

ACADEMIC COUNCIL

Meeting Minutes
March 4, 2003

TIME: 1:00 P.M. to 2:30 P.M.
PLACE: Board of Regents Conference Room

AGENDA

1. Review and adoption of 3/4/03 Agenda
2. Review and adoption of previous meeting minutes
3. New Business
 - a. CS140 Database Applications
 - b. CS150 Spreadsheet Applications
 - c. MG232 Introduction to Marketing
 - d. MG233 Principles of Selling
 - e. MG235 Principles of Retailing
 - f. MG237 Principles of Advertising
4. Old Business
 - Guide to Preparing Program Proposals and Course Guides
5. Other Issues
6. Schedule of next meeting

MINUTES

Academic Council Chair Sallie Sablan called the meeting to order at 1:12 P.M. in the Board of Regents Conference Room. Members present were Jerome Jerome, Lois Gage, John Griffin, Danny Wyatt, and Larry Oney. Lourdes Villazon was present as recorder.

1. Review and adoption of Agenda for today's meeting:

Action # 1: It was moved, seconded, and unanimously approved to accept the Agenda as presented.

2. Review and adoption of minutes of previous meetings:

Action # 2: It was moved, seconded, and unanimously approved to accept the February 11, 2003 minutes with the correction to include Larry Oney as member present.

3. New Business

Action # 3: It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **CS140 "Database Applications"** with pending modifications.

Action # 4: It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **CS150 “Spreadsheet Applications”** with pending modifications.

It was decided to table the Curriculum Action Request/Course Guide for **MG232 “Introduction to Marketing”**. Dr. John Griffin, Chair of the Business Department, will research on questions raised concerning the course guide.

Action # 5: It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **MG233 “Principles of Selling”** with pending modifications.

The council agreed to review the Curriculum Action Requests/Course Guides for MG235 “Principles of Retailing” and MG237 “Principles of Advertising” electronically. Dr. John Griffin will e-mail the course guides to the council and incorporate changes suggested by the members.

4. Old Business

Council members will continue to review the Guide to Preparing Program Proposals and Course Guides. Danny Wyatt, Chair of the Languages, Literature, and Communications Department, will bring copies of the Guide when all members have reviewed and recommendations included.

5. Other Issues

To make the meetings more efficient, the council agreed on a new system of reviewing course guides. The Department Chair who has course guides to be reviewed will send electronic copies to the members. The members will then review the course guides and send suggestions back to the Department Chair by Thursday before the next meeting. The Department Chair will bring copies of the revised course guides to the meeting for final review of the council.

The council agreed to move the meeting time from 1:00pm to 1:30pm due to conflict with schedules.

6. Schedule of next meeting:

- The next meeting is scheduled for March 11, 2003.

The meeting adjourned at 2:20 P.M.