Academic Council Meeting Minutes

Friday, May 12, 2023

Call to order

A special meeting of the Academic Council was held at 9:00 am via Zoom on Friday, May 12, 2023.

Voting members in attendance included Ajani Burrell, Beylul Solomon, James Kline, Jesse Pangelinan, Kelsey McClellan, Lisa Lunde, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao.

Voting members not in attendance: Barbara Hunter (Proxy = Lisa Lunde), Christine Inos, Isabel Matsunaga, Johnny Aldan (Proxy = Beylul Solomon), and Kathleen Winkfield (Proxy = Lisa Lunde).

Guest: Sara Forti

The meeting was called to order at 9:03 am.

Adoption of Agenda and Minutes

The agenda was presented to the Council by Ajani Burrell. Beylul Solomon made a motion to adopt the agenda. The motion was adopted.

The minutes for the April 21st, 2023 meeting were presented to the Council. James Kline made a motion to adopt the minutes. The minutes were adopted.

Announcements

    A. None.

Reports

    A. None.

Old Business

    A. None.

New Business

    A. Fall 2023 Academic Council
        a. Ajani Burrell stated that he shared the Academic Council bylaws with members so that they can review the rules around membership. He asked members to consider if anyone would like to take on a leadership role on the Council since he will be stepping down as the Chair of AC in the Fall 2023 semester. Ajani Burrell also asked members to let him know whether they will be continuing to serve on the Council next semester. He stated that no action would be required at this time and that he would leave it on the agenda for the next Academic Council meeting in the fall.

Course Guides and Individualized Degree Plans for Review

A. Advanced Related Services Practicum (ED 116)
   a. Randy Yates presented the revised course guide for ED 116. He stated that he updated the wording of the course description as well as the requirements for the contact hours.
   b. The Council made the following recommendations, in addition to minor grammatical changes: replace *Course Outline* with the outline from ED 493 (Community Education Practicum) since the current outline was written as student learning outcomes; add "Being an…" under *Instructional Goals 2.0*; delete *Instructional Goal 6.0*; delete "students will demonstrate" from *Instructional Goal 4.0* and *5.0*; and delete *Student Learning Outcome 2.0*.
   c. Beylul Solomon made a motion to adopt the revised course guide with changes. The motion was adopted.

B. Integrated Reading & Writing I (EN 085)
   a. Ajani Burrell presented the revised course guide for EN 085. He stated that no vote was taken on the course guide at the last meeting since it appeared that several sections were missing. However, he stated that they were inadvertently mislabeled and that the formatting had been fixed.
   b. The Council recommended minor grammatical changes and to have a clearer description of the changes that were made to the revised course guide under *Reason for Initiating* section.
   c. James Kline made a motion to adopt EN 085 with changes. The motion was adopted.

C. Introduction to Philosophy (PI 201)
   a. Ajani Burrell presented the revised course guide for PI 201. He stated that was changing the name of the original proposer (Jeremiah Rother) to his own name since Jeremiah was not officially employed at the college yet.
   b. The Council made the following recommendations: add when the course is offered to the *Catalog Course Description* section; under the *English/Math Placement Level* section, add "Math Placement Level: None"; remove the grading system from the *Method of Evaluation* section; change *SLO 1.0* from "Demonstrate an understanding…" to "Detail…"; and change *SLO 2.0* from "Discuss" to "Describe"
   c. Beylul Solomon made a motion to adopt the course guide with changes. The motion was adopted.

D. Basic Introduction to Safety, Nutrition, and Health for Early Childhood Education (ED 082)
   a. Sara Forti presented the new course guide for ED 082. She stated that SOE has a certification of completion for early childhood education through the Community Development Institute (CDI). She explained that students currently in the program were having difficulty succeeding in the classes because many of the students who are typically daycare providers, don't have college experience, and were ESL learners.
      i. Lisa Lunde asked whether the courses are NMC classes or CDI classes.
         (1) Sara Forti stated that courses are SOE/NMC courses, but currently, the students enrolled in the classes are only through the Childcare Development Fund (CCDF) since they are the ones funding the students for this certification.
   b. The Council made the following recommendations in addition to minor grammatical changes: update the *Reason for Initiating, Revising, Modifying* section to state "is being created to meet the requirements for the Certification of Completion in Early Childhood

Education"; remove IBSN from textbook section; remove CCDF and add when the course is offered under *Catalog Course Description;* remove "3 per week" from *Contact Hours;* add EN 085 under *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* remove "lectures and readings" from *Method of Evaluation* section; update verb for *SLO 1.0* from "Specify the importance of" to "Describe the nutritional…"; change *SLO 2.0* from "Recognize the observation and prevention…" to "Identify signs and symptoms of common…."; change verb for *SLO 3.0* from "Identifying" to "Describe"; and add "Rules and Guidelines" to *SLO 4.0.*

c. Ajani Burrell brought up the topic of when the course is offered. He stated that perhaps it would be okay to not specify when the course is offered given the precedence of adopting all the "Related Services" course guides presented by Randy Yates where nothing was stated. Beylul said perhaps adding a sentence to indicate that the Council purposefully did not include when the course was offered. It was agreed to put "Semester offered varies by academic year" under the *Catalog Course Description* section.

d. Beylul Solomon made a motion to adopt the course guide with changes. The motion was adopted.

