimanao (Proxy = William Hunter)

Non-voting members in attendance: Chelsea Yangirefil (Proxy for Kenneth Gabrido), Lisa Hacskaylo (Proxy for Keane Palacios), and Manny Castro

Guests: Amanda Diaz, Denise Myers, Roland Merar, and Yunzi Zhang

Meeting was called to order at 9:06 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A motion to adopt the agenda was made by Velma Deleon Guerrero. The agenda was adopted unanimously.

The minutes from the April 6th meetings were presented to the council by Ajani Burrell. Minor grammatical changes were made to the minutes. A motion to adopt the minutes with changes was made by Velma Deleon Guerrero. The minutes were adopted unanimously

Announcements

- a. There were no announcements for the meeting.

Reports

- a. There were no new reports for the meeting.

Old Business

- a. Course Assessment Plan Proposal
 - i. Ajani Burrell sent out *Procedure No 5010.23 Responsibilities of Instructional Faculty* via email that was sent to him by Jack Kiyoshi, Director of Human Resources which detailed the responsibilities for full-time and part-time faculty. The procedure does not state that part-time/adjunct faculty are required to conduct course assessments. Lisa Hacskaylo reported that she spoke with Jack Kiyoshi who said that the procedure needs to be revised since the contract and vacancy announcements have course assessment stated as a requirement. Human

Resources will be making revisions to *Procedure No 50210.23* in order to align the procedure with contracts and vacancy announcements.

- ii. Discussion centered on whether the Course Assessment Plan proposal should have language in the plan that states that adjunct faculty will be conducting course assessments or has a caveat that states that it would go into effect once the procedure is revised. Beylul Solomon made a motion to leave the proposal unchanged until Human Resources make those revisions. The motion was adopted unanimously.
 - iii. A motion to adopt the Course Assessment Plan proposal was made by James Kline. The motion was adopted unanimously.
- b. Proposal to discuss independent study compensation
- iv. James Kline reported that the revision to independent study was taking more time since there are several forms that go along with the Independent Study procedure. Thus, two separate forms need to be created – one for Independent Study and another for special projects. He stated that they are working on a template of these forms adapted from North Central State College C college and are making sure that the language in the forms align with the Independent Study procedure. He also stated that the NMC Board of Regents will need to approve this procedure since compensation has been added and the subcommittee is working diligently to have this done on time for the submission of the new catalog which required submissions by May 4, 2018.
 - v. Ajani Burrell will send the revised draft for the next Academic Council meeting on May 4th.
- c. MindTap Site License for course(s)
- i. This agenda item was tabled.
- d. Program Learning Outcomes at the top of every Individualized Certificate Plan (ICP) and Individualized Degree Plan (IDP)
- i. Amanda Diaz reported that at the last Academic Programs & Services meeting department chairs and coordinators were given revised IDP and ICP forms. She stated that they will be sharing courtesy copies with their departments. She also stated that Academic Council does not need to review it but be aware of the change as new IDPs and ICPs come in for adoption.

New Business

- i. Prior Learning Assessment (PLA) Memo
 - i. Ray Muna presented on this agenda item. He reported that the rubric for the PLA memo was adopted from Learning Counts, a program that has been instrumental in portfolio development and prior learning assessments.
 - ii. Ajani Burrell brought up the point that there was only a rubric for student learning outcomes and not the other items on the memo. Ray Muna said that all other items on the memo are under the instructor's discretion. He also mentioned that college level writing will also be added as criteria of evaluation to the memo. Amanda Diaz also clarified that the third page of the memo is a feedback page for the student, the second page is for the evaluator to assess, and the first page is for the Office of Admissions and Records.
 - iii. A change was requested by Velma Deleon Guerrero to have the criteria cutoff be at 70% instead of 75% as was written. The council agreed.

