
Academic Council Meeting Minutes

Friday, October 25th, 2019

Call to order

A regular meeting of the Academic Council was held at 9:00am in Room V-215 on Friday, October 25th, 2019.

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

Voting members not in attendance: Alfredo De Torres, Christine Inos, Johnny Aldan, and Zerlyn Taimanao.

Guest: Florita Cabanes

Meeting was called to order at 9:09 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. Ajani Burrell stated that the Course Assessment Plan under *Old Business* was tabled since one document still needed to be finalized. He also requested to add “Curriculum Mapping” under *Reports*. A motion to adopt the agenda with changes was made by Beylul Solomon. The motion was adopted unanimously.

The minutes for June 7th, August 30th, September 27th, and October 11th, 2019 were presented to the council:

- 1) June 7, 2019 Minutes: A motion to adopt the minutes was made by William Hunter. The minutes were adopted unanimously.
- 2) August 30, 2019 Minutes: A change to the meeting start time and end time was made. In addition, under *Old Business (b) Self Study*, the due date for final reports for subcommittee members was updated to December 6, 2019. A motion to adopt the minutes with changes was made by Lisa Lunde. The minutes were adopted unanimously.
- 3) September 27, 2019 Minutes: A change to the meeting adjournment time was made. A motion to adopt the minutes with changes was made by Lisa Lunde. The minutes were adopted unanimously.
- 4) October 11, 2019 Minutes: *Under Course Guides and Individualized Degree Plans for Review*, the course name for MA203 was updated to Basic Calculus. A motion to adopt the minutes with changes was made by Lisa Lunde. The minutes were adopted unanimously.

Announcements

- a. None.

Reports

a. Curriculum Mapping

- a. Ajani Burrell reported that he met with Roland Merar on October 24, 2019 to see the curriculum maps used by the School of Education. He indicated that these maps could be used as exemplars or templates for other departments to use as they create or update their own curriculum maps. He added that every department and unit can create a map as they see fit if they don't already have one.
 - a. Velma Deleon Guerrero expressed concern that using the maps is creating redundant work and that all the forms are not consistent if departments are creating their own maps. She also asked how each department will hear about these requirements and suggested having a College Hour or some type of assembly to have everyone on the same page.
 - b. Ajani Burrell noted that the creation of curriculum maps is all occurring internally (within each department or unit), thus they can create, expand on, or use whatever works for them. With regards to communication of these requirements, he said that he will communicate with program heads.
- b. Velma Deleon Guerrero also suggested having GELOs assessed over an academic year rather than a semester basis. She stated that the assessment of 2 GELOs per semester was a directive given by the former president in order to help move PROAC along. She stressed that this needs to be reassessed since the focus needs to be on quality rather than quantity, thereby giving time for academic units to close the loop.
 - a. Ajani Burrell agreed and suggested that at the end of the Spring 2020 assessment cycle of all the GELOs, it would be a good time to revisit the GELO assessment cycle and to revert back to only assessing one GELO per year rather than 2 GELOs per semester. Ajani Burrell will set up a meeting with LSS leadership to discuss the potential review of the GELO assessment schedule and best timelines for the assessment cycle.

Old Business

- a. Course Assessment Plan supplemental documents and planning
 - a. This agenda item was tabled.
- b. Self-Study Subcommittees
 - a. This agenda item was tabled.

New Business

- a. None.

Course Guides and Individualized Degree Plans for Review

- a. Basic Calculus (MA 203)

- a. The course guide for MA 203 was presented by Kathy Winkfield. She stated that they updated the textbook, method of evaluation, and condensed some of the Student Learning Outcomes (SLOs) from 15 to 17.
 - i. Ajani Burrell suggested that SLOs do not need to include everything a student will learn in a course, but rather only what will be assessed.
 - ii. Other changes recommended by the council included: updating the specific modifications made on the cover page (i.e. change in prerequisite and when it is offered in the *Catalogue Description*), revise *Course Outline* so it's not simply the table of contents copied from the current textbook being used, revise *Assessment Measures for Student Learning Outcomes*, and re-examine whether the course needs to be a 5-credit course rather than a 4-credit course.
 - iii. The course guide will be brought back to the council at a later date for review and adoption.

a. Basic Microbiology (BI 225)

- a. The course guide for BI 225 was presented by Florita Cabanes. She stated that she made revisions to the textbook, the wording of the *Catalogue Course Description* to include when it is offered, updated *Course Activities and Design* section, updated the *Method of Evaluation*, *Course Outline*, and *Assessment Measures of SLOs* (i.e. removed field trip reports and condensed to research paper/project rather than all the detail that was originally listed)
 - i. The council recommended to cut down the SLOs to 10 since there were 12 currently listed.
 - ii. A motion to adopt the course guide with changes was made by James Kline. The motion was adopted unanimously.

b. Human Anatomy and Physiology II (BI 252)

- a. The course guide for BI 252 was presented by Florita Cabanes. She stated that she updated the textbook, and revised the following sections: *Purpose*, *Degree Requirements Met by the Course*, *Course Activities and Design*, *Method of Evaluation*, and streamlined *Instructional Resources*.
 - i. The council made the following recommendations: remove General Education requirement and add the requirement for Health and PE emphasis under *Degree or Certificate Requirements Met by Course*, add “grade of C or higher” for BI 251 prerequisite for nursing and PE and health emphasis under *Course Prerequisite(s)*, remove “dissection” from *Course Activities and Design*, condense *Course Outline*, and condense *Instructional Goals* and *Student Learning Outcomes*.
 - ii. 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 10:47 am.

Beylul Solomon

Secretary

November 22, 2019

Date of approval