

## Academic Council Meeting Minutes May 20, 2004

**Members present:** Jeff Willden – Business; Tom Colton – Languages and Humanities; Lynda Rowe – Social Sciences and Fine Arts; Glenn Keaton – Sciences, Math, and Vocational Technology; Lois Gage – Nursing; and Tony Satur – Human Performance and Athletics

**Members absent:** Ed Lieberman – School of Education

**Staff and Faculty present:** Lourdes Villazon as recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 1:06 pm.

1) Minutes

The May 13, 2004 minutes were accepted with changes to the disability statement approved for the catalog.

2) Agenda

The May 20, 2004 agenda was accepted with changes:

Add item d *Counseling membership* under new business

3) Old Business

a) School of Education

- i) ED110 Introduction to Teaching and Participation CG  
Item tabled

b) Business Administration IDPs

- i) Accounting Emphasis  
ii) Business Management Emphasis  
iii) Sales and Marketing Emphasis

The department would like to discuss the recommendations made at the last meeting. IDPs will be resubmitted in the Fall.

c) Business course guide

- i) MG238 Business Law

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **MG 238 “Business Law”** with pending changes.

d) Election for College Council representative

Election is postponed until next week’s meeting. The council would like more information on what this position involves.

4) Other Issues

a) Course guide template

No new issue.

b) Course guide web template

Installed on the website, revisions will be made in the near future. At this time only Academic Council members have access.

c) Introduction to Computers and transfer students

Waiting for curriculum from University of Hawaii. Remove from agenda until receive more information. UH courses will probably begin Spring 2005 semester.

5) New Business

a) Business course guides

i) AC220 Accounting Principles I

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **AC 220 “Accounting Principles I”** with pending changes.

ii) AC226 Computerized Accounting

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **AC 226 “Computerized Accounting”** with pending changes.

iii) CE250 Introduction to Cooperative Education

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **CE 250 “Introduction to Cooperative Education”** with pending changes.

b) Science course guide

i) NS101 Introduction to Physical Science

Item tabled.

c) Life of a course

Question came up on how long a course is good for. Returning students have taken courses years ago that may not be applicable anymore. Board policy will be checked to see how long courses can be kept active on a student's file.

d) Counseling membership

Glenn asked if the council should reconsider including the Counseling staff as AC members. It was mentioned that they could be invited ahead of time if needed. Meetings are also open to everyone so they could attend anytime.

6) Schedule of next meeting

The next meeting is scheduled for May 27, 2004. The meeting adjourned at 2:06pm.