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# Academic Council Meeting Minutes

Friday, September 27<sup>th</sup>, 2019

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## Call to order

A regular meeting of the Academic Council was held at 9:00am in Room V-215 on Friday, September 27<sup>th</sup>, 2019.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Geri Rodgers, James Kline, Jesse Pangelinan, Johnny Aldan, Kathy Winkfield, Lisa Lunde, Marji Tarope, Velma Deleon Guerrero, and William Hunter.

Voting members not in attendance: Barbara “Bobbie” Hunter, Beylul Solomon, Christine Inos, and Zerlyn Taimanao.

Non-voting member in attendance: Manny Castro

Guest: Lisa Hacskaylo

Meeting was called to order at 9:08 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 Jesse Pangelinan. The motion was adopted unanimously.

There were no minutes to review from the August 30<sup>th</sup> Academic Council meeting since the Academic Council Secretary, Beylul Solomon, was on maternity leave. Geri Rodgers volunteered to take minutes for the current meeting.

## Announcements

- a. Ajani Burrell stated there will be a rotation of tasks to complete during Academic Council meetings: There will be self-study meetings and meetings where the council will look at course guides/IDP's for Spring 2020. Academic leaders were asked to remind their department members to submit these in a timely manner so that there is not a pile-up at the last Academic Council meeting of this semester.

## Reports

- a. None

## Old Business

- a. Academic Calendar
  - a. Ajani Burrell spoke of an email from James Kline where he expressed his displeasure of the academic calendar process. James Kline shared his vote of no confidence or dissent to the calendar presented at the last Academic Council meeting.
  - b. Ajani Burrell stated he sent out the updated calendar on 9/26.

- c. Manny Castro arrived at 9:15AM (just as Ajani Burrell was speaking about the calendar) to pass out color copies of the revised academic calendar. He explained the two calendars (accelerated and 16-week versions) and the review process with Dean Charlotte Cepeda calling for assistance from OAR, following the process from NMC catalog 2012-2013. He also spoke how registration and advising has changed (it is not arena style). The hierarchy process for advising students is faculty first, then the department chair, and finally the dean (if the faculty and department chair were absent). Manny Castro explained that the calendar was essentially vetted/checked three times. There are 17 weeks for both fall and spring semester:

16 weeks (15 weeks of instruction)	+	1 week for Final Exams	=	17 TOTAL calendar weeks <ul style="list-style-type: none"> <li>• 15 weeks of actual instruction</li> <li>• 1 week of finals</li> <li>• 1 week lost due to holidays/break</li> </ul>
Fall Semester: Every class is not equally affected since 4 of the 5 holidays fall on a Monday. There is still a disparity between M/W classes and T/Th classes. In the past, there was 15 weeks of actual instruction and then faculty would have to work in a 16th week somewhere in the schedule.				
Spring Semester 2020: Spring break is labeled week 12 on the actual calendar. Technically, there are 15 weeks of instruction.				

- d. He recommended to remove the CNMI holidays for 2022 since other community colleges do NOT put state holidays on the college calendar. He stated that 2019 academic year is unique in that we started WITHOUT an officially vetted calendar-only a draft was received from Dean Charlotte Cepeda.
- e. Manny Castro stated that due to potential graduates, the deadline was moved from Friday to Tuesday after finals for fall graduation. He added that it is not an easy task to make the fall and spring semester parallel.
- f. Manny Castro invited Academic Council members to modify/ask questions about the calendar.
- a. William Hunter recommended that Professional Development Days (PDD) could be done on Tuesday/Thursday to balance out the days.
- g. Manny Castro asked if the date for students withdrawing from a class should be changed from Friday to Saturday since we have the portal.
- h. Lisa Hacskaylo recommended to keep it to Fridays since the college is open.
- i. Velma Deleon Guerrero asked if Fall 2020 started 1 week early, and it does, due to the adjustments in the spring semester.
- j. Ajani Burrell asked if there was any other discussion about the academic calendar and then since there was none, he then asked for a motion to recommend the adoption of the external calendar, pending small changes to the less important stuff.
- k. Motion to recommend adoption of calendar by Johnny Aldan. Seconded by Lisa Lunde.
- a. Motion was met with silence-no member voted-motion failed. Ajani Burrell noted the council's reservation and opened the floor to discuss why it failed.
- l. Velma Deleon Guerrero asked why is the calendar being brought back to the Academic Council.
- a. Ajani Burrell proposed that maybe there was a rush to complete the process/short-circuit the process since it was taking too long?

