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# Academic Council Meeting Minutes

Friday, October 27, 2023

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## Call to order

A regular meeting of the Academic Council was held at 9:00 a.m. via Zoom on Friday, October 27, 2023.

Voting members in attendance included Beylul Solomon, Christine Inos, Isabel Matsunaga, James Kline, Johnny Aldan, Kathy Winkfield, Kelsey McClellan, Lisa Lunde, Mary Tabarsi Tsang, Velma Deleon Guerrero, and William Hunter.

Voting members not in attendance: Barbara Hunter (Proxy = Lisa Lunde), Jesse Pangelinan (Proxy = Beylul Solomon), and Zerlyn Taimanao.

Non-voting members in attendance: Fermin Dela Cruz and Geri Rodgers

Guests: Denise Myers and Wilson Gaul

The meeting was called to order at 9:05 a.m.

## Adoption of Agenda and Minutes

The agenda was presented to the Council by Velma Deleon Guerrero. Beylul Solomon made a motion to adopt the agenda. The agenda was adopted.

The minutes for the October 13, 2023 meeting were presented to the Council. Will Hunter made a motion to adopt the minutes. The minutes were adopted.

## Announcements

- A. None.

## Reports

- A. None.

## Old Business

- A. Update all Course Guides, Especially Core Courses
  - a. Velma Deleon Guerrero stated that she checked all the course guides for core courses and they have all been updated. Thus, this item was removed from the agenda.
- B. Course Assessment Form (CAF) Evaluation for the Fall and Spring Semesters. Four courses (10%) from Geri.
  - a. Geri Rodgers said that she shared the CAF rubric in the Zoom chat for all members to view. She also said that 10% of the CAF submissions will be represented by 2 courses: Financial Accounting (AC 227) and College Algebra (MA 161), which assessed GELO 6 (Quantitative & Scientific Reasoning) in the 2022-2023 Academic Year. She added that Council members will be using the Outcome Assessment Program (formerly

Aqua) for CAF review. She explained that this program has 2 options available: 1) make one copy of a CAF which everyone would share and take turns reviewing, or 2) make multiple copies of the CAFs so that people can put in their comments on their own time. She added that she would be able to pull everyone's comments together as long as she is given ample time to do so and asked what Council members preferred.

- i. Beylul Solomon suggested having multiple copies so Council members could review the CAFs at their own pace. Mary Tabarsi Tsang suggested having only one copy so that Council members could see everyone's comments and also reduce the burden on Geri Rodgers of having to do extra work pulling everyone's comments together. A poll was conducted and more Council members voted for multiple copies.

C. Self-Study Review in January 2024. Recommendation for Periodic Review every 3 Years.

- a. Velma Deleon Guerrero said that this item is tabled, but urged Council members to go through the self-study and put in comments prior to January.

D. Combining EN 073 and EN 074 Courses Update from L&H

- a. Mary Tabarsi Tsang stated that L&H had a department meeting on Friday and discussed combining courses in detail. She said that the department wants to keep the courses separate. She explained that EN 70 courses are for second-language learners with very little English, whereas the EN 80+ levels, students have generally finished school within the PSS system. Thus, she reported that the department said that combining those courses would cut the contact hours in half and would impact students who had very little English language. The department also said that this semester, both EN 073 and EN 074 have more than 10 students and that every semester, at least one of the courses does run.

- i. Velma Deleon Guerrero suggested that the department continue to monitor how often the courses run and how often they get canceled. She said that if it keeps getting canceled, we are not serving our students. She asked Mary Tabarsi Tsang to keep the Council updated on any data collected.

1. Mary Tabarsi Tsang said that she would let the department know.

- ii. Christine Inos stated that as an advisor for the international students of the English Language Institute, some students come to the island and are placed in the low EN 70's classes and when the classes get canceled, they have issues with their visa requirements since they need to have at least 12 credits. She said that she likes the idea of combining EN 073 and EN 074 courses since the students would get 6 credits for the combined course and another 6 credits for EN 072 totaling 12 credits. She emphasized because of their very low English language skills, they don't have other course options that they can take to meet those requirements.

1. Mary Tabarsi Tsang said that she would let the department know.

## New Business

A. Spring 2024 Semester Schedule to be Reviewed by AC.

- a. Velma Deleon Guerrero stated that she reached out to the Interim Dean of APS, Lorraine Maui, about the Spring schedule for 2024. She stated that the Dean would not be bringing the schedule to AC for review. Velma Deleon Guerrero said that she is not sure if that will continue as-is in the future, but as of now the Spring 2024 semester schedule has already gone live and students have begun registering.

