

Final Academic Council Meeting Minutes

DATE: September 14, 2006
TIME: 1:00 pm to 2:00 pm
PLACE: Room HR Conference Room

AGENDA

- 2) Review and Adoption of September 7, 2006 Meeting Minutes
- 2) Old Business
 - a) Course guide reviews:
 - i) CT 190
 - ii) CT 191
 - iii) CT 192
 - iv) AR 216
 - v) NU 107
 - vi) NU 207
 - vii) NU 212
- 3) New Business
 - a) Offering HE240 through the SOE
 - b) Power Campus Catalog & Procedures and Course Numbering/Title
 - c) LI 150 Course Guide Review
 - d) BOR Policies 4353 and 4360
 - e) EM 100 – Course Review -No. of Credit
 - f) ED210 – Change Course ID
 - g) ED 319, ED 321, ED 406, ED 434, ED 435 Course Guide Review
- 4) Other Issues
 - a) WASC update
- 5) Schedule of next meeting

Next meeting is scheduled for Thursday, September 21, 2006, at 1:00 pm in the BOR Conference Room.

Members present: Glenn Keaton – AC Chairperson, Sciences, Math, Health & Athletics; Doris Aldan-Atalig – Office of Admissions & Records; Jeanette Villagomez - ALO; Susan Satur – Counseling Programs & Services; Larry Lee –AC Acting Chairperson, Business; Lynne Curtis – Nursing; Michael Nurmi – Languages & Humanities; Michael Reber - School of Education; Sam McPhetres – Social Sciences & Fine Arts; Betty Ann P. Cabrera – Recorder

Members absent: Felicitas Abraham – Rehabilitation & Human Services; ASNMC's representative;

Others present: Lisa HacsKaylo; Rodney Cabrera, OARFA Staff

The Academic Council Chair Glenn Keaton called the meeting to order at 1:15 pm.

- 1) Review and Adoption of September 7, 2006 Meeting Minutes
The AC **moved, seconded and unanimously approved the September 7, 2006 Meeting Minutes as is.**

The AC **moved, seconded and unanimously approved the September 14, 2006 Agenda with change.**

- 2) Old Business

- a) Course guide reviews:
 - i) CT 190
 - ii) CT 191
 - iii) CT 192

It was **moved, seconded and unanimously approved to adopt the above Course Guides Actions.**

- iv) AR 216

AC requested to show reading level, assessment w/ SLO's and add letter grading on the Method of Evaluation and submit the final electronic and hard copy with signatures.

It was **moved, seconded and unanimously approved to adopt the above Course Guides Actions with final changes above.**

- v) NU 107 - **Tabled**
- vi) NU 207 - **Tabled**
- vii) NU 212 - **Tabled**

- 3) New Business

- a) Offering HE240 through the SOE

Per Dr. Reber, SOE is requesting that SOE instructors should teach HE 240 because of the following reason:

- ❖ It is Health and Physical Education for Elementary Teachers
- ❖ Original design was for SOE students to teach in the Physical Education Department

Per AC Chair, quoting a response from the Health & Athletics faculty, HE 240 should stay with the SMH&A department due to the following reasons:

Currently ALL Health and Physical Education courses are being taught and are the responsibility of the Health and Athletics department. It is a 200 level course and as it is required for Elementary Education majors. It can be also taken by any student at NMC to fulfill their General Ed/Core Course Health Requirement. The gym facility is the most appropriate place for the class.

Personnel in the Health & Athletics department are hired with specific experience and knowledge in the physical education and/or health field.

The Health & Athletics department (the NMC gym facility) is equipped for this class with items that are necessary to simulate an elementary school PE environment.

There was no decision made; therefore, it stays with its respective department. **But SMH&A and SOE will work together toward agreement on instructors teaching this course.**

- b) Power Campus Catalog & Procedures and Course Numbering/Title

Doris explained the situation with student records, stating that the records between Champlain and Power Campus are not entirely consistent and that although OAR is working toward getting all courses under a single data base, that process has not yet been completed. A particular problem is course numbering. No complete record of course numbers exists and there has been miscommunication or at best inconsistent communication between the AC and OAR regarding course numbering of new courses. Several times, a new course has been created and given a number, only to find that the alpha numeric was used many years ago and that particular course had not been cancelled or no one knew it still existed. The AC agreed to establish a procedure for course numbering. Per Glenn, AC Chair, there is a need to get all faculty involved with updates as soon as possible and to make sure all courses are checked, cross-referenced in PC, N-drive, Champlain, NMC Web site and the Academic Archives.

Per Betty Ann, I was requested to assist with Academic Council stuff, therefore, I am creating a master list to help NMC track the issues above and to prevent future errors. This I believe has never been done before; therefore, it is taking me some time to complete the first part of this project. Furthermore, OAR is the default office in the absence of an academic archivist, responsible for the catalog in PC and updates from AC.

There is confusion about the Hemodialysis Technician program that was completed in June and taught by the staff of CHC's Hemodialysis Unit. The question seems to be regarding who issues the Certificate of Completion for this program? It was discussed that the course is offered in the nursing department catalog and the content was approved by the AC but was never submitted as a substantive change to WASC, and is therefore not an official program in nursing. The recent course was offered through CDI with funding to be provided by WIA, but to date the college has not been paid by WIA. Lisa stated that those students who completed this course, need to apply for graduation and certificates of completion will then be issued by OAR. The issue of whether Nursing should continue to list this course in their catalog when the teachers are not qualified to teach this material will be discussed at a future AC meeting.

c) LI 150 Course Guide Review

Per AC, Mike needs to fix and submit to add reading level, put the information about assessment in the right place and add letter grading to the Method of Evaluation and submit the final electronic and hard copy with signatures.

It was **moved, seconded and unanimously approved to adopt the above Course Guides Actions with final changes above.**

d) BOR Policies 4353 and 4360

Per AC members, this is College Council stuff, but AC members reviewed and edited some changes and will forward to David Rumpitz.

e) EM 100 – Course Review -No. of Credit

AC discussed the error on the number of credits to make sure that it reflects and meets the contact hours needed for this course.

It was **moved, seconded and unanimously approved to adopt the above Course Guides Actions with final changes above.**

f) ED210 – Change Course ID

AC requested that SOE submit the updated CAR cover sheet with signatures to reflect the corrections. It was **moved, seconded and unanimously approved to adopt the above Course Guides Actions with final changes above.**

g) ED 319, ED 321, ED 406, ED 434, ED 435 Course Guide Review- **Tabled**

4) Other Issues

a) WASC update

Per Dean Jeanette, NMC should be expecting twelve (12) WASC team members instead of thirteen (13). They are schedule to be on island from October 14th thru 19^h. The team will be meeting with different groups on all three campuses and other government offices/officials. On the 17th (campus wide tour), 18th WASC will meet with AC. WASC is also meeting in Oakland as we speak to finalize their schedule of visit. And as a reminder that they also have access to Power Campus and NMC web site and that all department chairs should update their sites and all courses should be online.

Per Glenn, AC Chair, need to get all faculty involved with uploading their syllabi online.

5) Schedule of next meeting

Next meeting is scheduled for Thursday, September 21, 2006, at 1:00 pm in the BOR Conference Room.

The Academic Council Chair Glenn Keaton adjourned the meeting at 2:45 pm.

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