
Academic Council Meeting Minutes

Friday, February 2, 2024

Call to order

A regular meeting of the Academic Council was held at 9:00 a.m. in Room V-217 on Friday, February 2, 2024.

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

Voting members not in attendance: Barbara Hunter (Proxy = Lisa Lunde), Christine Inos, Isabel Matsunaga, and Johnny Aldan.

Non-voting members in attendance: Geri Rodgers

Guests: Sean Pak and Wilson Gaul

The meeting was called to order at 9:01 a.m.

Adoption of Agenda and Minutes

The agenda was presented to the Council by Velma Deleon Guerrero. Beylul Solomon requested to add an announcement regarding the School of Education's 3 Master's Programs. Zerlyn Taimanao made a motion to adopt the agenda with changes. The agenda was adopted.

The minutes for the November 17, 2023 meeting were presented to the Council. Zerlyn Taimanao made a motion to adopt the minutes. The minutes were adopted.

Announcements

- A. SOE's Master's Program
 - a. Beylul Solomon announced that the draft IDPs and course guides for the M.A. in Teaching, the M.Ed. in Special Education, and the M.S. in Clinical Mental Health Counseling will be submitted to Velma Deleon Guerrero by the end of the day. She stated there will be 40 course guides and 3 IDPs submitted for review by the Council.

Reports

- A. None.

Old Business

- A. Course Assessment Form (CAF) Evaluation for the Fall and Spring Semesters. Two courses (10%) from Geri. See the Rubric [here](#). PPT: How to Access Aqua (Outcomes Assessment Projects. See link to PPT [here](#))
 - a. Velma Deleon Guerrero stated that Geri Rodgers provided the rubric as well as two CAFs from last semester that were submitted. She asked Council members to review and put in their comments so they can be discussed at the next Academic Council meeting (February

16th). Geri Rodgers also provided sample CAF reviews that Council members had submitted in the past as an exemplar that Council members can utilize to refresh their memory.

- b. Velma Deleon Guerrero said she would be inviting the faculty to receive feedback. She added that there are 2 courses (Financial Accounting (AC 227) from Larissa Larson and College Algebra (MA 161) from Sean Pak) that are up for review this semester and that all members should provide their feedback in Aqua prior to our next meeting.
 - i. Mary Tabarsi Tsang asked for a deadline to submit feedback, and Velma Deleon Guerrero requested that Council members review MA 161 for the next meeting on February 16th and provide feedback to the proposer (Sean Pak).

B. Science Course Hours on Course Guides.

- a. Wilson Gaul recapped his statements from the previous AC meeting in the Fall 2023 semester and said that there was a typo on the course guide for BI 101 in terms of the contact hours. He said that he updated the course to what is being practiced at the institution (i.e. 80 minutes/week lecture and 145 minutes/week lab).
 - i. Velma Deleon Guerrero asked members to vote on the revised course guide when Council members get to that point on the agenda.

C. Self-study Review starting January 2024. Recommendation for periodic review every 3 years.

- a. Velma Deleon Guerrero stated that it was time for the Council's periodic review of our self-study since it had been 3 years since the last review. She stated that in the past, Council members were placed in different subcommittees to work on the various sections of the self-study. Thus, she asked Council members how they would like to proceed this time and asked for recommendations.
- b. Beylul Solomon recommended keeping the same subcommittees and Velma Deleon Guerrero suggested rotating people around so that there are fresh eyes on those sections. James Kline recommended tackling it as a whole group, but Velma Deleon Guerrero felt that there needs to be work done prior to the meeting so that Council members have comments and feedback during the meeting.
- c. Council members decided to look at the document as a whole first before breaking up members into subcommittees. Velma Deleon Guerrero asked members to look at the *Procedures* section of the self-study for the next meeting. She added that the Council can tackle one section of the self-study at every meeting.

D. Academic Council Chair Position

- a. Velma Deleon Guerrero thanked Mary Tabarsi Tsang for reaching out to Faculty Senate last semester requesting them to nominate someone to serve as AC Chair for the Spring 2024 semester. She said that the Faculty Senate nominated Amanda Diaz as the Chair for AC but asked whether Council members had any other nominations.
- b. Zerlyn Taimanao said that she wants to nominate Velma Deleon Guerrero to stay as the Council's Chair because a lot was going on with substantive changes at the institution as well as the Master's programs. She felt that it would be best to keep Velma Deleon Guerrero as the chair since she is familiar with all the changes currently happening within the institution.
- c. Mary Tabarsi Tsang added that during the Faculty Senate meeting last semester, the Senate wanted to nominate Beylul Solomon and didn't recall a discussion on Amanda Diaz being nominated. However, Beylul Solomon declined since she currently serves as the Secretary of the Council.

- d. Velma Deleon Guerrero explained that although she feels that Amanda Diaz is definitely up to the task of being the Academic Council's Chair, she would accept the nomination since she is familiar with everything the Council has been doing thus far.
 - i. Jim Kline made a motion to keep Velma Deleon Guerrero as the AC Chair for the semester. The motion was adopted.

New Business

- A. Substantive Changes for New Degree Programs.
 - a. Velma Deleon Guerrero informed Council members that there would be a Zoom meeting with Accreditation Liaison Officer Charlotte Cepeda at 1:00 pm and that there would be an update following that meeting. She also added that they have submitted the substantive changes for the 3 programs (Liberal Arts – no emphasis, Business, and Criminal Justice) to Charlotte Cepeda and would have an update for Council members at the next Council meeting.