- b. Beylul Solomon added that APS Admin Manager, Rita Duan, told her that there was no need to bring it to the Council any longer since departments had access to the document and were making changes “live”. Velma Deleon Guerrero asked Council members for their feelings on the new process.
  - i. James Kline stated that he knows that there are limitations to the modality of course offerings (i.e. in-person, hybrid, online). He suggested that AC should look at the percentages of courses that are being offered in the various modalities. He added that in his experience, his online classes fill up more quickly than his in-person classes. He said that perhaps more online classes could be offered so that we can look at the percentage of online classes that are offered vs. face-to-face. Thus, he would like the Council to have access to the schedule to review the percentage of classes offered in the various modalities.
    - 1. William Hunter agreed that there has been a high demand for online courses but NMC needs to stay within the bounds of WASC accreditation. He said that adding additional sections for online classes is completely fine if it is already being offered online. He said the issue with the percentages only occurs when a class has historically not been offered as an online course and that it cannot go above 50% on any IDP. He gave historical context on how the percentages came about. He explained that in 2017 the Substantive Change Manual stated that when measuring the 50% cutoff on IDPs, WASC was only measuring it for the major programs and not the Core and General Education courses. However, they revised the manual in 2021 and the requirements were changed to include Core and General Education courses. He also added that there has been some demand for virtual learning (i.e. Zoom courses) which aligns with face-to-face classes as far as synchronous learning. However, WASC classifies that as a distance education course, and until that definition is revised, the institution is limited with regard to course offerings in a virtual or online format.
    - 2. Velma Deleon Guerrero stated that both suggestions were noted and we would see whether Interim Dean Lorraine Maui would reconsider bringing the schedule to AC in the future. She added that the new position of not sharing the schedule with AC may have to do with the fact that leadership is trying to avoid any registration delays.

## B. Science Course Hours

- a. Wilson Gaul stated that he wanted to discuss the lab hours for science courses. He said that he had 2 recommendations: 1) to indicate the number of minutes per week and total amount of hours per term (i.e. BI 101: lecture 85 minutes/week totaling 21 hours per term; Lab: 145 minutes per week totaling 36 hours per term) and 2) remove “HY” from course codes for his Biology class since he only meets in-person.
  - i. Beylul Solomon stated that his second recommendation was an error in the schedule and that could be easily removed.
- b. For his first recommendation, he said his justification stems from NMC’s Board of Regent’s definition of one credit hour being fifteen 50-minute sessions with 2 hours of outside study for each session. He stated that for labs, the policy requires 1 to 4 weekly contact hours per credit based on the instructor’s discretion. He showed his calculations to the council (i.e. Lecture: 50 minutes/week x 15 weeks = 12.5 hours/term; Lab: 12.5 hours/term x 4 credits hours = 50 hours/term). He said that the current course guide has it listed as 90 contact hours which does not match with NMC’s policy. Thus, he is asking the Council to revise the course guides to be aligned

with what is currently being practiced (i.e. Lecture: 85 minutes/week; Lab: 145 minutes/week = 230 minutes/week) which would bring it to 57.5 hours per term. He said that there might be an error in the current course guide for BI 101 specifically since no instructor would be able to meet the 90 contact hours per semester.

- i. Lisa Lunde clarified that the current course guides should state that 3-credit courses are 45 contact hours and 4-credit courses are supposed to be 60 contact hours.
- ii. Will Hunter said that the contact hours also leave room for incidentals (i.e. typhoons, etc.)
- iii. Beylul Solomon suggested having the lecture at 45 contact hours and the lab at 15 contact hours to make it an even 60. However, Wilson Gaul stated that 15 contact hours was not enough time for lab and that 2/3 of the time is spent in lab and only 1/3 of the time is spent in lecture.
  1. Velma Deleon Guerrero asked whether the reduction of the contact hours from 60 to 57.5 would need to reverse the recent decision of adding 1 credit to all science courses with labs. Kelsey McClellan also asked how this change would affect other Biology course guides that were recently updated since the justification for the previous updates were sound. She said that she would like more time to reflect holistically on how this change would affect the other science courses. Denise Myers added that from a student perspective, it might be helpful to them for the labs and lectures to be meeting the same amount of time, but also acknowledged that Wilson Gaul's suggestion was not making changes to how often students meet, but to simply update the course guide to what was currently being practiced.
- iv. Velma Deleon Guerrero suggested that the Council think about it before making any decisions. Beylul Solomon agreed and asked her to share Wilson Gaul's email with the Council.
  1. Velma Deleon Guerrero said that she'll bring this topic back up at the next Council meetings. She also said that the Council needs to discuss how many meetings are remaining since it is almost November and all future Council meetings fall on a holiday.

