
Academic Council Meeting Minutes

Friday, September 28, 2018

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on September 28, 2018.

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

Voting members not in attendance: Barbara “Bobbie” Hunter (Proxy = William Hunter), Christine Inos, Jesse Pangelinan (Proxy = Charlene Masiwemai), and Zerlyn Taimanao (Proxy = Marji Tarope)

Non-voting members in attendance: Wesley Wilson

Guests: Lisa Hacskaylo and Raymond Muna

Meeting was called to order at 9:07 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. He informed the council that the agenda item under Reports (*Meeting with Dr. Wesley Wilson – Dean of OIE*) would be discussed upon Dr. Wilson’s arrival later on in the meeting. In addition, James Kline reported that Thomas Sharts wanted the course guide for SW 250 withdrawn from the Academic Council agenda until further notice since Thomas Sharts had received feedback from the University of Alaska-Fairbanks regarding changes that needed to be made to the course guide. A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the September 14th meeting were presented to the council by Ajani Burrell. A motion to adopt the minutes was made by Lisa Lunde. The minutes were adopted unanimously

Announcements

- a. None.

Reports

- a. Meeting with Dr. Wesley Wilson
 - i. Academic Council Self-Study (and working session for AUOs)
 1. This agenda item was discussed under *New Business (c) – Academic Council Self Study*.
 - ii. Course Assessment Plan
 1. This agenda item was discussed under *New Business (d) – Course Assessment Plan*

Old Business

- a. Independent Study Proposal

- i. James Kline reported on this agenda item. He stated that substantive changes were made to the Independent Study Proposal based on information from North Central College in Ohio.
 1. Changes include: only having courses offered by NMC as an option for independent study, concentration on courses that are offered at the college and that students would need to graduate, changes to the procedure (still waiting on feedback from Dean Charlotte Cepeda and Manny Castro), minimum GPA requirement, completion of at least 30 credits of course work and not having failed the course they plan on taking as independent study, cap of 2 students per course, and instructor pay.
 - a. Beylul Solomon suggested adding a clarifying statement for cancelled courses and the 2 week-registration deadline for registering for independent study. She also asked that the section on Program Heads teaching a course not being able to approve their own independent study be clearly explained.
 - b. James Kline stated that Dean Charlotte Cepeda had previously proposed for instructors to receive 1 credit, but that was not included in this version of the proposal.
 - c. Ajani Burrell suggested giving the council more time to review the document since it was just shared with them 48 hours ago. He also asked whether all faculty members should give feedback on the document. James Kline agreed with that suggestion and will be bringing it up at the Faculty Senate meeting. He also added that he would incorporate feedback from Dean Charlotte Cepeda, Manny Castro, and the Catalogue Committee. Lisa HacsKaylo also stated that Dean Charlotte Cepeda would also share the document with the leadership team (i.e. Directors, Department Chairs, and Program Coordinators) for their input.
 - d. Once all stakeholders have given feedback, the document will be shared with the President of NMC to get approval from the Board of Regents since there is a payment component.
- ii. No vote or motion was taken since the proposal will be going to Faculty Senate, Dean Charlotte Cepeda, and other stakeholders. James Kline will bring back the final version of the document for a vote by the Academic Council after receiving feedback.

New Business

- a. Course Assessment Plan supplemental documents and planning
 - a. This agenda item was discussed under *New Business (d) – Course Assessment Plan*.
- b. PLA PLOs
 - a. The Program Learning Outcomes (PLOs) for Prior Learning Assessment (PLA) were presented by Raymond Muna.
 - i. Changes requested by the Academic Council include: stating the PLOs as learning outcomes since they were worded as goals, and

adding Bloom's Taxonomy verbs in order to make them measurable outcomes.

- ii. Ajani Burrell suggested looking at alternative programs (i.e. CDI, NMTI, etc.) to see how they wrote their PLOs for examples. He also suggested that Raymond Muna meet with Dean Wesley Wilson (OIE) for additional feedback.
- iii. Ermelinda Oneto also suggested looking into "credit by exam" as an alternative way for students to receive credit for a course.

- b. Raymond Muna asked for the PLA PLOs to be tabled until the next Academic Council meeting so he can incorporate some of the requested changes. The agenda item was tabled until the next Academic Council meeting.

c. Academic Council Self-Study

- a. Ajani Burrell reported that he met with Dean Wesley Wilson yesterday and discussed the self-study that the Academic Council is being requested to conduct for accreditation purposes. He stated that the council will need to develop Academic Unit Outcomes (AUOs).
- b. Dean Wesley Wilson recommended having working sessions to develop AUOs. He said that the intent is to have the Academic Council become an administrative unit that will be required to complete Form 1s and Form 2s. These forms will be able to assess what the council has accomplished, what the council contributes to the college via course and student learning outcome assessments, and also to help identify strengths and weaknesses.
- c. Ajani Burrell asked how long the council has to come up with AUOs, and Wesley Wilson indicated that it needs to be done as soon as possible. He also added that there will be a visit from NMC's WASC liaison, Vice President Maureen Maloney, on October 29th – November 1st. Thus, Academic Council will need to ensure that there is documentation by August 2019 for the April 2020 accreditation visit from WASC. Dean Wesley Wilson will be sharing a template for the self-study report to the Academic Council.
- d. The council agreed to dedicate an Academic Council meeting to work on the self-study.

d. Course Assessment Plan

- a. Ajani Burrell reported that the Academic Council (AC) will no longer proceed with the Course Assessment Plan it developed last year. He stated that the point of the assessment plan was to have quality control and improvement of NMC courses. Thus, AC needs to ensure that as the General Education assessment cycles are being implemented, AC needs to have a mechanism in place that ascertains that as courses go through a Program Review cycle, all student learning outcomes (SLOs) for a course are reviewed at some point in that cycle.
- b. Dean Wesley Wilson stated that Program Review currently isn't working effectively. The goal is to have SLOs feeding into PLOs/AUOs then into

GELOs (which are supporting the Institutional Learning Outcomes). Therefore, AC will need to begin reviewing the SLOs that are going into the PLOs. He will submit the completed Form 1's to have AC assess them.

- c. Ajani Burrell indicated that this will be an ongoing discussion at AC. He suggested two options to ensure that all SLOs of a course are assessed: 1) leave it up to programs to decide when all SLOs will be assessed and review data given by OIE or 2) come up with a procedure and process that will show when each SLO will be assessed. He added that a full review of all SLOs could run on a 6-year cycle, but that is up for discussion. For now, he stressed the importance of starting with the self-study and making sure that the review cycle is strategic and long-term, rather than trying to speed through a review cycle.

Course Guides and Individualized Degree Plans for Review

- a. Human Behavior and the Social Environment (SW 250): This agenda item was removed from the AC agenda until further notice from Thomas Sharts.
- b. Prior Learning Assessment (BE 200): Raymond Muna requested that the course guide for BE 200 be tabled until the next Academic Council meeting in order to make changes to the course guide.

Adjournment

The meeting was adjourned at 11:02 am.

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Beylul Solomon	October 12, 2018
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Secretary	Date of approval
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