

Northern Marianas College
ACADEMIC COUNCIL
Minutes of May 4, 2012

Approved 6/1/12

DATE: May 4, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

Voting Members Present:

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)
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.

Non-Voting Members Present:

Amanda Allen, Distance Learning Coordinator, Information Technology (IT) (Proxy)

Others Present:

John Cook, President, Faculty Senate
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)
Jose Herrera, Instructor, Education (Human Services), Acting Director, School of Education (SOE)
(Proxy for Roy Greenland)
Judy Torres, Program Coordinator/Instructor, Criminal Justice (under SSFA)

Meeting called to order at 9:00 a.m.

1) Review and Adoption of May 4, 2012 Agenda

The following changes were made to the agenda:

Add under New Business: a) Grades Due

Table under Course Guide Review: c) Modifications i) BI 251 ii) BI 252

James moved to adopt the agenda with changes. Jose seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) April 27, 2012 **Tabled**

3) Announcements

None

4) Old Business

a) Teacher Candidacy Application (SOE): Velma asked if there was a case in which a student transferring credits from another institution ever placed at EN 202 and what would the procedure be then to satisfy the EN 101 course on the IDP (Individualized Degree Plan). The AC Chair reported that a student was transferring from another college with an EN 202 English level, but was told he needed to take EN 101 first. Lisa noted that a student who transfers in with a comparable EN 101 English course would have the course reviewed by the Registrar and the LH department to determine if it can satisfy the EN 101 requirement. ***The AC Chair needs to meet with the Registrar and James to resolve the matter about the transfer-in of English English placement level.*** There was a question about the application asking about only felonies and not misdemeanors. It was noted that other revisions previously discussed were also not included in the application. ***The Teacher Candidacy Application will be revised again and presented at the next meeting.***

5) New Business

a) Grades Due: Grades are due for graduating students are due Saturday, May 12, 2012. Departments need to inform the Office of Admissions & Records if they have Saturday classes. Prioritize the grades of students who are graduating.

6) Degree and Certificate Program Review

a) Revisions to Individualized Degree Plans/Individualized Certificate Plans: None

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- b) Department Request to Place Program(s) on Inactive Status
 - i) Associate of Science in Emergency Medical Services (EMS): Based on data from OIE, Judy proposed to place this degree program on inactive status. There has never been a cohort for this degree program and no student has graduated from NMC with this degree. There are no students currently enrolled under the degree program. The AC Chair asked if the program could be offered through CDI (Community Development Institute) and Judy stated yes, but not as an academic degree program. The courses under the IDP are not placed on cancellation. The courses that are under this degree program, therefore, could still be offered for the Apprenticeship Program if needed by outside agencies. **James moved to place the Associate of Science in Emergency Medical Services on inactive status. Rosa seconded the motion. Motion carried.**
 - ii) Associate of Science in Fire Science Technology (FST): Based on data from OIE, Judy proposed to place this degree program on inactive status. There has never been a cohort for this degree program and no student has graduated from NMC with this degree. There are no students currently enrolled under the degree program. **Rosa moved to place the Associate of Science in Fire Science Technology on inactive status. Jose seconded the motion. Motion carried.**
 - iii) Certificate of Achievement in Fire Science Technology (FST): Based on data from OIE, Judy proposed to place this degree program on inactive status. There has never been a cohort for this degree program and no student has graduated from NMC with this degree. There are no students currently enrolled under the degree program. **Thomas moved to place the Certificate of Achievement in Fire Science Technology on inactive status. Rosa seconded the motion. Motion carried.**

7) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
 - i) BI 251 **Tabled**
 - ii) BI 252 **Tabled**
 - iii) NU 105 **Tabled**
 - iv) NU 124 **Tabled**
 - v) NU 209 **Tabled**

The AC Chair needs to do research on the method of evaluation and meet with Rosa about the Nursing course guides.

- vi) CJ 103: 3-year periodic update. Textbook edition update. Semesters the course is offered and the math placement level were included. Remove statement that the course is required for the Certificate of Completion in Basic Law Enforcement. The course is now required for the B.S. in Education degree with a concentration in Rehabilitation and Human Services. Additional formatting changes. **James moved to approve the revised CJ 103 course guide with additional changes. Jose seconded the motion. Motion carried.**
- vii) CJ 150: 3-year period update. Textbook edition update. Remove statement that the course is required for the Certificate of Completion in Basic Law Enforcement. **James moved to approve the revised CJ 150 course guide. Rosa seconded the motion. Motion carried.**
- d) New
 - i) ED 451: **James moved to approve the new course guide for ED 451 with changes. Dr. De Torres seconded the motion. Motion carried.**

8) Adjournment

Meeting adjourned at 10:05 a.m. Next meeting will be on Friday, May 25, 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.”