

Northern Marianas College
ACADEMIC COUNCIL
Minutes of March 2, 2012

Approved 3/9/12

DATE: March 2, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

Voting Members Present:

Barbara Merfalen, Chair, Academic Council, Dean of Academic Programs & Services
James Kline, Vice Chair, Academic Council, Chair, Languages & Humanities Dept. (LH)
Roy Greenland, Acting Director, School of Education (SOE)
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.
Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

Cynthia Deleon Guerrero, Director, Office of Admissions & Records (OAR)

Others Present:

John Cook, President, Faculty Senate
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lauren Jardiner, Student Officer, Associated Students of NMC (ASNMC)
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:10 a.m.

1) Review and Adoption of March 2, 2012 Agenda

The following changes were made to the agenda:

Add under Old Business: d) Course Substitutions

Add under Course Guide Review: c) Modifications i) BI 106 ii) BI 141 iii) NR 295

Add under New Business: d) ECAC Report

Roy moved to adopt the agenda with changes. Dr. De Torres seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) February 24, 2012: Dr. De Torres clarified that there are two groups of students for the Step-Up Program training. The first group of students, who are NMC students and one public school system (PSS) teacher completed the training in February 2012. The second group of students, who are PSS teachers will complete the training in March 2012. In summer, 2012 there will be about five or six students who will be traveling to Maryland after six weeks of training.

Roy moved to adopt the February 24, 2012 minutes with changes. James seconded the motion. Motion carried.

3) Announcements

None

4) Old Business

a) Revised Summer 2012 Calendar Update (Last day of instruction): Last day of instruction was included in the Summer 2012 calendar. The calendar will be e-mailed again to all academic departments and OAR.

b) Fall 2012 Class Schedule (Due date March 15, 2012 for revisions, updates, additional online courses, etc.): Cynthia clarified that since the Fall 2012 class schedule was already approved by AC and submitted to OAR, any changes to the schedule now will be submitted as bulletin updates.

March 8th is the deadline to submit the Summer 2012 Class Schedule.

c) Course Articulation for UOG (Revised due date: March 26, 2012): The AC Chair requested that current course guides and syllabi for the course articulation for UOG (University of Guam) be provided to her office as soon as possible. She will be traveling to Guam on March 11th for a meeting and would like to hand carry the course articulation matrix, the course guides, and syllabi to UOG.

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- d) Course Substitutions: The AC Chair asked that departments be diligent when preparing course substitution/waiver forms; not all courses can be substituted or waived. Cynthia asked that a list of course substitutions from all programs be created and copies provided to OAR. Currently, only SOE and the Business Department have a list of course substitutions. Dr. De Torres stated that the BI courses which were changed to NR courses could be used as substitutions for their corresponding NR courses.

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) Liberal Arts IDP: Revised Liberal Arts IDP to include BE 111 as a core course. Table of electives included. Revised IDP to take effect Fall 2012. It was clarified that under other recommended electives other courses besides introductory courses could be counted as electives as well. Thomas noted that SO 230 Social Psychology was approved in fall, 2011 as a new course and could be included as a social sciences elective. Rosa noted that NU 105 is taken only by Nursing students and should not be included in the Liberal Arts IDP as an elective. Cynthia noted that the terms used be consistent in the front and back of the IDP. Roy noted that a lot of the Liberal Arts majors become teacher candidates once they receive their A.A. in Liberal Arts. He asked if the IDP could be adjusted so once students receive their A.A. in Liberal Arts they could go right into teacher candidacy under SOE. ***The AC Chair asked that Velma and Roy work together on this issue. This item was, therefore, tabled until the issue is resolved.*** Other AC members may give their input to Velma.
- b) Department Request to Place Program(s) on Inactive Status: None

6) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
 - i) BI 106: Periodic update. **Thomas moved to approve the BI 106 course guide with changes. Roy seconded the motion. Motion carried.**
 - ii) BI 141: Periodic update. **Roy moved to approve the BI 141 course guide with changes. Tim seconded the motion. Motion carried.**
 - iii) NR 295: Periodic update. Department name change. The AC Chair inquired about the change of the course alpha from BI to NR. ***The AC Chair will meet with Dr. De Torres and Cynthia to discuss the concern about the course alpha changing from BI to NR. This item was, therefore, tabled until the issue is resolved.***
- d) New: None

7) New Business

- a) McREL Meeting on March 7, 2012 with APS Division: Academic Council is also asked to meet with McREL (Mid-continent Research on Education and Learning) representatives and the APS division on March 7th at 2:00 pm in N-5.
- b) ACCJC Letters from Dr. Barbara Beno – 2012-2013 Reporting for the Proficiency Level of Student Learning Outcomes and Updated Timelines for Rubric for Evaluating Institutional Effectiveness: The letters were e-mailed to the APS division. For the 2012 Self Evaluation the College is going to be evaluated on the proficiency level of student learning outcomes (SLOs).

The AC Chair asked that the APS Leadership (department chairs, directors, program coordinators) and AC members complete the "Accreditation Basics" online training. Galvin Deleon Guerrero e-mailed the link for the training to all College employees.

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- c) Syllabus Template: To address inconsistencies between course syllabi, there was a recommendation to create a syllabus template with the syllabus requirements included and instructors can just type the required information on the template. There was discussion on the syllabus contents and the amount of information on a syllabus. The AC Chair will ask the person who made the recommendation to present any additional information and clarification on why he/she made the recommendation. ***The department chairs were asked to submit five random syllabi from different instructors for the AC Chair to review if the syllabi are meeting the minimum syllabus requirements that were approved by AC.***
- d) ECAC (Evaluation Committee of Academic Council) Report: **Tabled**

8) Adjournment

Meeting adjourned at 9:58 a.m. Next meeting will be on Friday, March 9, 2012, at 9:00 a.m. in the BOR Conference Room.

“In order to foster a better informed and cohesive college community, NMC faculty, staff, and students are welcome to attend.”