
Academic Council Meeting Minutes

Friday, September 13, 2024

Call to Order

A regular meeting of the Academic Council was held virtually on Friday, September 13, 2024.

Voting members in attendance: Isabel Matsunaga, Cary Bertoncini, Lisa Lunde, Kathy Winkfield, Kelsey McClellan, Neda Deleon Guerrero, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao.

Voting members not in attendance: Beylul Solomon (Proxy = Rosaline Cepeda), Kathleen Winkfield (Proxy = Lisa Lunde), Jennifer Fejeran, James Kline, and Johnny Aldan, Bobbie Hunter (Proxy = Lisa Lunde)

Non-voting members in attendance: Geraldine Rodgers

Guests: Denise Myers

The meeting was called to order by Velma Deleon Guerrero, at 9:03AM and a quorum was established.

Adoption of Agenda and Minutes

Velma Deleon Guerrero confirmed the quorum, reviewed the agenda, and proposed adopting it. Kelsey Lynn McClellan suggested additional items, such as accurate representation of council members and addressing scheduling conflicts. Following a motion and a second, the meeting minutes from August 30th were adopted. Velma extended condolences to a member who had recently lost her mother.

Review and Adoption of Minutes

Date(s): March 22, April 29, April 5, 2024, August 30, 2024 Meeting Minutes

Announcements

Geri Rodgers Presented on a document of courses from AY 23-24, aligned to GELO 5: Oral

Communication for the council to grade this fall. Geri Rodgers requested a deadline for submission of the CAFS, Ms. Velma Deleon Guerrero stated a deadline of September 27, 2024.

Reports

Velma Deleon Guerrero led discussions on the self-study for the upcoming fall semester. She recommended dedicating half of the meeting time to this and encouraged the review of bylaws for potential updates.

Geraldine Rodgers discussed course submissions and grading processes. She stressed the importance of accuracy in course listings and established deadlines for submissions, with Velma confirming those deadlines. Communication with departments that had not submitted their courses was also emphasized.

Old Business

The council reviewed the attendance roster to clarify voting statuses based on the bylaws. A plan was agreed upon to work offline to ensure all members were properly accounted for.

- I. Old Business
 - a. Self Study (2020) Review -
 - i. Membership and Organization – Jennifer Fejeran, Barbara Hunter, and Neda DLG
 - ii. Professionalism and Integrity – William Hunter, Zerlyn Taimanao, and Cary Bertoncini.
 - iii. Governance and Responsibility – Beylul Solomon, Velma DLG, Geraldine Rodgers.
 - iv. Procedures – Lisa Lunde, Kathleen Winkfield, and Kelsey McClellan.
 - b. AC Bylaws. Is there a need to update? Last updated Spring of 2021.
 - c. CAF for Spring 2024 to grade this fall semester -Geri

New Business

Kelsey Lynn McClellan initiated a discussion on rescheduling future meetings. The council agreed to cancel the December 6th meeting, with the potential cancellation of the October 11th meeting. The consensus was to avoid meetings during the fall break unless necessary.

Velma and Diana Benavente Hocog discussed the scheduling of physical education courses, particularly the PE 127 course guide, in relation to federal guidelines on course duration. This conversation also explored the relevance of certain courses under changing circumstances, with the need for concise decision-making emphasized.

Course Guides and Individualized Degree Plans

A motion was made by Kelsey to adopt the PE 147 course guide, seconded by Lisa. The meeting concluded with a vote on adopting the course guide and ensuring alignment on the next steps.

PE 140 and PE 147*

Adjournment

The meeting was adjourned after resolving all outstanding issues.