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# Academic Council Meeting Minutes

Friday, March 1, 2019

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## Call to order

A regular meeting of the Academic Council was held at 9:00am in Room K-1 on March 1<sup>st</sup>, 2019.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Barbara “Bobbie” Hunter, Beylul Solomon, Jesse Pangelinan, Kathy Winkfield, Marji Tarope, William Hunter, and Velma Deleon Guerrero.

Voting members not in attendance: Christine Inos, Ermelinda Oneto, James Kline, Lisa Lunde (Proxy = Kathy Winkfield), and Zerlyn Taimanao.

Non-voting members in attendance: Lisa Hacskaylo for OIE

Guests: Wil Maui

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 asked for agenda items under *New Business* to be addressed first since Lisa Hacskaylo, who would be giving updates on those items, needed to leave the meeting early. A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the January 16, 2019 meeting were presented to the council by Ajani Burrell. A motion to adopt the minutes was made by Velma Deleon Guerrero. The minutes were adopted unanimously.

## Announcements

- a. None.

## Reports

- a. None

## Old Business

- a. Independent Study Proposal
  - a. This agenda item was tabled.
- b. PLA PLOs
  - a. This agenda item was tabled.

## **New Business**

### **a. Course Assessment Plan supplemental documents and planning**

- a. Ajani Burrell stated that he met with Lisa Hacskaylo to discuss next steps for the Course Assessment Plan (CAP) since it was put on hold in September 2018 by former Dean Wesley Wilson. Lisa Hacskaylo stated that VP Cynthia Deleon Guerrero and Dean Charlotte Cepeda both supported having Academic Council proceed with designing and implementing the CAP.
  - a. Ajani Burrell and Beylul Solomon will schedule a meeting with VP Cindy and Dean Char to discuss continuation of the CAP and whether the Council has the full support of the VP and Dean to proceed with the finalization and implementation of the CAP.

### **b. Self-study (outcomes) and course assessment working session**

- a. Ajani Burrell gave a review on the history and current status of the self-study. He stated that former Dean Wesley Wilson had spearheaded the self-study in October 2018 and asked the council whether they would want to continue with the self-study that was started by the former Dean or whether the council would like to do their own self-study.
  - a. Lisa Hacskaylo stated that she looked at the March 2017 interim report submitted to WASC from the former Accreditation Liaison Officer (ALO), Brady Hammond, which discussed several changes that the Academic Council would make based on recommendations made by WASC – including a reorganization of the council and a self-study. She added that Dean/ALO Charlotte Cepeda wants an update from the council regarding what progress would be made and a timeline of when the self-study would be completed before the WASC report was due in 10-12 hours.
  - b. Ajani Burrell said that it would be possible to provide a timeline but would like to know whether there was another impending deadline from WASC that the council could use to determine how much time they have to complete the self-study. Lisa Hacskaylo stated that the next WASC report will be due in January 2020, which Ajani Burrell felt was a reasonable and feasible amount of time to complete the study effectively. He suggested taking the Fall 2018 and Spring 2019 semesters to figure out what the self-study will be (i.e. what will be assessed and how we it will be assessed). Then in the Fall 2019 semester, the Academic Council would complete the self-study and write the report. All Council members agreed on the timeline and agreed to begin working on an overall goal for the self-study at the next Academic Council meeting. Lisa Hacskaylo will provide Ajani Burrell with the WASC reports so the council can ascertain that all expectations from WASC are met.

### **c. Academic Council PROAC Representative**

- a. Lisa Hacskaylo stated that the Program Review Outcomes Assessment Committee (PROAC) needs a faculty Academic Council representative to serve on the committee since they have begun meeting again. She reported that the next meeting is on Wednesday, March 6th from 3-5pm in the Board of Regents Conference Room and will be meeting once a month.

- b. Jesse Pangelinan volunteered to serve on the committee as the Academic Council faculty representative.

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

- a. Individualized Degree Plan for Liberal Arts in Pre-Engineering
  - a. This agenda item was tabled.
- b. Business Statistics (MG 303)
  - a. Wil Maui presented the revised course guide for MG 303. He stated the reason for the review was that he noticed that there was misalignment of the textbook and the content of the course in the previous course guide. He also wanted to add big data and business intelligence tools to keep the course guide up-to-date with the latest trends in the business field.
  - b. Discussion centered on whether business intelligence tools (i.e. SPSS, Excel, etc.) need to be included as a Student Learning Outcome. It was determined that although the tools would be used to calculate statistics, the focus of the learning outcomes should be on the ability to understand the statistical analyses and not the tools used to do the analyses.
  - c. Suggestions from council members included: adding the city for the textbook citation under *Required/Recommended Textbook(s)*, deleting prerequisites under *Course Prerequisites(s)*, removing lab fees under *Estimated Cost of Course*, remove subtopics and fix numbering under *Course Outline*, use only one verb per Student Learning Outcome, and remove sub-outcomes under *Student Learning Outcomes*.
  - d. A motion to adopt the course guide with changes was made by Jesse Pangelinan. The motion was adopted unanimously.

## **Adjournment**

The meeting was adjourned at 10:58 am.

Beylul Solomon

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Secretary

April 5, 2019

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Date of approval