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# Academic Council Meeting Minutes

Friday, April 6, 2018

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## Call to order

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on April 6, 2018.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Beylul Solomon, Ermelinda Oneto, James Kline, Jesse Pangelinan, Kathy Winkfield, 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), and Zerlyn Taimanao (Proxy = Velma Deleon Guerrero)

Non-voting members in attendance: Keane Palacios and Leah Fabila (Proxy for Kenneth Gabrido)

Guests: Amanda Diaz, Denis Myers, Lisa HacsKaylo, Roland Merar, and Rosa Tudela.

Meeting was called to order at 9:07 am.

## Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. Lisa HacsKaylo requested to add the General Education Committee under *Announcements (b)* and *(c)*. Ajani Burrell tabled MindTap Site License for Course(s) under *Old Business (c)*. A motion to adopt the agenda with changes was made by Velma Deleon Guerrero. The agenda was adopted unanimously.

The minutes for three meetings were presented to the council by Ajani Burrell:

- 1) January 26<sup>th</sup> Minutes: A motion to adopt the minutes was made by Marji Tarope. The motion was adopted unanimously.
- 2) February 23<sup>rd</sup> Minutes: A motion to adopt the minutes was made by Lisa Lunde. The motion was adopted unanimously.
- 3) March 9<sup>th</sup> Minutes: A motion to adopt the minutes was made by Lisa Lunde. The motion was adopted unanimously.

## Announcements

- a. Consider Course guides BI 117 & BI 251 prior to *Old Business* due to faculty schedule conflict.
  - i. The course guides for Food Science (BI 117) and Human Anatomy and Physiology I (BI 251) were discussed prior to other council business. See *Course Guides and Individualized Degree Plans* for further information.
- b. General Education Committee Updates
  - i. Lisa HacsKaylo reported on this agenda item. She stated that Dean Bobbi supported the efforts for the reinstatement of the General Education Committee and that they will be having their first meeting on the afternoon of Friday April 6, 2018. She thanked the council for their support of these efforts.
- c. General Education Outcome Mapping

- i. Lisa Hacskaylo had further communication with Amy Driscoll from WASC regarding General Education Learning Outcomes. Amy Driscoll inquired whether General Education Learning Outcomes were mapped to the General Education Core Courses. Lisa Hacskaylo stated that she checked with a few departments and confirmed that that hasn't happened yet. She will be bringing this topic up with the General Education Committee. She also added that department chairs should be working with their faculty to map General Education Learning Outcomes (GLOs) with their courses.
- ii. Amanda Diaz (acting Dean of Learning and Student Success) added that she's on the General Education Committee along with the Accreditation Liaison Officer (Charlotte Cepeda), Lisa Hacskaylo, and several other key people from various departments. She stated that she will be going over the WASC report in the General Education Committee meeting this afternoon since the WASC report is due by May 2<sup>nd</sup>. She also added that she might request to have a special meeting for Academic Council to help with the General Education Committee efforts.

## Reports

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

## Old Business

- a. Course Assessment Plan Proposal

- i. Ajani Burrell presented on this agenda item. He reported that there was a faculty assembly held during college hour on March 7, 2018 where the course assessment plan proposal was presented to faculty for comments. From that meeting, two questions were asked regarding the proposal:
  1. What happens if something within a course changes during the 5-year cycle?
    - a. Ajani Burrell suggested leaving this decision to the discretion of the department chair/director to rearrange the cycle if needed.
  2. What should departments/programs do about courses that are mostly or exclusively taught by adjuncts?
    - a. Discussion centered on whether adjuncts are contractually obligated to conduct course assessments. Velma Deleon Guerrero stated that adjuncts are not required to sign an actual contract, but their paychecks are typically withheld until required documents (i.e. grades, evidence pieces for student learning outcomes, etc.) and textbooks are submitted. Amanda Diaz suggested to double check the contractual obligations for adjunct faculty with Human Resources.
      - i. Ajani Burrell will follow up with Human Resources and add a statement in the course assessment plan proposal under *Assessment Guidelines* that specifies adjuncts are required to conduct course assessment if they are contractually obligated to do so.

- b. Proposal to discuss independent study compensation

- i. James Kline reported on this agenda item. He stated that he, Lisa Hacskaylo, and Marji Tarope looked at the original catalog description and determined that it

was lacking in the description of what an independent study course. He stated that the current description in the catalog was geared toward special projects rather than independent study for existing courses. Thus, they rewrote the entire policy by relying upon existing policy and procedure from a North Central State College to create one for NMC. In addition, they also added compensation for instructors.

