

Academic Council Meeting Minutes
February 17, 2005

Members present: Glenn Keaton – Sciences & Math, Tom Colton – Languages and Humanities, Sam McPhetres – Social Sciences & Fine Arts, Geri Willis – [ALO WASC](#), Brante Dashiell (for Sallie Sablan) – School of Education, Larry Lee – Business

Members Absent: Lisa Lunde – Human Performance & Athletics, Lois Gage – Nursing

Academic Council Chair Glenn Keaton called the meeting to order at 12:37pm.

- 1) Review and adoption of October 28, 2004 minutes.
Adopted with changes to reflect correct dates.
- 2) Added to February 17, 2005 Agenda, under New Business:
 - 4a) Lack of communication between AC and OAR.
 - 4e) Need to examine Disabilities referral form

The agenda was accepted with changes.

- 3) Old Business
 - a) Substantive change report issues (changed to WASC related issues).
WASC [suggests that electronic portfolios be utilized by the institution](#). Department chairs will need to assign a department member to work on the departmental electronic portfolio. An appointment with Maryann Campo may need to be set up. [Geri will need hard copies of catalogs, brochures, forms, etc. for a WASC file](#). Geri is working with department chairs on getting the delinquent substantive change reports completed. Absolute deadline for completing and submitting these substantive changes is May 1.
 - b) Course guide updating
Department chairs/directors must submit to the AC chair at the next AC meeting a course guide list for his/her department, which will include the date of each CG's last update.
 - c) Course guide and program development updates
Removed from AC agenda.
 - d) Course guide template
AC passed a directive for the following changes to the course guide template: '9.0 Student Competencies' is changed to '9.0 Student Learning Outcomes'. 10.0 Assessment Measures will be added to course guide. How departments will list or enter the assessment measures into the course guides will depend upon the course and its methods of assessment.
 - e) Course guide web template
An email from Jeff Willden created a response by the AC chair, as well as others, suggesting that a single individual should have access to the course guide editor at the NMC website. A suggestion was made by Brante that a second individual should also have access "just in case . . .". [Geri Suggested that the AC Chair be the other person](#). All AC members agreed that the individual

primarily responsible for making CG edits on the website should be the AC recorder, which the AC is lacking at this moment (the AC chair currently recording the minutes).

4) New Business

a) Procedures for Proposing a New Program or Course

Changes reflecting these procedures and to be added into the AC's Guide to Preparing Course Guides are currently being worked on by Geri Willis and Tom Colton. They will return to the AC next week to give the council a clear update on what is necessary and what is being done.

b) 12-Month Evaluations

AC members must again review documents, and will bring a copy to the next meeting to complete its construction.

c) Permanent AC recorder

An AC recorder is needed. The AC chair has spoken with Dean Sablan, noting that the duties for the recorder are additional to the regular duties of an admin. Manager. Dean Sablan suggested a 1-credit pay increase, which the AC thinks is too small compared to the amount of work required. The AC suggested a 5-credit increase, taking into consideration that any pay increase would be for the entire semester and must be fair and commensurate with the extra duties the AC recorder would encounter. Also, a job description must be written which will delineate the duties of the AC recorder.

d) Lack of communication between AC and OAR

An email from Randall Nelson mentioned that there were decisions and changes made by the AC that did not reach OAR. Some of these decisions or changes were directly related to OAR yet were not communicated. All academic changes approved by the AC, such as CG updates, end with the Dean's signature; thereafter the AC recorder makes necessary copies, and files or forwards the document(s) to the appropriate destination(s). Because the AC does not have a permanent recorder, there is a breach in the college's administrative system. This must be rectified ASAP.

e) A need to examine the Disabilities referral form.

There is some concern regarding what is written, or what is missing, on the Disabilities referral form. A suggestion was made that the office of disabilities might set up training for emergencies and special cases during a future PDD, or do periodic training for faculty and staff. This issue will be revisited at the next AC meeting.

5) Other Issues

none

6) Schedule of next meeting

The next meeting is scheduled for February 24, 2005. Same Battime, same Batchannel.
The meeting adjourned at 12:31 pm.

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