- iv. A motion to adopt the PLA memo with the 70% change was made by Beylul Solomon. The motion was adopted unanimously.
- b. Syllabus Requirement
 - i. Amanda Diaz presented a revised syllabus template based on the Business Department to the council. She stated that the biggest change was the addition of a weekly breakdown section and the method of evaluation, which now has a column for points and weights. She said the reason this revision came about was due to student grievances on not having knowledge of how grades were calculated or workload expectations. She wants to make the expectations for each course clear. She also reiterated the need to keep all syllabi standardized so when students go from one class to the next, it will be clear to them, especially for students with disabilities.
 - ii. Discussion centered on how having “weights” and “points” may become confusing for students. Other concerns included that these columns may also reduce flexibility in tweaking classes as the semester progresses. Council members suggested adding a statement that this section is “subject to change.” Amanda Diaz agreed and also stated that the “weights” category can be removed.
 - iii. Velma Deleon Guerrero suggested sending the template to faculty to receive their feedback and AC member all agreed. Ajani Burrell suggested taking it to the Faculty Assembly scheduled for April 27th and Amanda Diaz stated that she would do so.
 - c. Procedure No. 4020.9 Commencement
 - i. Marji Tarope presented on this agenda item and stated that OAR added a new procedure for lost, stolen, or damaged degrees and requests for a duplicate copy.
 - i. A motion to adopt this change was made by Velma Deleon Guerrero. The motion was adopted unanimously.
 - b. Procedure No. 4012.1 Academic Probation and Suspension (time permitting – will take place after course guide review)-
 - i. This agenda item was tabled.

Course Guides and Individualized Degree Plans for Review

- a. Health and Physical Education Methods for Elementary Teachers (ED 353)
 - a. The course guide for ED 353 was presented by Roland Merar. The major changes to the course guide include the sections on Methods of Evaluation, Course Outline, Student Learning Outcomes, and Assessment of Student Learning Outcomes. Other minor grammatical changes were included. A motion to adopt with changes was made by James Kline. The motion was adopted unanimously.
- b. Teaching Elementary & Middle School Math (ED 432)
 - a. The course guide for ED 432 was presented by Roland Merar. The main changes to the course guide included a change in the textbook, Course Outline, Instructional Goals, Course Objectives, and Assessment of Student Learning Outcomes. A motion to adopt the course guide with changes was made by Lisa Lunde. The motion was adopted unanimously.
- c. Financial Accounting, I (AC227)

- a. The course guide for AC 227 was presented by Yunzi Zhang. She stated that the major change in the revised course guide was the removal of CS 103 as a prerequisite. Instead, CS 103 could be taken concurrently.
- b. Council members suggested changes that included updating the Methods of Evaluation, Course Outline, Student Learning Outcomes, and Assessment Measures of Student Learning Outcomes and removing Program Learning Outcomes. A motion to adopt with changes was made by James Kline. The motion was adopted unanimously.
- d. Introduction to Financial Management (FM 300)
 - a. The course guide for FM 300 was presented by Yunzi Zhang. She stated that the reason for the revision of the course guide was to add the cost of lab fees in order to conduct business case simulations.
 - b. Council members suggested additional changes that included updating the Methods of Evaluation, Course Outline, Student Learning Outcomes, and Assessment Measures of Student Learning Outcomes and removing Program Learning Outcomes. A motion to adopt with changes was made by Beylul Solomon. The motion was adopted unanimously.
- e. International Business Management (MG 401)
 - a. Yunzi Zhang stated this course guide didn't need to be reviewed, thus was not discussed by the council.
- f. Basic Microbiology (BI 225)
 - a. The course guide for BI 225 was presented by Denise Myers. She stated that it was an inactive course that is now being activated, whereas Microbiology for Health Services (BI 223) will become inactive.
 - b. Council members suggested revising the section on textbooks to state only one edition of the textbook, removing the credit hours per semester, and the smartboard from instructional resources.
 - c. A motion to adopt with changes was made by Beylul Solomon. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 11:24 am.

Beylul Solomon

May 4, 2018

Secretary

Date of approval
