
Academic Council Meeting Minutes

Friday, October 13, 2023

Call to order

A regular meeting of the Academic Council was held at 9:00 a.m. in Room V-217 on Friday, October 13, 2023.

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

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

Non-voting members in attendance: Geri Rodgers

Guests: Janson Sullivan

The meeting was called to order at 9:02 a.m.

Adoption of Agenda and Minutes

The agenda was presented to the Council by Velma Deleon Guerrero. Kelsey McClellan informed the council that she would be submitting Natural Resource Management course guides in the coming weeks. Beylul Solomon also informed the Council that several course guides for the Master's degree in Special Education, Teaching, and Mental Health Counseling programs would also be coming to the Council at some point in the semester. Beylul Solomon made a motion to adopt the agenda. The agenda was adopted.

The minutes for the September 29, 2023 meeting were presented to the Council. Mary Tabarsi Tsang made a motion to adopt the minutes. The minutes were adopted.

Announcements

- a. Beylul Solomon reminded Council members that there would be a Facilities Master Plan meeting from 12 p.m. – 2 p.m. in Rooms K-1 and K-2. She encouraged all to attend.

Reports

- A. None.

Old Business

- A. Update all Course Guides, Especially Core Courses
 - a. Velma Deleon Guerrero asked Council members whether they had reached out to their departments about updating course guides – specifically core courses (BE 111, CO 210,

EN 101, MA 132, and HE 150). Mary Tabarsi Tsang stated that she believed that Ajani Burrell had completed updating all the outdated course guides for the Language and Humanities Department (L&H), but that she would double-check with him. Velma again asked Council members to remind their departments to review which course guides have not been reviewed in over 3 years and to bring those to the Council for review.

- B. Course Assessment Form (CAF) Evaluation for the Fall and Spring Semesters. Four courses (10%) from Geri.
 - a. Velma Deleon Guerrero thanked Geri Rodgers for going through CAF submissions for the Council to review. Geri Rodgers stated that she is waiting for all the CAFs to be completed from the Science, Math, Health, and Athletics (SMHA) Department and will randomly pick 10% for the Council to review. She also added that we will need to discuss utilizing an outcome assessment program (i.e. Aqua) rather than Google Forms when submitting/reviewing CAFs.
- C. Self-Study Review in January 2024. Recommendation for Periodic Review every 3 Years.
 - a. Velma Deleon Guerrero said that AC will begin working on reviewing the self-study in January 2024, thus no action needed to be taken at this meeting.
- D. Combining EN 073 and EN 074 Courses Update from L&H
 - a. Mary Tabarsi Tsang stated that the department meeting for L&H was rescheduled for the following Friday (10/20/2023) and that she would provide an update to Council members at the following Academic Council meeting.

New Business

- A. Spring 2023 Semester Schedule to be Reviewed by AC.
 - a. Lisa Lunde asked whether the Council would be receiving a draft of the Spring 2024 schedule prior to it going live for students to view. Velma Deleon Guerrero said that she would follow up with Interim Dean Lorraine Maui about that.

Course Guides and Individualized Degree Plans for Review

- A. Essentials of Computer-Aided Design (EG 100L)
 - a. Velma Deleon Guerrero presented the new course guide for EG 100L because the proposer, Emmanuel “Manny” Borja, was teaching at the time.
 - b. The Council made the following recommendations in addition to minor grammatical changes: add prerequisites and when the course is offered under the *Catalog Course Description* section; delete “Maybe collaborate with CDI to secure grant funding for the computers and such for a lab setup - SMHA can share the setup on a continuous basis for pre-engineering and maybe even physics data collection — use the educational version of AutoCAD in the meantime...” note from *Instructional Resources Needed* section; remove all verbs from *Instructional Goals* section; delete “Organize” from *SLO 5.0*; and delete “7.0 Class participation and discussion” from *Assessment Measures of Student Learning Outcomes* section.
 - c. Beylul Solomon asked whether the CAD software should be added under the *Required/Recommended Textbook and Related Materials* section. However, Velma Deleon Guerrero explained that students will not be required to purchase the software and there will only be a few computers with the software installed.

- d. Mary Tabarsi Tsang asked for clarification on the prerequisites (EN 095 and MA 132) and whether community members would be required to take the prerequisites or if they are exempt. Velma Deleon Guerrero stated that community members who take the course would be exempt since they would be doing it through the Community Development Institute (CDI).
- e. There was discussion on the inclusion of “internet access” being listed as a required instructional resource. William Hunter asked whether it was necessary to have that included since it is now considered a standard required resource. He added that if the Council leaves it listed as an instructional resource, then it should be standard for all course guides. James Kline agreed that since all students are required to utilize Moodle, it would be assumed that they all have internet access.
 - i. Several Council members felt that it was better to leave it listed in case there was ever going to be a need to justify the cost of internet access to the Finance Office. Velma Deleon Guerrero agreed and said it was safer to leave it listed as a required resource for assurances that the needs for the courses are secure and departments would not have to justify anything. She told Council members to let their departments know to include “internet access” under the *Instructional Resources Needed* section going forward.
- f. Beylul Solomon made a motion to adopt the course guide with changes. The course guide was adopted.

B. General Psychology (PY 101)

- a. James Kline presented the revised course guide for PY 101.
- b. The Council made the following recommendations in addition to minor grammatical changes: remove “such” under the *Purpose* section; add EN 095 as a prerequisite to the *Catalog Course Description* section; remove “chalk” and “chalkboard” from *Instructional Resources Needed* section; under *Course Outline*, delete “7.3.1 Multiple Intelligence” and “11.5.1 prejudice and discrimination; and add “biological and environmental influences” to *SLO 2.0*.
- c. Kelsey McClellan asked Council members whether it would be possible to discuss innovative assessment measures that could be added to the *Assessment Measures of Student Learning Outcomes* section. Beylul Solomon suggested adding that under *New Business* for the next meeting so it can be discussed by the Council.
- d. Jesse Pangelinan made a motion to adopt the course guide with changes. The course guide was adopted.

C. Health and Physical Education Methods for Elementary Teachers (ED 353)

- a. Beylul Solomon presented the revised course guide for ED 353 on behalf of the proposer, Roland Merar. She stated that the course guide was being updated for periodic review and the only changes were updating the textbooks, minor tweaks to the Student Learning Outcomes, and updating the Assessment Measures of Student Learning Outcomes section.
- b. Velma Deleon Guerrero informed the Council that ED 353 can also serve as a course substitution for HE 150. She explained that this was a way for students from SOE to receive an A.A. in Liberal Arts with an Emphasis in Education.
- c. Mary Tabarsi Tsang stated to delete “Recommended” from the *Required/Recommended Textbook(s) and Related Materials* section since all the textbooks were required.
- d. James Kline made a motion to adopt the course guide with changes. The course guide was adopted.

- e. Velma Deleon Guerrero reminded Council members that after course guides were adopted and formatted by the LFRS (Adam Walsh), they are sent to the Dean of Academic Program and Services' office where Rita Duan will send out the course guide for signatures. She added that it is the department's responsibility to forward the signed course guide to OAR, IT, the Bookstore, and the Library. She also reminded the Council that they will be meeting via Zoom for the next meeting.

Adjournment

The meeting was adjourned at 9:53 a.m.

Beylul Solomon

Secretary

Date of approval