## Course Guides and Individualized Degree Plans for Review

### A. Beginning English Reading & Writing (EN 071)

- a. Mary Tabarsi Tsang stated that the course is not currently taught and that Poonsri "Lek" Algaier was not present to discuss the course guide, but would speak on her behalf. She explained that the department simply wanted to make sure that all their course guides were up to date.
  - i. Denise Myers asked why the course is being updated rather than being put as an inactive course. Council members did not have an answer for that.
- b. The Council made the following recommendations: add the year to *Effective Semester/Session* section; reassess contact hours; delete "From NMC Catalog" from *Catalog Course Description* section; add "internet access" to *Estimated Cost of Course* section; change the verb "Discussion" for Assessment Measure of SLO #3.0.
- c. Mary Tabarsi Tsang will bring back the revised course guide to the next meeting.

### B. Introduction to Sports Coaching (PE 229)

- a. Denise Myers presented the revised course guide for PE 229.

- b. Mary Tabarsi Tsang asked why the course is a 200-level course if it is an introductory course.
  - i. Denise Myers explained that although it is introductory, it is degree-specific meaning that it is not a 100-level course which is typical of core and general education courses. She also added that there will be a change to the Liberal Arts Health and PE emphasis and that there are plans to move toward a degree in Kinesiology instead.
- c. Mary Tabarsi Tsang asked about ASEP and whether students will need to take and pass it, as well as how much it costs.
  - i. Denise Myers stated that students will be required to take it but they will not be required to pass it. She added that ASEP will serve as their final exam for the course. With regard to cost, she explained that the test is included in the cost of the textbook for the course.
- d. The Council made the following recommendations: update effective semester to Spring 2024; delete readability level from *Required/Recommended Textbooks* section; remove hybrid format information from *Course Activities and Design* section; add MA 089 as a prerequisite; and add “internet access” to *Estimated Cost of Course* section.
- e. Beylul Solomon made a motion to adopt the course guides with changes. The motion was adopted.

C. Introduction to Kinesiology (KI 111)

- a. Denise Myers presented the new course guide for KI 111. She said that the Science, Math, Health, and Athletics Department is moving from Health & PE to Kinesiology since it is a broader area. She stated that the goal of the course is to give students an idea of what a degree in Kinesiology looks like as well as to put them on a potential career path. The course will provide students with an overview of what the degree program entails so that students are aware of all the requirements (especially the science requirements) at the beginning of the program so that they know what they are getting into.
- b. Beylul Solomon stated that since the new course guide is referencing a Liberal Arts degree with a Kinesiology Emphasis which doesn't exist yet, she expressed concern about voting on the course guide as-is. She recommended that in the past the Council typically receives the IDP and the new course guides at the same time for review. She suggested to bring it back with the finalized IDP and any other new courses so they could be reviewed at the same time.
- c. Mary Tabarsi Tsang asked why the course was only a 1-credit course.
  - i. Denise Myers explained that students are not familiar with what Kinesiology is and that it is a science course that will allow them to customize what they would like to specialize in based on 2 out of 4 electives of their choosing (i.e. Health & PE Education, Sports Coaching, Public Health, and Personal Training). She said the first 2 electives are currently offered, but they will need to create new course guides for Public Health and Personal Training electives. She added that she could bring the IDP for review without the 2 new course guides since they have not been created yet.
- d. Velma Deleon Guerrero requested that an additional column be added that indicates when the course is being offered rather than putting that information in the title.
- e. Since Council members had not received a copy of the IDP for review before the meeting, a special meeting was requested to review the new IDP and course guides. A special meeting of the Academic Council will be held on Nov. 17th in V-217. Thus, the course guides for KI 111 and KI 280 were tabled.

- i. Velma Deleon Guerrero emphasized that although the new IDP could be adopted, it can not be used/be effective until all courses on the IDP have been adopted.
- f. Denise Myers said they are projecting for Fall 2024 to begin the program. She added that they have been meeting with UOG with the matriculation of NMC students going to UOG for their kinesiology program. They are also in talks for a 2+2 (2 years at NMC and 2 years at UOG) but that has not been finalized

D. Kinesiology (KI 280)

- a. The course guide for KI 280 was tabled until the next meeting.

**Adjournment**

The meeting was adjourned at 10:42 a.m.

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Beylul Solomon

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Secretary

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Date of approval

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