

## ACADEMIC COUNCIL

October 22, 2007

Library Room 140

4:00-5:30

**Those present:** Dr. Frank Novotny, Professor Margaret Doell, Dr. Carol Guerrero-Murphy, Dr. Kurt Keiser, Dr. Kim Kelso, Dr. Anthony Laker, Dr. Bill Lipke, Dr. Mike Martin, Dr. Matt Nehring, Dr. Aida Sahud, Dr. Susan Varhely, and Dr. Brent Ybarrondo.

**Absent:** Dr. Ed Crowther and Dr. Mary Valerio

**Guests:** Dr. Robert Benson, Provost Mumper, and Ms. Donna Griego

### **Announcements:**

Replacement for Dr. Carol Guerrero-Murphy on the Budget Committee

Professor Margaret Doell volunteered.

### Policies

Professor Margaret Doell stated that she was sending out the policies put into the policy format last year. She noted that these were the existing policies and is seeking input more about procedures than the policies themselves.

### +/- Grading and Airum

Dr. Kelso requested that the +/- Grading and Airum be discussed and Dr. Novotny added that Faculty Senate was requesting input from Academic Council on the +/- Grading in regards to cutoff for placing students on the Provost's and President's Honor Rolls and Latin honors. What will be the minimum grade for prerequisite courses for departments? What minimum grade is acceptable for passing a Gen Ed course and should this go back to GECC?

### Student Accommodation

Dr. Novotny asked for input on letting a student use notes/note cards during exams. The student has an auditory memory weakness and has been allowed to use notes in the past. Dr. Novotny asked those present to think about options and get back to him.

### Academic Administrative Assistant Meeting

Dr. Novotny announced that there will be an Academic Administrative Assistant Meeting on October 31<sup>st</sup> and all academic administrative assistants will be out of their offices from 10AM – 1PM.

### Provost Mumper

A handout was distributed with the results of the RFP. The committee consisted of three faculty members and the admissions director. Were able to fund eight requests and chairs were asked to coordinate with Admissions Director Eric Carpio before going out on recruitment activity. An assessment will be asked for in the spring to see if there was any actual impact. The committee was most skeptical about scholarships.

Thus far there are seven students on the Presidential Teacher Award Committee. In early November names will be submitted and then in January the process will start to narrow the group of names.

Tenure Committee is ready to move forward.

Look at catalog review process and see if it meets the needs.

**Action Items:**Approval of October 1, 2007 Minutes

The minutes of the October 1 meeting were approved as written.

**Discussion Items:**CRC Update

Dr. Robert Benson was present to give a CRC update. CRC is working on website which will include contact information and instruction. Dr. Lipke wanted to know what happens after CRC meets. Dr. Benson stated that CRC will help tighten up proposal and then it goes on to Dr. Novotny and Provost Mumper. Professor Doell wanted to know when do revisions of Institutional Syllabi need to be submitted to CRC? Dr. Sahud asked about new programs. Dr. Benson will work with Dr. Sahud.

Calendar

Provost Mumper and Ms. Griego were present. They shared with the group that the late start/end dates had been approved. The Academic Calendar is now in Google and no longer in Web Event. Everything has been moved over to Google but areas need to go in and make sure the dates are correct. Fall Semester 2008 will start August 25<sup>th</sup> and end December 19<sup>th</sup> and Spring Semester 2009 will start January 12 and end May 8<sup>th</sup>. Ms. Griego made a note that the chairs were all in favor of a 4 week break between Fall and Spring Semesters.

Scheduling

Provost Mumper and Ms. Griego were present to share and discuss the semester course scheduling process that is being considered. Handouts were provided, "Draft Proposal – Decentralization of the Academic Class Schedule – Project Description and Explanation of Methodology", Schedule Change Justification Form", and "Draft Proposal - Banner Class Schedule Production – Timeline by Month". There was some concern from chairs that this would increase their Administrative Assistant's work load. Provost Mumper asked that they just take a look at it and see how it might work and then tell us. Ms. Griego will be meeting one on one the 2<sup>nd</sup> and 3<sup>rd</sup> week of November. Ms. Griego will take the next step in setting up meetings.

Speech

Dr. Guerrero-Murphy opened the discussion on the speech requirement presently in place for graduation. She asked if there was a need for Speech 100 for the different areas or could it go away. Professor Doell, Dr. Lipke, Dr. Ybarrondo, Dr. Kelso, and Dr. Laker all felt that it did not need to be a requirement and the need was being met with upper division courses in their respective areas. Dr. Martin is going to check with his faculty and Dr. Keiser said that speech is critical and needs to be fulfilled. Dr. Guerrero-Murphy said that Communication Arts II (ENG 102) could fulfill speech because this element was never taken out when Speech 100 became a requirement. Dr. Novotny added that Speech 100 is not a Gen Ed requirement but a graduation requirement and it was compared to the required Writing Assessment and Technology Proficiency requirement for graduation. Dr. Guerrero-Murphy will take this back to GECC.

Academic Capacity

Dr. Novotny opened this discussion by asking chairs if we increase enrollment can we handle the increase in Gen Ed. If Gen Ed is full can you hire adjuncts? If a certain major is targeted could your area handle the needed support courses? Provost looking at increasing enrollment by 5% next year; what impact will it have on your departments. Dr. Novotny asked for estimates to be sent to him.

**Information Items from Areas:**

Dr. Novotny

Any groups going to present to the Board – go through proper channels.

The meeting adjourned at 5:30PM

Respectfully submitted by,

Dodie Day

Administrative Assistant