

**ACADEMIC COUNCIL**  
**Bldg I – Foundation Board Room**  
**February 8, 2005**

**MEETING NOTES**

**Members Present:**

Phyllis Arias	Lee Douglas	David Morse	Fred Trapp
Lou Anne Bynum	Chris Jacobs	Irma Ramos	Linda Umbdenstock
Art Byrd	Patrice Kaska	Kevin Ryan	
Joyce Black	E. Jan Kehoe	Sigrid Sexton	
Lorraine Blouin	Pauline Merry	Janice Tomson	

**Facilitator(s):** Diane Burbie, NCCJ, Program Specialist

**Unofficial Notetaker:** Karen Harada

**Approval of Minutes:** December 7, 2004, Minutes approved with the following correction:  
Page 1, add Patrice Kaska to list of members present.

**1. Report from Tribe E: Basic Skills (Phyllis Arias)**

Phyllis Arias, Lou Anne Bynum and Paul Creason previously conferred regarding potential funding sources for Student Handbook Resource Guide. VTEA proposal can be submitted in March for July 1, 2005 project start date. Creason indicated that VTEA allocation usually has mid-year increase, for which the College has a lot of discretion with how funds are spent. Also, some VTEA projects will underspend, and with the program officer's approval, request can be made to divert dollars to special projects. The last two alternatives might allow project to start prior to July. Grant for Title V co-op already has some basic skills elements attached to it; not necessary to change any elements to add Student Handbook project.

LouAnne noted that VTEA funds are designated for the vocational education track, and the basic skills project is a perfect fit; with regard to Title V funding, there are some basis skills components, but rather than make it difficult, suggest going with VTEA proposal.

Funding would also provide stipends for research related to how/what basic skills information, and learning resources we want to communicate to students. Thought is to link basic skills project with existing student services to create a more comprehensive communication piece regarding student services, basic skills, and other resources. Subpart of the recommendations is to create a coordinating committee/task force to monitor the project, and contribute ideas. Will report at later date with specific ideas for locations and vehicles for distribution of handbook.

In conclusion it was decided that the primary focus will be the VTEA proposal, for funding faculty members to gather information, produce, and distribute basic skills handbook. Application to be completed to determine if competitive. Details for funds to be further established in April.

## **2. Review Charges of Planning Committees**

(30 minutes provided for co-chairs/representatives to review charges of committee.)

Report provided from the following committees: Staff Planning, Facilities, Technology, AQSESS, SDPC, Instructional Planning, and Budget Advisory. Discussion held to review charge(s) of each committee revisions/changes discussed in effort to move forward through the planning process. Due to time constraints, not all committees reported. Ideas discussed will be taken by co-chairs to respective committees, followed by review at EMPC and then back to Academic Council in April for further discussion.

(Academic Council → Co-Chairs → Planning Committees → EMPC → Academic Council)

## **V. Other**

1. Dr. Kehoe – Accrediting commission has accepted our report, and waived visit for mid-term. Mid term report due October 15.
2. Janice Tomson, Sigrid Sexton and Linda Umbdenstock prepared and distributed summary of discussion from Council Retreat in January. Handout to be discussed at a later date.

## **Adjournment**

Next Academic Council meeting: **Tuesday, April 19, 2005**  
**1:30 –3:30 p.m.**  
**HR Training Room – V111**