E. Basic Introduction to Parenting in Early Childhood Education (ED 083)
   a. Sara Forti presented the new course guide for ED 083. The purpose of creating the course is described above under ED 082.
   b. The Council made the following recommendations in addition to minor grammatical changes: update the *Reason for Initiating, Revising, Modifying* section to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; remove IBSN from textbook section; remove CCDF and add "Semester offered varies by academic year" under *Catalog Course Description* section; remove "3 per week" from *Contact Hours*; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* remove "lectures and readings" from *Method of Evaluation* section; update SLO 1.0 to state "Various types of caregivers"; change SLO 2.0 verb from "Discuss" to "Explain".
   c. Beylul Solomon made a motion to adopt the course guide with changes. The motion was adopted.

F. Basic Introduction to Early Childhood Education Curriculum (ED 081)
   a. Sara Forti presented the new course guide for ED 081. The purpose of creating the course is described above under ED 082.
   b. The Council made the following recommendations in addition to minor grammatical changes: remove "Design" and spell out "ECE" from the course name; update the *Reason for Initiating, Revising, Modifying* section to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; remove IBSN from textbook section; remove CCDF and add "Semester offered varies by academic year" under *Catalog Course Description* section; remove "3 per week" from *Contact Hours*; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course*, remove "lectures and readings" from *Method of Evaluatio*n section; and update *SLO 2.0* from "Discuss" to "Describe".
   c. Jesse Pangelinan made a motion to adopt the course guide with changes. The motion was adopted.

G. Basic Introduction to Administration in Early Childhood Education (ED 086)
   a. Sara Forti presented the new course guide for ED 086. The purpose of creating the course is described above under ED 082.

b. The Council made the following recommendations in addition to minor grammatical changes: change the course title to "Basic Introduction to Administration in Early Childhood Education"; update the *Reason for Initiating, Revising, Modifying* section to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; remove IBSN from textbook section; remove CCDF and add "Semester offered varies by academic year" under *Catalog Course Description* section; remove "3 per week" from *Contact Hours*; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* and remove "lectures and readings" from *Method of Evaluation* section.

c. Velma Deleon Guerrero made a motion to adopt the course guide with changes. The motion was adopted.

H. Basic Introduction to Observation and Practicum in Early Childhood Education (ED 090)
   a. Sara Forti presented the new course guide for ED 090. The purpose of creating the course is described above under ED 082.
   b. The Council made the following recommendations in addition to minor grammatical changes: change the course title to "Basic Introduction to Observation and Practicum in Early Childhood Education"; update the *Reason for Initiating, Revising, Modifying section* to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; remove IBSN from textbook section; remove CCDF and add "Semester offered varies by academic year" under *Catalog Course Description* section; remove "3 per week" from Contact Hours; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* remove "lectures and readings" from *Method of Evaluation* section; update *Course Outline* 2.0 to "Anecdotal Evidence"; update *Instructional Goal 5.0* to "Planning individualized instruction based on observation results" and remove verbs from *IG 3.0 and 4.0*; and under *SLO 6.0* add "lessons".
   c. Velma Deleon Guerrero made a motion to adopt the course guide with changes. The motion was adopted.

I. Basic Introduction to Development of Infants, Toddlers, and Preschoolers (ED 091)
   a. Sara Forti presented the new course guide for ED 091. The purpose of creating the course is described above under ED 082.
   b. The Council made the following recommendations in addition to minor grammatical changes: change the course title to "Basic Introduction to Development of Infants, Toddlers, and Preschoolers"; update the *Reason for Initiating, Revising, Modifying section* to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; remove IBSN from textbook section; remove CCDF, add "Semester offered varies by academic year," and revise *Catalog Course Description*; remove "3 per week" from Contact Hours; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* remove "lectures and readings" from *Method of Evaluation* section; and remove verbs from *Instructional goals 1.0, 2.0, 3.0, and 4.0*.
   c. Velma Deleon Guerrero made a motion to adopt the course guide with changes. The motion was adopted.

