
Academic Council Meeting Minutes

Friday, November 17, 2023

Call to order

A special meeting of the Academic Council was held at 9:00 a.m. in Room V-217 on Friday, November 17, 2023.

Voting members in attendance included Beylul Solomon, Isabel Matsunaga, James Kline, Jesse Pangelinan, Johnny Aldan, Lisa Lunde, Mary Tabarsi Tsang, Velma Deleon Guerrero, and Zerlyn Taimanao.

Voting members not in attendance: Barbara Hunter (Proxy = Jamin Dela Cruz), Christine Inos, Kathy Winkfield (Proxy = Lisa Lunde), Kelsey McClellan (Proxy = Velma Deleon Guerrero), William Hunter (Proxy = Isabel Matsunaga)

Non-voting members in attendance: Geri Rodgers

Guests: Lek Algaier, Michael Nurmi, 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. Lisa Lunde requested to table the course guides for KI111 and KI280. Zerlyn Taimanao made a motion to adopt the agenda with changes. The agenda was adopted.

The minutes for the October 27, 2023 meeting were presented to the Council. James Kline made a motion to adopt the minutes. The minutes were adopted.

Announcements

- A. None.

Reports

- A. None.

Old Business

- A. Course Assessment Form (CAF) Evaluation for the Fall and Spring Semesters. Four courses (10%) from Geri.
 - a. Geri Rodgers stated that she shared the PowerPoint slides with Council members on how to use the Aqua platform. She also showed Council members how to score the rubric for the CAFs and showed a practice rubric that Council members can use to practice scoring CAFs. Geri Rodgers made sure to go through each step of the process so Council members are familiar with the platform when they start scoring the CAFs for Financial Accounting (AC 227) and College Algebra (MA 161). She informed

members that the “Summary of Data” section is labeled “Findings” in Aqua and she also reminded everyone to look for both the benchmark and the percentage of students when reviewing Acceptable/Ideal Targets in the CAFs.

- b. Velma Deleon Guerrero asked whether Council members would also have student samples included in the CAF.
 - i. Geri Rodgers stated that was not happening now but could be done if the Council wanted to have them. Council members stated that it would not be necessary for now, and Velma Deleon Guerrero said it was something that we could revisit in the future if needed.

B. Science Course Hours on Course Guides.

- a. Velma Deleon Guerrero said that Council members wanted to have more time to think about Wilson Gaul’s statements from the previous meeting, thus she asked members for feedback
 - i. Beylul Solomon stated that Wilson’s analysis was correct in that the 90 credit hours stated on the BI 101 course guide were incorrect and that it does need to be corrected to reflect 60 credit hours per semester. However, she stated that she wasn’t sure how the credit hours should be divided between lecture and lab.
 - 1. Wilson Gaul responded that 145 minutes of lab time and 80 minutes of lecture per week would work well to correct that. Velma Deleon Guerrero asked Wilson Gaul to submit a revised course guide in the Spring 2024 semester to reflect this change so that Council members could vote on the revision.

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

- a. This agenda item was tabled.

D. Academic Council Chair Position

- a. Velma Deleon Guerrero said that at the Council’s first meeting, members had agreed that the Council would look for a faculty member to take on the AC Chair position in the Spring 2024 semester. She asked members to ask people in the Faculty Senate for a recommendation.
 - i. Mary Tabarsi Tsang said that she would bring it up at the Faculty Senate meeting in the afternoon.

New Business

A. Substantive Changes for New Degree Programs.

- a. Velma Deleon Guerrero informed Council members that the institution will be submitting substantive changes for new degree programs. She said the purpose of doing this was that WASC would not allow the college to offer online courses due to the construction of the campus that will be happening next semester. She explained that one way to get around that is to make a substantive change so that the institution can offer online degrees instead. She added that WASC recommended that the college could offer 3 online degrees for the programs with the highest enrollment which are the Nursing, Liberal Arts, Business, and Criminal Justice programs. She stated that Nursing can’t be offered as an online degree due to the need for students to have *skills lab* thus, the college is looking at Liberal Arts, Business, and Criminal Justice to be offered as online degrees by submitting a substantive change to WASC.

