

Academic Council Meeting Minutes **October 14, 2004**

Members present: Glenn Keaton – Sciences & Math, Tony Satur – Human Performance & Athletics, Tom Colton – Languages and Humanities, Sam McPhetres – Social Sciences & Fine Arts, Lois Gage – Nursing, Larry Lee – Business, and Geri Willis – School of Education

Staff and/or Faculty present: Betty-Ann Palacios-Cabrera as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:06 am.

1) Review and adoption of October 7, 2004 minutes.

Adopted without changes.

2) October 14, 2004 Agenda

Adopted without changes.

1) Old Business

a) Substantive change report issues.

Geri Willis reminded the council that substantive change reports are due. Dr. Greenough, coordinator/instructor of NRM; Ed Lieberman, SOE, Related Services (Special Education), and the Nursing program (for the Hemodialysis Technician certificate program) have already been notified that substantive change report for these programs need to be completed. The AC recognizes that the substantive change reports must be written by the appropriate individuals. These are those persons who created the degree or certificate programs

b) Learning Outcomes and Assessments

Item Tabled.

c) Sciences, Mathematics, & Technology involvement in Audio/Video Production ICP's and IDP's.

AC members accepted the IDP's & ICP's. But, Audio/Video Production must be notified to begin work on submitting a substantive change report for its certificate and degree programs. The deadline for submission of the complete draft is by December 01, 2004.

d) Course Guide Management

Continued reminder for all dept. chairs to submit to the AC recorder by no later than November 23 a list of all courses, with most recent CG update dates, offered under their respected depts. As a secondary discussion, which will be officially added to next week's agenda, the AC recognizes that because of the understanding that the AC chair's administrative manager must take on additional duties and responsibilities as AC recorder, which include AC record keeper, etc.; therefore the AC agrees that the recorder deserves an equitable compensation, such as a salary increase.

e) Application for the Nursing program.

Unless the budget continues to keep the college from hiring more FTE's, especially for the Nursing department, the Nursing dept. will begin enforcing the selection process for its applicants.

f) Combined Law Enforcement Academy ICP

Sam McPhetres will send a memorandum to the AC requesting that the Combined Law Enforcement Academy ICP be reserved until further notice.

g) Basic Law Enforcement ICP

Sam McPhetres will send a memorandum to the AC requesting that the Basic Law Enforcement ICP be suspended.

4) Other Issues

a) Course guide template
Item tabled

b) Course guide web template
Item tabled

5) New Business

a) BI 100 CG
Course guide needs to come to AC for cancellation.

b) NR 150 CG
Course guide has already been approved by AC.

c) 12-Month Evaluations.

All department chairs will look at the evaluations forms and fine-tune them for next week's meeting. Danny Wyatt will be invited to next week's meeting. A question was asked whether the 12-month evaluation should appear instead as "department chairs evaluation".

d) Cancellation of classes

A question arose as to why additional courses are listed in Power Campus, even if the courses weren't placed on the class schedule by the departments. If Power Campus is generating these courses, how should this be addressed? Furthermore, the DC's would like to request that if courses have no enrollment then it should be automatically cancelled. In addition, who is really responsible (Frank Sobolewski, (Rota), Maria Agoun (Tinian)) for courses created by the Tinian and Rota Campuses and whether or not the dept chairs have any say so over what courses are to be offered each semester.

6) Schedule of next meeting

The next meeting is scheduled for October 21, 2004. The meeting adjourned at 12:03 pm.