

## Academic Council Meeting Minutes October 21, 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:** Loly Kingzio, Joyce Taro, Kyumi Kurapati and Betty-Ann Palacios-Cabrera as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:05 am.

1) Review and adoption of October 14, 2004 minutes.  
Adopted without changes.

2) October 21, 2004 Agenda  
Added to agenda and moved to first order of business: 5 e) Advising Hours/Advising Scheduling  
Added to agenda and moved to second order of business: 6 a) Administrative Managers Concern's  
Added to agenda, under Other Issues: 6 b) Combined Law Enforcement Academy ICP  
& Basic Law Enforcement ICP

The agenda was accepted with changes.

1) Old Business

a) Substantive change report issues.  
Item Tabled.

b) Learning Outcomes and Assessments  
Item Tabled.

c) 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, Tom Colton verbally has requested that Greg McCroskey will follow up with Jeff Walden to make the necessary changes to the web and N:drive course guides templates, and to add the Curriculum Action Request to the web template.

d) Course guide template  
See 1 c) above

e) Course guide web template  
See 1 c) above

5) New Business

a) BI 100 CG  
Item tabled.

b) 12-Month Evaluations  
Reminder to all AC members to bring the evaluations forms to next week's meeting. Danny Wyatt will be invited to next week's meeting. A question still stands as to whether the 12-month evaluation should appear instead as "department chairs evaluation".

c) Cancellation of classes

It is understood that Rota and Tinian usually make/choose their own class schedules and courses, but it is up to the DC to approve or disapprove and/or cancel courses.

d) 2004-2005 Academic Advisor Training Handbook

The folder with the updated ICPs & IDPs was given to the Counseling Department so that they will be copied into the new AA training handbook.

e) Advising Hours/Advising Scheduling

Some Department Chairs who are 10-month faculty questioned NMC's year-round advising schedule. It is nearly impossible, if not unwise, to expect 10-month faculty to be advising during breaks. The AC members request that the Registration committee should communicate with the advisors on the advising schedules. The AC members plan to attend the Registration meeting to be held tomorrow.

f) NU 105 Course Guide

Adopted with changes.

g) AC annual report

Recommended that Dean Papadopoulos be invited to next week's meeting to give the AC an idea as to what is needed, why it is needed, and if there is a former AC report with which they can use as a draft.

h) CS 103 course guide

Item tabled

6) Other Issues

a) Administrative Manager's Concerns

The AM's are concern with the 60/40 for the instructors salary, because of this the AM's presented to the AC member's regarding BOR policies for Salary Schedules (4016), Classification and Compensation (4017a), Conditions of Employment for Faculty (4020a), Types of Appointments (4010) and Condition of Employment for Faculty (4020a) and the purposed policy regarding Overload Policy. With this said, the AM's would like to get something in writing regarding this issue on 60/40 from the Dean Academic Programs and Services. And that the AM's are concern in protecting the college from a legal stand point. Furthermore, the AC members are supporting the Administrative Manager's concern.

b) Combined Law Enforcement Academy ICP & Basic Law Enforcement ICP

Sam McPhetres submitted a memorandum, dated October 21, requesting that these two ICPs be temporarily suspended.

7) Schedule of next meeting

The next meeting is scheduled for October 28, 2004. The meeting adjourned at 11:56 am.