- b. She also said that some questions were raised during the Academic Programs & Services (APS) leadership meeting about some of the other programs, like Natural Resource Management or School of Education, that could not offer more online courses during construction since that would exceed the allowable 50% if they did. She added that there weren't any answers to those questions yet and asked whether Zerlyn Taimanao had anything to add to clear up the confusion on her part as to what will happen to those programs that can't add any more online courses.
 - i. Zerlyn Taimanao agreed that she was also very confused and said that all she knows is that the WASC review would take place in February 2024 and that they were pressed for time so any substantive changes that need to be made (i.e. data needed to support the change) have to be done by February, thus a decision needs to be made.
 - ii. Velma Deleon Guerrero suggested having Dean Charlotte Cepeda come and talk to the Council about this but added that it might be too late by the time the Council had another AC meeting next semester since all this information was just shared with Academic Unit Heads on Tuesday. Zerlyn Taimanao agreed and said that leadership should have shared this information ahead of time so that Academic Unit Heads could have had time to give feedback.
- c. Zerlyn Taimanao explained that by the Fall 2024 semester, the institution is trying not to have classes on campus and that there isn't enough funding to rent classroom spaces for all classes which is why there is a push to create these online degrees for the Fall 2024 semester. She added that the 3 online degree programs would be the "ushering programs" for everyone else's programs so that other degree programs could piggyback on the substantive change.
- d. Velma Deleon Guerrero stated that she wasn't sure how this would streamline down to the Academic Council with new IDPs and course guides if WASC approves. She asked Council members to come prepared with questions to ask Dean Charlotte Cepeda next semester and to think about how it would affect the programs that they are under. She said she would invite Dean Charlotte Cepeda in her capacity as the ALO to a Council meeting and provide her with the questions ahead of time so that she could address concerns from everyone.
 - i. James Kline said that Council Members are here to help and if they need AC to review IDPs, etc. we could do that.
 - ii. Velma Deleon Guerrero said that we need to be conscientious of how this would impact students in terms of transferability of credits because other institutions may not accept those online courses (i.e. Nursing programs would not accept online courses – i.e. skills labs, etc.). She also added that there were learning lessons from Rio Salado because students who took science courses with labs at NMC had to retake the class because they felt like they didn't learn it enough when it was online.
 - iii. Zerlyn Taimanao asked whether the 3 Academic Unit Heads could sit in with the Accreditation Liaison Officer (Charlotte Cepeda) and WASC on a Zoom call to ask their own questions. She added that she would ask Charlotte Cepeda if that could be a possibility.
 - iv. Zerlyn Taimanao asked how they could do internship courses could be done online.
 - 1. Beylul Solomon explained that only the class would be online, but the internship would need to be done in person at their sites.

Course Guides and Individualized Degree Plans for Review

A. Beginning English Reading & Writing (EN 071)

- a. Lek Algaier and Michael Nurmi were present for the meeting as the proposers for the revised course guide for EN 071.
- b. The Council made the following recommendations: update *Effective Semester/Session*; revise the contact hours, and; change the verb “Discussion” to “Summarize” for *Assessment Measure of SLO #3.0*.
- c. There was a question about the contact hours which state that lectures are 90 hours/semester and labs are 22.5 hours/semester which would bring the total number of hours to 112.5 contact hours for the semester. However, a 6-credit course should only be 90 credits. Thus, the recommended change was to make lectures 75 hours/semester and lab 15 hours/semester.
- d. Lek Algaier also stated that she wanted to correct Mary Tabarsi Tsang’s comment from the last meeting about the class not being taught. Lek Algaier said that EN 071 is being taught.
 - i. Velma Deleon Guerrero asked Lek Algaier to keep track of how many times the class was canceled.
- e. Beylul Solomon made a motion to adopt EN 071 with changes. The motion was adopted.

B. Individualized Degree Plan in Kinesiology

- a. Velma Deleon Guerrero presented the new IDP for Kinesiology. She stated that she would like Council members to review the IDP first so that the new course guides could be approved. She stated that the IDP currently has 2 courses that do not have course numbers yet and whether it would be okay to adopt the IDP without them having a course number.
 - i. Isabel Matsunaga stated that as the Registrar for the institution, it would be okay with her, but she was not sure how OAR Director, Fermin Dela Cruz, would feel about that.
 - ii. Beylul Solomon suggested waiting until the course numbers were assigned before adopting the IDP.
- b. Lisa Lunde requested to have “or higher” removed from Personal Health (HE 150) since oftentimes students would take HE 230, but that is already required on the IDP later in the course sequence. Velma Deleon Guerrero made the change.
- c. Zerlyn Taimanao made a motion to adopt the IDP pending course numbers. The motion was adopted with one abstention from Beylul Solomon.

C. Introduction to Kinesiology (KI 111)

- a. The course guide for KI 111 was tabled.

D. Kinesiology (KI 280)

- a. The course guide for KI 280 was tabled.

E. Individualized Degree Plan for A.A.S. in Criminal Justice

- a. Zerlyn Taimanao stated that she wanted to remove the “Suggested Electives” from the IDP for A.A.S. in Criminal Justice because those electives are only required for TSA employees and it kept confusing other CJ students.
- b. James Kline suggested adding “Abnormal Psychology” in addition to “General Psychology” as an option. Zerlyn Taimanao also agreed.
- c. Velma Deleon Guerrero brought up the issue again about having the Dean’s signature on the IDP or having individual names on IDPs in general. She said that she felt like there should only be a space for the student and advisor’s signature with no names on

- it. She further explained that IDPs are there to only act as a guide and checklist for students.
- i. Beylul Solomon stated that there should be space for the advisor, student, and Dean of Academic Programs & Services (APS) to show that APS approves of the IDP. She did however agree that no names should be on the IDP.
- ii. Isabel Matsunaga said she would bring this issue up with OAR.
- d. Beylul Solomon made a motion to adopt the IDP with changes. The motion was adopted unanimously.

Adjournment

The meeting was adjourned at 10:18 a.m.

Beylul Solomon

Secretary

Date of approval