Course Guides and Individualized Degree Plans for Review

- A. Introduction to Kinesiology (KI 111)
 - a. The course guide for KI 111 was tabled.
- B. Kinesiology (KI 280)
 - a. The course guide for KI 280 was tabled.
- C. Individualized Degree Plan in Kinesiology
 - a. Velma Deleon Guerrero stated that the IDP for Kinesiology was tabled since it was still pending course numbers. She reminded Council members that the IDP was adopted in the Fall 2023 semester pending the assignment of course numbers by OAR for 2 courses.
 - i. Lisa Lunde explained that both courses have course numbers now. Velma Deleon Guerrero replied that now that both course guides have numbers, the IDP cannot take effect until the course guides have been approved. Lisa Lunde stated that the course guides are ready and that she will be submitting them after Denise Myers is back on the island in mid-February.
- D. Individualized Degree Plan for A.A.S. in Criminal Justice
 - a. Zerlyn Taimanao stated that the IDP was approved last semester. However, she said that there have been a lot of inquiries about having different academies under the CJ program (i.e. Customs, Corrections) and that she is trying to find a way to have academies offered that are not dependent on having a sufficient number of students from one agency for the academy to run. Thus, she would like to bring back the combined Law Enforcement Academy which would allow students from various law enforcement agencies (i.e. Customs, DPS, etc.) to take part in the academy. She added that she is currently modifying an old course guide and the certificate program for Basic Law Enforcement so that there are different tracks under that program. She said that she'll be bringing the modified certificate program for review.
 - i. Velma Deleon Guerrero recommended that Zerlyn Taimanao model the old IDP for the School of Education that broke down the various concentrations (i.e. Elementary, Special, Early Childhood, and RH) on one IDP for the combined Basic Law Enforcement certificate track.

- E. Principles of Biology (BI 101)
- a. For discussion on this course guide, please refer to *Old Business (B: Science Course Hours on Course Guides)*. Velma Deleon Guerrero asked whether there was any further discussion, and Council members had none.
 - b. Beylul Solomon made a motion to adopt the revised course guide with changes. The motion was adopted.
- F. Basic Calculus (MA 203)
- a. Sean Pak presented the revised course guide for MA 203. He stated that the only modification was when the course was offered (only offered in the Spring semester rather than Fall and Spring).
 - b. The Council made the following recommendations: add prerequisites under the *Catalog Course Description* section and change the course from a 5-credit course to a 4-credit course.
 - c. Zerlyn Taimanao made a motion to adopt the course guide with changes. The motion was adopted.
- G. Trigonometry (MA 162)
- a. Kathleen Winkfield presented the revised course guide for MA 162. She stated that the only modification to the course guide was when the course was being offered (only offered in the Fall semester).
 - b. Beylul Solomon made a motion to adopt the course guide with changes. The motion was adopted.
- H. Integrated Lesson and Activities – School Counseling (ED 471R)
- a. Beylul Solomon presented the revised course guide for ED 471R. She stated that the course guide was adopted by the Council in 2022 but there was an error with regard to mileage and 0.5 credit for supervision of practicum students that was inadvertently omitted when it was last reviewed. She explained that mileage and credit for practicum supervision were already part of the course guide before and were somehow deleted on the last review. She also explained that the larger practicums (i.e. ED 492 and ED 493) get 1 credit per student supervised and that the 60-hour practicums (ED 471 and ED 471R) get 0.5 credits per student supervised.
 - b. Council members asked why there were only 2 hours of lecture and additional compensation for supervision. Discussion centered on why instructors were additionally compensated for a 4-credit course when there are only 2 hours of instruction.
 - i. Beylul Solomon explained that instructors still meet with their students every week for class. In addition to that, instructors are responsible for finding placements, formally observing, and supervising students throughout the semester as they fulfill their 60 hours at their sites in addition to all the coursework.
 - ii. Velma Deleon Guerrero expressed concern about whether faculty and students were meeting more or less than required. She felt like the numbers needed to make sense since it didn't add up to a 4-credit class at the moment because students are doing 60 hours on top of the 2 hours per week. She explained that students are paying for a 4-credit course and completing 60 hours in addition to their 2-hour class which means that students are putting in more hours than what they are paying for. She felt the institution needs to be prepared to justify it to our students and accreditation.
 - iii. William Hunter asked whether this was standard practice at other institutions and said that essentially instructors are being compensated 9 credits if they have

10 students in their class (i.e. 4-credit course and an additional 0.5 credits for 10 students = 9 credits). He agreed that there is a lot of work being done outside of the classroom but questioned whether it makes financial sense for the institution or whether this was standard practice for practicum/internship courses.

1. Beylul Solomon stated that the School of Business also does this for their internship courses and suggested bringing this issue up to APS leadership to discuss standardizing it to ensure that credit hours are not over or under what is required for the course. Velma Deleon Guerrero agreed that there needs to be discussions with program heads about the numbers.
- iv. Velma Deleon Guerrero asked whether Council members want to adopt the revised course guide for ED 471R as-is or whether it should go back to SOE and revisit this so that the institution doesn't get "dinged" by WASC.
 1. William Hunter suggested adopting the course guide as-is but that going forward there should be standardization for all practicums/internships at the institution across the board.
- c. William Hunter made a motion to adopt the course guide with changes. The motion was adopted with 1 opposition from Jim Kline.

Adjournment

The meeting was adjourned at 10:05 a.m.

Beylul Solomon

Secretary

Date of approval
