
Academic Council Meeting Minutes

Friday, May 4, 2018

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on May 4, 2018.

Voting members in attendance included Ajani Burrell, Barbara “Bobbie” Hunter, Beylul Solomon, Ermelinda Oneto, James Kline, Jesse Pangelinan, Marji Tarope, Kathy Winkfield, Lisa Lunde, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao

Voting member not in attendance: Christine Inos

Non-voting members in attendance: Keane Palacios

Guests: Amanda Diaz and Lisa Hacsaylo

Meeting was called to order at 9:10 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 Beylul Solomon. The agenda was adopted unanimously.

The minutes from the April 20th meetings were presented to the council by Ajani Burrell. Changes to the minutes included correcting the date of the meeting from the April 19th to April 20th, correcting Board of Directors to Board of Regents and adding North Central State College as template used to create proposal for the Independent Study Proposal. A motion to adopt the minutes with changes was made by James Kline. The minutes were adopted unanimously

Announcements

- a. There were no announcements for the meeting.

Reports

- 1) Faculty Assembly 4.27.18
 - i. James Kline reported on this agenda item. He stated that faculty met on April 27, 2018 to vote on the revised constitution and it was approved. He stated that there was also a discussion on course syllabus requirements and Amanda Diaz would report on those updates later on in the meeting.

Old Business

- a. Independent Study Proposal
 - i. James Kline sent documents on the morning of the Academic Council meeting to Ajani Burrell to share with the council. He said that there were a few items on the forms that needed to be clarified before presenting the proposal, such as the

distinction compensation between for Independent Study for existing courses and Special Projects courses. He wanted to clarify that Independent Study can only be used for courses that are not being offered in that semester, not for courses that are under-enrolled. Thus, language will be added to the proposal that explicitly states that Independent Study is not a replacement for low enrollment courses. In addition, another change included having a maximum of two students per Independent Study course. Ermelinda Oneto also asked that language be added to the proposal that states that if students need to take a course that is not offered at NMC, they can take the course with an instructor at another institution. James Kline responded that that would be considered a special projects course.

- ii. Other discussion included determining what happens when a student needs a course that does not run due to low enrollment. Options included having 1 or 2 sections open for a course for seniors who would need the course in order to graduate.
- iii. James Kline also added that the proposal would be finished by the end of next week and can be discussed with the council at the next council meeting. He also stated that the catalog committee had postponed the meeting that was supposed to be held today (May 4th) until May 10th so they will have time to get those reviewed documents to the catalog committee by that time.
- iv. James Kline will send the finalized document to Ajani Burrell next week to share with the Academic Council to be discussed on May 15th.

b. Syllabus Requirement

- i. Amanda Diaz presented on this agenda item. She stated that course outcomes need to be applicable to all programs, including ABE. She also stated that during the faculty assembly held on April 27, 2018, faculty expressed concerns with the requirement of a course schedule and that she informed them that the requirement is flexible and can also be changed to give more flexibility, as long as it has reading assignments and tentative due dates.
- ii. There were also other concerns expressed with regard to the method of evaluation (i.e. having points and weights), however she said they will be moving forward with method of evaluation as stated but that the weights column will be optional since NMC will be moving solely to a point value system.
- iii. A motion to adopt the syllabus template with changes was made by James Kline. The motion was adopted unanimously.

c. MindTap Site License for course(s)

- i. This agenda item was initially tabled. However, Velma Deleon Guerrero reported that Denise Myers would like to have MindTap added to the Food Science (BI 117) course guide as a cost to the student since the bookstore will not sell them the software unless it is stated on the course guide. Ajani Burrell responded that any change to fees for a course needs to come back to the council. In addition, Lisa HacsKaylo also added that any changes in fees also need to be approved by the Board of Regents. This agenda item will be discussed further at a future AC meeting.

