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# Academic Council Meeting Minutes

Friday, September 1, 2023

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## Call to order

A regular meeting of the Academic Council was held at 9:00 am in Room V-217 on Friday, September 1, 2023.

Voting members in attendance included Beylul Solomon, James Kline, Johnny Aldan, Lisa Lunde, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao.

Voting members not in attendance: Barbara Hunter (Proxy = Lisa Lunde), Christine Inos (Proxy = Clarice Arriola), Isabel Matsunaga, Jesse Pangelinan, Kathy Winkfield, and Kelsey McClellan (Proxy = Velma Deleon Guerrero).

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

The meeting was called to order at 9:07 am.

## Adoption of Agenda and Minutes

The agenda was presented to the Council by Velma Deleon Guerrero. She stated that there were several course guides from the Science, Math, Health, and Athletics Department that were on the agenda under *Course Guides and Individualized Degree Plans for Review* but that it was only for a credit change and not to be reviewed by the Council at the meeting. William Hunter made a motion to adopt the agenda with changes. The motion was adopted.

In a later discussion, Johnny Aldan asked about the Nursing program's request to update the GPA to 3.0. Since it wasn't on the agenda and Academic Council officers still needed to be selected, he asked to have it put on the agenda for the next meeting. He also informed the Council that the Nursing program has instituted an entrance exam for students.

The minutes for the May 12<sup>th</sup>, 2023 meeting were tabled until the next meeting to give Council members more time to review them.

## Announcements

- A. Geri Rodgers stated that she has Course Assessment Forms (CAFs) that were completed in the previous academic year for Council Members to review. She asked Council members to let her know if there were any other CAFs submitted that she may have missed.
- B. Clarice Arriola reminded Council members to encourage instructors to utilize the early intervention form for any students who are not keeping up with attendance and assignments in their classes.

## Reports

- A. None.

## **Old Business**

- A. None.

## **New Business**

- A. Academic Council Leadership
  - a. Velma Deleon Guerrero presided over the Academic Council meeting since she is the Vice Chair and Ajani Burrell (former Chair) is on educational leave. She explained that it was time to select a chair for the Council and that it would need to be a full-time faculty member thereby disqualifying her from being Chair. Lisa Lunde also added that the Council would need to select a representative from the Language & Humanities Department since that position was filled by Ajani Burrell.
  - i. Velma Deleon Guerrero asked members whether they wanted to vote/nominate a chair at this meeting or hold off until the next meeting. Members asked to wait until the next meeting. Velma Deleon Guerrero agreed and said she would continue to serve as the Chair until nominations and votes have been conducted. She will also ask Adam Walsh whether he would be willing to continue serving as the Language and Format Review Specialist (LFRS).
- B. SMHA Science Course Guide Review: General Change to “Cost to College” (4 credits to 4.5 credits)
  - a. Velma Deleon Guerrero stated that when Randy Yates was the Dean of Academic Programs and Services, he had approved for faculty members who taught courses with labs to get half a credit for prepping and teaching those courses. She explained that faculty are currently not compensated for the extra hours when they are teaching labs. She stated that the Finance Office flagged the credit request this semester because there wasn't any documentation provided (i.e. memo or change in course guide). Thus, she is bringing it to Council members for approval since it has been in effect since 2021. The courses this change would affect are BI 101, BI 103, BI 106, BI 117, BI 141, BI 225, BI 251, BI 252, CH 124, NS 101, EG 100, and NS 140.
  - i. Beylul Solomon asked why they were not receiving a full credit instead of half a credit and Velma Deleon Guerrero explained that it was due to financial reasons so Randy Yates met them halfway when he was Dean of APS at the time. She added that in the future she'll try to work with the current Interim Dean, Lorraine Maui, on creating a policy similar to writing course instructors who receive 1 credit for teaching those courses. She said that she would send out the course guides for review at the next meeting.

## **Course Guides and Individualized Degree Plans for Review**

- A. None.

## **Adjournment**

The meeting was adjourned at 9:42 am.

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Beylul Solomon

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Secretary

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Date of approval

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