J. Basic Introduction to Multicultural Foundations in Early Childhood Education (ED 092)
   a. Sara Forti presented the new course guide for ED 092. The purpose of creating the course is described above under ED 082.
   b. The Council made the following recommendations in addition to minor grammatical changes: change the course title to "Basic Introduction to Observation and Practicum in

Early Childhood Education"; update the *Reason for Initiating, Revising, Modifying section* to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; expand on *Purpose* of course; remove IBSN from textbook section; remove CCDF and add "Semester offered varies by academic year" under *Catalog Course Description* section; remove "3 per week" from Contact Hours; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* remove "lectures and readings" from *Method of Evaluation* section; and delete *SLOs 3.0, 4.0, 5.0, and 7.0.*

    c. Velma Deleon Guerrero made a motion to adopt the course guide with changes. The motion was adopted.

K. Basic Introduction to Teaching in Early Childhood Education (ED 093)
   a. Sara Forti presented the new course guide for ED 093. The purpose of creating the course is described above under ED 082.
   b. The Council made the following recommendations in addition to minor grammatical changes: change the course title to "Basic Introduction to Teaching in Early Childhood Education"; update the *Reason for Initiating, Revising, Modifying section* to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; expand on *Purpose* of course; remove IBSN from textbook section; add that this course is a requirement for the certification, remove CCDF and add "Semester offered varies by academic year" under *Catalog Course Description* section; remove "3 per week" from Contact Hours; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* remove "lectures and readings" from *Method of Evaluation* section; remove verbs from *Instructional Goals 1.0, 4.0, and 5.0* section; update *SLOs 2.0* from "Discuss" to "Describe", and delete "Learn to.." from SLO *4.0.*
   c. Velma Deleon Guerrero made a motion to adopt the course guide with changes. The motion was adopted.

L. Basic Introduction to Child Development Early Childhood Education (ED 095)
   a. Sara Forti presented the new course guide for ED 095. The purpose of creating the course is described above under ED 082.
   b. The Council made the following recommendations in addition to minor grammatical changes: change the course title to "Basic Introduction to Child Development in Early Childhood Education"; update the *Reason for Initiating, Revising, Modifying section* to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; remove IBSN from textbook section; add that this course is a requirement for the certification, remove CCDF and add "Semester offered varies by academic year" under *Catalog Course Description* section; remove "3 per week" from Contact Hours; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* remove "lectures and readings" from *Method of Evaluation* section; remove verbs from *Instructional Goals 1.0 and 6.0* section; under *Student Learning Outcomes,* change SLO 2.0 verb from "Discuss" to "Identify"; revise SLO 4.0 to state "building a developmental foundation" rather than "building a foundation"; delete SLO 7.0 since it is covered in ED 092; and delete "Clarify" from SLO 8.0.
   c. Velma Deleon Guerrero made a motion to adopt the course guide with changes. The motion was adopted.

M. Basic Introduction to Language Skills in Early Childhood Education (ED 097)

a. Sara Forti presented the new course guide for ED 097. The purpose of creating the course is described above under ED 082.
b. The Council made the following recommendations in addition to minor grammatical changes: change the course title to "Basic Introduction to Language Skills in Early Childhood Education"; update the *Reason for Initiating, Revising, Modifying section* to state "is being created to meet the requirements for the Certification of Completion in Early Childhood Education"; revise sentence under the *Purpose* section; remove IBSN from textbook section; add that this course is a requirement for the certification, remove CCDF and add "Semester offered varies by academic year" under *Catalog Course Description* section; remove "3 per week" from Contact Hours; add EN 085 to the *English Placement Level* section; remove CCDF from *Estimated Cost of Course;* remove "lectures and readings" from *Method of Evaluation* section; delete *Instructional Goals 8.0*; update the verb for *SLO 3.0* from "Discuss" to "Describe", and delete SLO *8.0*.
c. Velma Deleon Guerrero made a motion to adopt the course guide with changes. The motion was adopted.

N. Certificate of Completion in Early Childhood Education
a. Sara Forti presented the new ICP. The purpose of creating the ICP is described above under ED 082.
b. The Council made the following recommendations: Delete "through CDI" from the title of the certificate; update the course titles to reflect the ones on the course guides; create a course sequence to indicate when students should be taking the classes.
c. Velma Deleon Guerrero brought up the issue of having an individual's name (i.e. Director name or Dean of APS name) on ICPs and IDPs. Ajani Burrell agreed that this needs to be addressed and suggested bringing it up during a leadership meeting with the Interim Dean of APS, Lorraine Maui, to make a decision.
d. Velma Deleon Guerrero made a motion to adopt the ICP with changes, including the creation of a course sequence. The motion was adopted.

Adjournment
The meeting was adjourned at 11:22 am.

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Beylul Solomon

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Secretary   Date of approval

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