- m. It was pointed out when Dean Charlotte came to the last Academic Council meeting, she announced that the calendar she brought was the FINAL approved calendar.
- n. Manny Castro stated that every committee is a recommending body. The calendar we started the fall with is a draft.
- o. Velma Deleon Guerrero stated that there were comments from Academic Council members on the Google Doc discussing the academic calendar. This was done BEFORE adjournment of the spring semester.
- p. Manny Castro stated that the recommendations from Academic Council were taken into consideration, but when they were put in place, there were conflicts, such as overlap of dates.
- q. Lisa Hacskaylo asked the group if there was any feedback received from the recommendations made by AC and no feedback was ever received.
- r. It was heard that this council was blamed for holding up the calendar adoption process. Members wanted to point out that the Academic Council did NOT extend the process. Therefore, the council cannot be blamed.
- s. Jesse Pangelinan commented that if the calendar were brought to the council members as it was done today, with the color-coding and clear labels and thorough explanations, then there would be less cause for concern and disagreement.
- t. Velma Deleon Guerrero raised the concern that using the 2012 catalog is obsolete for creating the calendar.
- u. Lisa Hacskaylo stated that she understands the approval process for calendar adoption, but she is surprised that it came back to the council today.
- v. Manny Castro stated that when they were forming the calendar, there was a disconnect between what was communicated between Dean Charlotte Cepeda's office and OAR, specifically with course guides being received in a timely manner. There were big gaps in time of when course guides were received.
- w. There was a comment that things get done at the last minute with course guides maybe due to workloads of faculty. A reminder was given that departments need to submit them in a timely manner so that the Academic Council doesn't receive them all at the last minute. These issues all impact the creation of the academic calendar.
- x. There was discussion about course schedules/guides:
  - a. Prerequisites need to be updated. A reminder that in the schedule, prerequisites should NOT be left blank.
    - a. In the past, the procedure has been that the department would submit the course schedules to Dean Charlotte Cepeda for her review and signature, with that copy left in her office. This schedule is then scanned and disseminated by Shirley Blas.
    - b. The current practice (due to lack of updated course schedules) has caused many override requests despite the fact that prerequisites are still in the course guides.
    - c. There is a need for the Academic Council to make sure that practice matches policy in this regard.
    - d. It was emphasized to use prerequisites, NOT placement levels. The request is to use the HIGHEST course for the prerequisite, NOT all the classes since by virtue of listing the highest course, it accounts for all the classes that are needed as prerequisites.
  - b. Manny suggested that perhaps there should be dedicated days just to work on course guides.

- c. The course schedule should go to the Academic Council first, then passed to the Administrative Manager to the Dean of LSS (Erlynn Sakisat), then to AC again. Prerequisites should go to AC first, as well.
  - d. Ajani Burrell stated that the topic of course schedules & prerequisites can be put on the agenda for the next meeting (October 25).
- e. Course Assessment Plan supplemental documents and planning
- a. Ajani Burrell stated that we need to finalize documents like curriculum maps, courses, and SLO's.
  - b. A reminder was sent about the spring semester and creating an assessment schedule. The AC will finalize the documents that we will be using. Ajani Burrell will take the documents and modify them for our use, then present it for feedback of the council.
  - c. The 3 documents for assessment (sample presented on screen)
    - (1) Assessment Plan
    - (2a) Course Assessment Form
    - (2b) Course Learning Report
    - (3) Assessment Schedule
  - d. Curriculum mapping is the task for the rest of the semester. Ajani Burrell will modify docs and updates from different departments about mapping and present them at the meeting on Oct 25.
- f. Self-Study
- a. Subcommittees will meet 2 weeks from today (Oct 11).

## **New Business**

- a. None.

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

- a. None.

## **Adjournment**

The meeting was adjourned at 11:00 am.

Geri Rodgers

October 25, 2019

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For Academic Council  
Secretary

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Date of approval