

FINAL Academic Council Meeting Minutes
September 6, 2005, Tuesday

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Tech;
Larry Lee – Business; Lisa Lunde – Human Performance & Athletics; Lois Gage – Nursing;
Michael Nurmi – Languages & Humanities; Sam McPhetres – Social Sciences & Fine Arts;
Geri Willis – ALO WASC.

Member absent: Brante Dashiell – School of Education

Others present: Daisy V. Bier – Counseling Programs & Services; Danny Wyatt – representing Workload / Overload Ad Hoc Committee; Donna Leong-Aguon – Recorder

Meeting called to order at 1:03 pm.

- 1) Review and adoption of August 30, 2005 meeting minutes
Minutes adopted without changes. Geri Willis stated her appreciation of Donna's assistance in the Academic Council, and thanked Glenn who was responsible for those duties before Donna's arrival.
- 2) Review and adoption of September 6, 2005 agenda
Agenda adopted without changes.
- 3) Old Business
 - a) WASC related issues
Geri Willis reminded the AC that the WASC team will come sometime in October, 2005. She will inform the College of a firmer date when she is aware of it. She last spoke to Lily in May. Lily said the team will be on a fact-finding mission, and review Finance Office's situation.
 - b) Course guide N:Drive and web templates
The course guide template has been updated, and is available on the N:Drive.
 - c) SOE previously approved course guides
Tabled.
 - d) AC Procedural Rules / AC membership
Danny Wyatt stated that three years ago, the Board Policy was revised. Danny placed it in the N:Drive about 1.5 years ago. Donna was asked to look for this policy and send to the AC members for their review. On the issue of membership, the group discussed whether Counseling Programs & Services (CPS), and Office of Admissions & Records (OAR) should be included in the AC. Because CPS counsels students in Liberal Arts, **it was agreed that the CPS be included, and as a voting member.**
 - e) Liberal Arts C minimum grade recommendation
Copies passed out to members: NMC's catalog (thank you, Daisy), and two pages from University of Hawaii's College of Business Administration's catalog (thank you, Larry). After much discussion, it was decided to move on to the next item because Danny was waiting to report.

- f) Workload / Overload Ad Hoc Committee Recommendations 3 & 5
Danny Wyatt reported that Recommendations 3 & 5 change the way the Nursing instructor will be compensated, because workload and credit load are two different things! After discussion, the AC understood the two issues: (1) a Nursing instructor's teaching load be established at 12-15 credits per semester, and (2) a Nursing or SoE instructor's two regular terms of employment could deviate from the traditional Fall/Spring TO Summer/Fall and/or Spring/Summer. **It was approved unanimously to support the Workload / Overload Ad Hoc Committee Recommendations 3 & 5.**
- g) IDP / ICP format consistency
After much discussion, it was agreed that Core Courses are the basic courses that all students need to take; General Education courses expand on the basics; Program Requirement courses are specific to a particular program; and Electives are courses that fill out the remaining required credits for a degree. Geri mentioned that some Education students graduate with a Bachelor's degree and yet their English speaking skills are below satisfactory. Glenn stated that since SoE recognized the problem, maybe they could address that problem in their Program Requirements.

No decisions were agreed upon. In the next meeting, this discussion will continue on the following: Core Courses consist of five courses (CO210, EN101, HE150, MA132 and SO297), Larry Lee wants to add CS103 / ED105 as a 6th Core Course, and EN202 may be added in the Program Requirements section.

Meeting was adjourned at 2:35pm.

“In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.”