- ii. Amanda Diaz stated that she is in full support of this proposal and hopes to have it reviewed and approved by the Fall 2018 semester. Velma Deleon Guerrero added that it would probably need to be presented to the Budget and Finance Committee (BAFC) and Amanda will double check with CFO, Andrew Reese, to confirm.
  - iii. Ajani Burrell will disseminate the draft proposal to the council for comments and it will be discussed at the next Academic Council meeting held on April 20, 2018.
- 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. Lisa Hacskaylo followed up on this agenda item with Amy Driscoll from WASC and asked for specific examples from other institutions of Program Learning Outcomes posted at the top of every ICP and IDP. Lisa Hacskaylo sent a sample from one institution to Ajani Burrell on the morning of the Academic Council meeting.
    1. Ajani Burrell asked the council whether this falls under the purview of Academic Council (AC) since it appears to have already been decided. Amanda Diaz stated that she will work with the Accreditation Liaison Office, Charlotte Cepeda, to determine if this is required. She added that she is currently looking for clarification from WASC and doesn't want anyone to do unnecessary work. She requested some time from AC to confirm.

## **New Business**

- a. Revised Nursing Program Learning Outcomes
- i. Rosa Tudela presented on this agenda item. She reported that the Nursing Department has revised their Program Learning Outcomes (PLOS) down to 8 PLOs. She stated that they worked with the School of Education on curriculum mapping to update and revise their PLOs.
  - ii. A motion to adopt the revised Nursing Program PLOs was made by Beylul Solomon. The motion was adopted unanimously.
- b. Fall 2018 Schedule
- i. Amanda Diaz presented a draft of the Fall 2018 schedule and calendar to the council. She stated that the schedule was modified to include 16 weeks of instruction prior to final exam week to ensure that all courses have 45 contact hours. She also added that any changes to the times of specific classes can be made by contacting Shirley Blas. Discussion centered on why there was a move from 15 weeks of instruction to 16

weeks of instruction. Amanda said she will clarify why there was a move from 15 weeks to 16 weeks of instruction for future schedules.

- ii. A motion to adopt the Fall 2018 calendar and schedule was made by Beylul Solomon. The motion was adopted unanimously.

## **Course Guides and Individualized Degree Plans for Review**

- a. Food Science (BI 117): Denise Myers presented the new course guide for BI 117. She indicated that the primary goal of this course was to have an online only Biology course with a lab component to it, especially for students in Rota and Tinian. She explained that the lab components of the course will be experiments done at home and students would upload videos, pictures, and lab reports online.
  1. Council members asked why the number of contact hours was 6 hours but the students and faculty only receive 4 credits. She explained that was standard for science classes with a lab component.
  2. Amanda Diaz brought up the issue of whether a food science course would transfer as a biology course. After further discussion and clarification that it would not transfer as a biology course but needed to be classified as a biology course based on the grant funding for the course, Amanda Diaz suggested that a statement be added to the course description that it would not substitute for a Biology 101 course.
  3. Other changes to the course guide included adding Math 091 as a placement level and which semester(s) the course will be offered.
  4. A motion to adopt the new course guide with changes was made by Lisa Lunde. The motion was adopted unanimously.
- b. Human Anatomy and Physiology I (BI 251): Denise Myers presented the modified course guide for BI 251. She stated that after the Fall 2018 professional development conducted by Amy Driscoll and Carol Huston, she realized the student learning outcomes needed to be changed/updated.
  1. Changes to course guide include adding which semester(s) the course will be offered, minor grammatical changes, APA/MLA format for the textbook, degree requirements met by the course, and a revised method of evaluation.
  2. A motion to adopt with changes was made by Lisa Lunde. The motion was adopted unanimously.
- c. Health and Physical Education Methods for Elementary Teachers (ED 353) – Roland Merar was at the meeting to present the modified course guide for ED 353. He stated that he will look through the recommendations made by the council and resubmit with changes at the following meeting Academic Council meeting.
- d. Teaching Elementary & Middle School Math (ED 432) - Roland Merar was at the meeting to present the course guide for ED 432. He stated that he will look through the recommendations made by the council and resubmit with changes at the following meeting Academic Council meeting.

- e. Integrated Lessons and Activities (ED 471 Section 1) – The modified course guide for ED 471 Section 1 was presented by Amanda Diaz. One of the main changes was to include a ½ credit per student as compensation to the instructor.
  - 1. William Hunter asked why the course guide was presented with the section number included. Amanda Diaz clarified that ED 471 Section 1 was specifically for students within the Elementary, Early Childhood, and Special Education concentrations who are placed exclusively within a classroom setting. She further elaborated that ED 471 Section 2 is specifically for students in the Rehabilitation and Human Services concentration who are placed in a counseling setting and have different student learning outcomes.
    - a. There was a suggestion to have the course renamed to ED 471A or ED 471B. Marji Tarope said she will look into that option.
- f. Beylul Solomon made a motion to adopt the course guide with changes. The motion was adopted unanimously.

## Adjournment

The meeting was adjourned at 10:53 am.

Beylul Solomon	April 20, 2018
Secretary	Date of approval