

FINAL Academic Council Meeting Minutes

DATE: November 29, 2005
TIME: 1:00 pm to 2:30 pm
PLACE: Room N-5

AGENDA

- 1) Review and adoption of November 22, 2005 Meeting Minutes
- 2) Review and adoption of November 29, 2005 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course guide N:Drive and web templates
 - c) Course Guide Reviews
 - i) PE 133 course guide
 - ii) PE 134 course guide
 - iii) ED / LS 160 course guide
 - d) AC Procedural Rules
 - e) Disability Statement information
 - f) IDP / ICP format
 - i) Minimum C grade for all Liberal Arts Courses
 - g) Discontinuing AA in International Business
 - h) Discontinuing AA in Elementary Education
 - i) HR issues
- 4) New Business
 - a) ED 230 course guide review
 - b) ED 251 course guide review
 - c) ED 257 course guide review
 - d) MG 220 course guide review
- 5) Other Issues
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Brante Dashiell – School of Education; Geri Willis – ALO WASC; Josephine Sabaot – Nursing; Larry Lee – Business; Lisa Lunde – Human Performance & Athletics; Michael Nurmi – Languages & Humanities; Donna Leong-Aguon – Recorder

Members absent: Daisy Villagomez-Bier – Counseling Programs & Services; Doris Aldan-Atalig – Office of Admissions & Records; Sam McPhetres – Social Sciences & Fine Arts

The Academic Council Chairperson Glenn Keaton called the meeting to order at 1:08pm.

- 1) Review and Adoption of November 22, 2005 Meeting Minutes
It was moved, seconded and unanimously approved to accept the Nov. 22, 2005 Meeting Minutes as is.
- 2) Review and Adoption of November 29, 2005 Agenda
It was moved, seconded and unanimously approved to accept the Nov. 29, 2005 Agenda as is.
- 3) Old Business
 - a) WASC related issues
Ms. Geri stated we should all continue working on the Standards and the Self-Study.
 - b) Course guide N:Drive and web templates – nothing new to report
 - c) Course Guide Reviews
 - i) PE 133 course guide – **tabled**
 - ii) PE 134 course guide – **tabled**
 - iii) ED / LS 160 course guide
The Recorder provided copies of ED 150 and ED / LS 160. As we know, ED 150 Books for Children was approved for cancellation on Nov. 1, 2005. Before we do the same for ED / LS 160 Books for Children, some research is necessary – School of Ed, Board of Regents Recorder, Library personnel – to determine if this is a course of interest, or if the School Library Media Technician Certificate, mentioned in both course guides, actually exist.
Action: Recorder will research.
 - d) AC Procedural Rules – **tabled**
 - e) Disability Statement information – **tabled; Recorder will attempt to get materials from Daisy before her extended leave begins.**
 - f) IDP / ICP format – **tabled**
 - i) Minimum C grade for all Liberal Arts Courses
 - g) Discontinuing AA in International Business – **tabled**
 - h) Discontinuing AA in Elementary Education – **tabled**
 - i) HR issues

4) New Business

- a) ED 230 course guide review
- b) ED 251 course guide review
- c) ED 257 course guide review

At first all three course guides were tabled because of Ms. Brante's absence. However, while reviewing the next item on the Agenda (MG220), Ms. Brante arrived thus allowing the AC to reverse to the ED courses. After a brief discussion, it was **moved, seconded and unanimously approved to adopt the cancellations of ED230, ED251 and ED257 course guides.**

- d) MG 220 course guide review

MG220 was OT120, is required for an AA in Business degree as indicated on the recently approved IDP, was updated and renamed to be accepted by the University of Hawaii (UH), and NMC and UH are using the same textbook. Some clarifications were made in Instructional Goals, Student Learning Outcomes and Assessment Measures. It was then **moved, seconded and unanimously approved to adopt the modification of MG220 course guide with changes.**

5) Other Issues

- a) Larry stated that OARFA requested copies of his recently approved Certificates of Completion and Achievement. He inquired if signed copies were provided to various offices. (Yes, this Recorder personally takes copies around, except to Tinian and Rota's copies which are sent via Admin Services). Larry further asked who inputs approved course guides into the PowerCampus system. (Yes, me, again. In fact, last Friday was the first time I went into the system to do so, and have run into some questions).
- b) Ms. Brante expressed the need to obtain a signed copy of ED110. This Recorder wants one, too.
- c) Ms. Brante informed the AC members that today is her last attendance in AC meetings. She will be leaving for vacation this week, and the new Director of SOE will be arriving on December 20th. She enjoyed her Council work and stated it is a group that gets things done! Farewell, Ms. Brante.

6) Schedule of next meeting

Next Tuesday, December 6th, 1:00pm, Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 1:41pm!

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