New Business

a. Procedure No. 4012.1 – Academic Probation and Suspension

- i. This agenda item was tabled.
- b. Course Assessment Plan supplemental documents and planning
 - i. Ajani Burrell reported that the Course Assessment Plan has been approved and the council needs to determine a timeline for implementation. He stated that the *Assessment Plan* for each course and *Assessment Schedule* for each department is the first things that need to be established. He also added that AC should request that the academic units begin to work on these two items in the Fall 2018 semester so that AC has the information by the end of the Fall 2018 semester. He has begun working on the documents for the assessment plan and schedule (based on Kapi'olani Community College templates) for academic units to use. He asked the council for feedback on the documents and also stated that he doesn't want to create a standardized form since NMC will be eventually moving to an electronic platform (WaterMark). Keane Palacios added that there a training soon for WaterMark, but no official date has been set yet. Ajani Burrell and Keane Palacios will meet to discuss when that will happen so faculty won't have to do redundant work.
- c. Special meeting to address course guides.
 - i. Ajani Burrell sent an email to council members letting them know that there are several course guides that need to be reviewed. Bobbie Hunter stated that there were several course guides from the Business Department that needed to be updated since they were originally written too quickly. Amanda Diaz also added that the student learning outcomes for multiple courses in the Business department are being changed because they did curriculum mapping in the Spring 2017 semester which necessitated changes in their course SLOs; hence why a special meeting needs to happen so they can be approved. Classes will be taught in summer and fall.
 - ii. Ajani Burrell expressed concern that the overwhelming number of course guide will not be reviewed carefully.
 - iii. Bobbie Hunter will ask Deborah Steed (chair for the Business Department) for the courses that are being offered in the fall and summer only so those course guides can be prioritized for review by the council.
 - iv. Ajani Burrell stated that after determining the urgent course guides for the Business Department and adding one IDP and one course guide for Criminal Justice from Zerlyn Taimanao, the council will meet on May 15, 2018 from 8:30am – 11:30am to review as many of the course guides and IDP as possible.
 - v. A motion to have a special AC meeting to review course guides and IDP on May 15, 2018 was made by William Hunter. The motion was adopted unanimously.

Course Guides and Individualized Degree Plans for Review

- a. Business Law II (MG 438)
 - ii. The course guide for MG 438 was tabled since the proposer, Deborah Steed, was not present at the meeting.
- b. Capstone Major Project (MG 440)
 - ii. Bobbie Hunter presented course guide for MG 440. She stated that they were adding a \$15.00 lab fee for an exit exam (in addition to the simulation fee that

they already have to pay) for the capstone course. In addition, council members suggested other changes including: updates to the Student Learning Outcomes, removal of *Required Textbook* and addition of online materials with citations, removal of mileage and credit for supervisor, and changes to the course outline. Discussion also centered on whether the new lab feed needs to go the Board of Regents for approval.

- iii. Bobbie Hunter will work on the suggested edits and bring the course guide back to the council at a future meeting.

c. Introduction to Cooperative Education (CE 250)

- i. This course guide was tabled since the proposer, Yunzi Zhang, was not present at the meeting.

d. Associate of Science in Nursing IDP

- i. Ermelinda Oneto presented the revised IDP for the Associate of Science in Nursing program. She stated that the only changes were the addition of a signature line for students at the bottom of the IDP, the addition of prerequisites, and the change in the degree name from Associate **in** Science in Nursing to Associate **of** Science in Nursing.
- ii. A motion adopt the revised IDP was made by James Kline. The motion was adopted unanimously.

e. Associate of Science in Nursing ICP

- i. Ermelinda presented the revised ICP for the Associate of Science in Nursing program. She stated that the department wanted to change the title of the ICP to read *Certificate of Nursing Assistant* instead of *Certificate of Completion of Nursing Assistant*. Other changes included the addition of a student signature line at the bottom of the ICP, and a list of potential job opportunities. Ajani Burrell stated the title was not grammatically correct as proposed. Hence the council recommended the title of the certificate be changed to Nursing Assistant Certificate.
- ii. A motion to adopt the revised ICP with changes was made by Beylul Solomon. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 11:10 am.

Beylul Solomon

May 15, 2018

Secretary

Date of approval

