
Academic Council Meeting Minutes

Friday, October 25, 2024

Call to Order

Voting members in attendance: Barbara Hunter, Beylul Solomon, Cary Bertoncini, Diana Hocog (left @9:15AM), Kelsey McClellan, Lisa Lunde, Neda Deleon Guerrero, William Hunter, Willson Gaul, Zerlyn Taimanao, Kathy Winkfield

Voting members not in attendance:

Non-voting members in attendance:

Velma Deleon Guerrero

Guests:

Proxy: Barbara Hunter - Proxy for Johnny Aldan

Adoption of Agenda and Minutes

The agenda was presented to the Council by Velma Deleon Guerrero. Kelsey McClellan made a motion to adopt the agenda. The motion was adopted unanimously.

The minutes for the March 1, 2024, meeting was presented to the Council by James Kline. There were no changes made to the minutes. Kathy Winkfield made a motion to adopt the minutes. The minutes were adopted unanimously.

Announcements

A. 5th Annual Research Symposium

- a. Chair Velma Deleon Guerrero announced the dates for the Spring 2025 research symposium.
 - i. Beylul requested later dates for the research symposium because it's hard for her to get the students ready by a March date.

B. At-Large Faculty Senate Rep to Academic Council

- a. Welcome Dr. Willson Gaul
 - (1) Willson Gaul, on behalf of Faculty Senate, requests an email from the Faculty Council Chair for a request for Faculty Senate to nominate a faculty member as Chair

Reports

- A. None.

Old Business

A. Old Business

Chair Velma DLG added Dr. Willson Gaul to the Governance and responsibility subcommittee, we have to meet separate from AC.

- 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, Willson Gaul
 - iv. Procedures – Lisa Lunde, Kathleen Winkfield, and Kelsey McClellan.
- b. [AC Bylaws](#). Is there a need to update? Last updated Spring of 2021.
 - i. Review bylaws within the next two weeks before our next meeting
- c. [CAF](#) for Fall 2023 to Spring 2024 to grade this fall semester
 - i. This has been tabled until Chair Velma can speak to

New Business

- A. Beylul Solomon presented the SOE Masters in Mental Health [Community Needs Assessment](#)
 - a. Secretary Kelsey requested the next steps and for Beylul to share the next steps, Chair Velma suggested to review the guide for proposing a new program in the AC Google Drive
 - b. Chair Velma recommended that SOE host a [DACUM \(Developing a Curriculum\)](#) Workshop [SCID](#) was also brought up.
 - c. Beylul will meet with CNMI licensing bureau prior to proposing

Course Guides and Individualized Degree Plans for Review

Course Guides

1. CG ED 370 Integrated Planning and Programs, Amanda Diaz, Modification

Dr. Beylul Solomon is bringing back this course guide for periodic updates. Velma DLG has inquired as to if PSS has been included in the conversation. Modificiant:

- Under “Estimated Cost of Course: Instructional Resources Needed” it was recommended that TV/VCR is deleted from the list of estimated costs.
- “Under Method of Evaluation” it is recommended that the course guide list how students will be evaluated (i.e (i.e. attendance, participation, lesson plans, assignments, exams, etc.)
- “CRC” was changed to Curriculum Resource Center materials.
- Under 9.0 Student Learning Outcomes:
 - SLO 1.0 “*Demonstrate*” with “*Apply*” an understanding of an interdisciplinary thematic unit, in practical scenarios;
 - SLO 2.0 was deleted
 - SLO 3.0 “Demonstrate an understanding of and be able to write” was replaced with “write”
 - SLO 4.0 “Create” replaced demonstrate the ability to assessment components, such as

- diagnostic, formative, and summative assessment, which will
 - SLO 5.0 “Demonstrate the ability to develop” was replaced with “Develop”
 - ED 370 is adopted with changes, motion made by Kelsey McClellan and seconded by Beylul Solomon
2. CHW 100 Community Health Worker Fundamentals, Roland Merar, New
 3. CHW 101 - Introduction to Counseling and Interviewing, Roland Merar, New
 4. CHW 102- Case Management, Roland Merar, New
 5. CHW 103 - Health Promotion, Roland Merar, New
 6. CHW 104 - Community Health Worker Practicum, Roland Merar, New

ICP

1. **CDI Community Health Work ICP, Beylul Solomon, New**
 - a. Community Health Certificate Worker Program
 - i. Is this program what the hospital needs?
 - ii. Willson Gaul - notes this looks like a lot of hours /time consuming for a certificate program. This looks like two full terms of school, the hospital requested the equivalent of 20 credit hours (360 contact hours)
 - iii. For consistency do we want to add credit hours?
 - iv. Chair Velma Requests that we remove the name / signature line of the individual

Adjournment

The meeting was adjourned at 10:55 a.m.

Kelsey McClellan

Secretary

Date of approval