

---

# Academic Council Meeting Minutes

Friday, April 19, 2024

---

## Call to Order

A special meeting of the Academic Council was held via Zoom on Friday, April 19, 2024.

Voting members in attendance included Barbara Hunter, Beylul Solomon, Lisa Lunde, Kathy Winkfield, Kelsey McClellan, Mary Tabarsi Tsang, Velma Deleon Guerrero, and Zerlyn Taimanao.

Voting members not in attendance: Christine Inos, Isabel Matsunaga (Proxy = Lisa Lunde), James Kline, Johnny Aldan, Roland Merar (Proxy = Beylul Solomon), and William Hunter.

Non-voting members in attendance: None

Guests: None

The meeting was called to order at 9:14 a.m.

## Adoption of Agenda and Minutes

The agenda was presented to the Council by Velma Deleon Guerrero. Beylul Solomon requested to table the minutes from the March 22, 2024 and April 5th meetings since they were not finalized yet. Velma Deleon Guerrero also added discussion about the Master's program and course guide review under the Announcements section. Beylul Solomon made a motion to adopt the agenda with changes. The agenda was adopted unanimously.

The minutes for the March 22, 2024 and April 5, 2024 meetings were tabled until the next meeting.

## Announcements

- A. Beylul Solomon announced that the School of Education would be pausing the review of the Master's Degree program course guides and IDPs. She stated that since the Council requested an updated needs assessment, more time would be needed to execute the recommendation.
  - a. Velma Deleon Guerrero thanked the School of Education for taking more time revising the program proposals and stated that the focus for Academic Council will be to review the Master's of Clinical Mental Health Counseling first, rather than the Master's Program in Teaching and Special Education respectively. She reiterated the need to have a more recent needs assessment conducted to ensure that any questions from WASC could be answered with confidence.
  - b. Velma Deleon Guerrero also reminded the Council that all changes made in the course guides during the meeting would be revised in real time and sent to the Language and Format Review Specialist (Adam Walsh). She expressed concern that if the Council made edits to the course guides which course guide proposer would then "resolve comments for" after the meeting, it would make it difficult to track whether the recommended AC changes were made. She also stated that it would make it difficult for Adam Walsh since he would not have the time to go back to meeting minutes to ensure that all requested changes were made. Thus, she asked Council members to relay this information to their respective programs.

## Reports

- A. None.

## Old Business

- A. Self-study Review starting January 2024. Recommendation for periodic review every 3 years.
  - a. This agenda item was tabled.

## New Business

- A. AC Bylaws. Is there a need to update? Last updated Spring of 2021
  - a. Velma Deleon Guerrero stated that she is bringing up the AC bylaws with regards to membership of certain Council members. She said that Interim Dean Lorraine Maui asked her whether there were any recommended changes to the membership because of the amount of committee involvement that a lot of Academic Unit Heads (AUHs) are in such as Kelsey McClellan, Velma Deleon Guerrero, Will Hunter, and Zerlyn Taimanao. She explained that they are required to be on the Academic Council because of the positions they hold and wondered whether it was necessary for them to be on the Council or whether they could appoint someone else (i.e. adjunct instructor or staff) to represent them on AC. Velma Deleon Guerrero stated that she is in the position to serve on the Council because she has people under her that assist her. She added that this would be harder for other AUHs like Kelsey McClellan, Will Hunter, and Zerlyn Taimanao since they don't have anyone under them. She added that the Dean of APS was concerned with the amount of committee involvements they had. Thus, she asked whether the Council members knew whether an adjunct or knowledgeable staff member could be allowed to serve. She stated the bylaws may have included a clause where a member could appoint a surrogate for 1 year, but she was unclear what that meant.
    - i. Beylul Solomon stated that it would probably be best to have an instructor or program head since they would be more knowledgeable and can advocate for their programs.
      - 1. Velma Deleon Guerrero agreed that
    - ii. Velma Deleon Guerrero responded that she wants to remain on the Council and both Zerlyn Taimanao and Kelsey McClellan also stated that they wanted to stay on the Council as well.
    - iii. Velma Deleon Guerrero stated that she would let Interim Dean Lorraine Maui know that all members want to continue serving on the Council.
  - b. Other discussions included inviting the Director of IT, Director of Library Services, ASNMC President, and Tinian and Rota representatives. There was also discussion on sending an email at the start of the semester inviting people to join the meetings. It was noted as an area of improvement from the previous AC self-study. Thus, Velma Deleon Guerrero stated that she would send out an invite to the list above and include a copy of the bylaws so that they understand why they were getting invited.
  - c. Mary Tabarsi Tsang asked whether there were any AC members who were also representatives of the Faculty Senate.

- i. Beylul Solomon explained that members were selected by their departments except for the 2 “at-large” faculty positions which were recommended by the Faculty Senate. However, the 2 faculty members, Beylul Solomon and Lisa Lunde, had not vacated their positions in AC for over 8 years.
- ii. Mary Tabarsi Tsang noted the importance of having a representative at both. She stated that there were several topics that were brought up in AC that would be relevant to the Faculty Senate.
- d. Velma Deleon Guerrero asked whether there were any additional changes to be made to the bylaws and whether Council members wanted to vote on it. She added that there was no need to vote on the bylaws at the current meeting and that it could be discussed again in the next academic year.

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

A. None.

**Adjournment**

The meeting was adjourned at 9:38 a.m.

---

Beylul Solomon

---



---



---



---

Secretary

---

Date of approval

---



---