

# Northern Marianas College

## Final Approved Copy of the Minutes of Academic Council Meeting

**Memorandum:** For your information, attached is a copy of the final approved minutes of the Academic Council meeting of October 30, 1998.

Electronic copies to:

NMC Branch Administrator, Rota  
NMC Branch Administrator, Tinian  
Vice President of Instruction, Dr. Barbara Moir  
Vice President for Support Services, Jack Sablan  
Dean of Agriculture and Life Sciences, Tony Santos  
Dean of Professional and Vocational Education, and Acting Director,  
School of Business & Hospitality Management, Tony Guerrero  
Provost of the School of Education, Roy Fua  
Director of Admissions and Records, Janice Tenorio

Members of the Academic Council:

Dr. Jack Angello, Director, Apprenticeship Trades, Academic Council

Chair

Chas Algaier, Director, School of Education  
Jim Holan, Acting Dean, Arts & Sciences; and Chair, English Department  
Debbie Raumakita, Director, Nursing Department  
Ed Zehr, Chair, SSFAH  
Ed Camacho, Director, LEAD, *alternate*  
Kurt Barnes, Chair, SMHPE *alternate*

Photocopies to:

NMC Archives

Academic Council Archives

Vince Riley (for Archives Loose Leaf Binder)

# **Final Draft Copy of the Minutes of the Academic Council Meeting on 30 October 1998**

DATE: Friday, 30 October 1998  
TIME: 1:30 to 2:30 p.m.  
PLACE: V-108 Classroom

## **AGENDA**

1. Review and adoption of 10/30/98 agenda
  2. Review and adoption of 10/16/98 meeting minutes
  3. Distribution and short discussion of the "Master Course List"
  4. Course Guides: NU 095 Nursing Assistant and NU 105 Basic Nursing Concepts and Skills. Presenters: Nursing Department
  5. Short discussion of Course Guides materials via our LAN system
  6. Old Business
  7. New Business
  8. Items for next Agenda
- Adjournment

### Attachments:

1. None

## **MINUTES**

Academic Council Chair Dr. Jack Angello called the meeting to order at 1:36pm in the V-108 Drafting Classroom. Members present were Dr. Jack Angello (representing Professional and Vocational Education), Chas Algaier (representing the School of Education), Ed Zehr (representing Arts and Sciences), Jim Holan (representing Arts and Sciences), and Debbie Raumakita (representing Professional and Vocational Education), constituting a quorum.. Ed Camacho (representing Professional and Vocational Education), and Kurt Barnes (representing Arts and Sciences), alternates, were excused for service on the NMC Reorganization Committee. Vince Riley was present as recorder.

### **1. Review and adoption of agenda for today's meeting:**

**ACTION #1:** It was moved, seconded and unanimously approved to accept the Agenda, with a minor modification

### **2. Review and adoption of minutes of October 16 meeting:**

**ACTION #2:** It was moved, seconded and unanimously approved to accept the Minutes, without modifications.

### **3. Distribution and short discussion of the “Master Course List.”**

A copy of the “Master Course List was distributed to members, and a short discussion ensued. Members noted that none of the courses approved by the Academic Council during the years 1996-97 and 1997-98 appear on the Master List. It was also suggested that a separate “Master List of Current Courses” for Department Chairs and the Council be developed, that would list only course offerings currently in use, or approved for future use.

**ACTION #3:** It was moved, seconded, and unanimously approved to assign the task of developing a separate “Master List of Current Courses” to the Council’s factotum.

### **4. Curriculum Action Requests (Course Guides) for Nursing:**

Two nursing course guides that have been approved by the English and Format Reviewer, for proposed modifications to NU 095 (“Nursing Assistant”) and NU 105 (“Basic Nursing Concepts and Skills”) were presented by the Nursing Department Chair for approval

**ACTION #4:** It was moved seconded, and unanimously determined to approve the Curriculum Action Request for NU 095, “Nursing Assistant,” without modification.

**ACTION #5:** It was moved seconded, and unanimously determined to approve the Curriculum Action Request for NU 105, “Basic Nursing Concepts and Skills,” with a minor modification.

### **5. Discussion of Circulating Course Guides via our LAN system:**

Last meeting’s discussion of using the Local Area Network to circulate course guides for review and possible modification was continued. Members seemed in agreement that this approach had worked well for the two nursing courses that were approved today. It will be necessary to transmit a hard copy directly to Mr. Algaier, since his office is not yet on the LAN.

**ACTION #6:** It seemed the unanimous wish of council members to continue our experiment with using the LAN to distribute course guides whenever possible

### **6. Old Business:**

The subject of contacting the Board of Regents to make suggestions for amendments to Board of Regents Policy 3008, per the Academic Council’s action at our last meeting, 10/16/98, was again discussed. The members determined that the AC Chair should send a memorandum to the Board of Regents, through the President, recommending our amendments.

**ACTION #7:** It was moved seconded, and unanimously determined to direct the Academic Council Chair to convey our recommendations for amendments to BOR Policy 3008 to the Board of Regents, by addressing the amendments to them, through the NMC President. .

### **7. New Business:**

There was no new business to discuss.

**8. Items for next Agenda:**

Several items were suggested for the next agenda. There are additional nursing course guides that require English and Format Review before they can be presented to the Council. The SBHM and the Apprenticeship Trades Department are still waiting for the approval of the Dean for course guides that have already undergone unit review. The ID 110 Course Guide is still under review. A course guide is also being prepared for LI 250, "Literature of the Pacific." However, only when guides have passed the stage of English and format Review can they be presented to the academic Council for approval.

Adjournment: 2:20pm