

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 February 05, 1999.

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 05 February 1999

DATE: Friday, 05 February 1999
TIME: 1:30 to 2:30 p.m.
PLACE: V-108 Classroom

AGENDA

1. Review and adoption of 2/5/99 agenda
2. Review and adoption of 12/11/98 meeting minutes
3. Course Guides: Nursing Staff Presentation–NU 205, 208, 209, 210
4. Course Guides: MA 151 (K. Barnes)
5. Old Business
6. New Business
7. Items for next Agenda
8. Adjournment

MINUTES

Academic Council Chair Dr. Jack Angello called the meeting to order at 1:40pm in the V-108 Drafting Classroom. Members present were Dr. Jack Angello (representing Professional and Vocational Education), Ed Zehr (representing Arts and Sciences), Jim Holan (representing Arts and Sciences), Debbie Raumakita (representing Professional and Vocational Education), and Chas Algaier (representing the School of Education) constituting a quorum.. 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 the minor amendment that under "4. Course Guides," only nursing course guides would be covered at this meeting.

2. Review and adoption of minutes of December 11 meeting:

ACTION #2: Because the draft minutes minutes had not yet been published to members, it was moved, seconded and unanimously approved to postpone acceptance of the minutes of the 12/11/98 meeting.

3. Course Guides

- a. NU 205, "Child Health Nursing ." Under "**3. Description,**" "**A. Recommended Textbooks...**," Titles should be underlined and publication dates should be in parentheses. Lab credit portion should be specified under "**3. Description,**" "**C. Credits,**" "**1. Number**". "Instructional Resources Needed" should be listed separately. Under "**5. Estimated Cost of Course,**" "**To the College.**" Under "**7. Course Outline,**" a standard "blurb" should be inserted, that notifies the reader that

topics are not necessarily presented in the sequence given here. Also, some font changes need to be made for uniformity's sake. Under "**8. Instructional Goals**, some font changes need to be made for uniformity's sake. Under "**9. Student Competencies**," after 7.0, a period is needed rather than a semicolon.

ACTION #3: It was moved seconded, and unanimously approved to accept the course guide for NU 205, with the above modifications.

- b. NU 208, "Mental Health Nursing." Under "**3. Description**," "**A. Recommended Textbooks...**" Publication dates should be in parentheses, and textbook titles should be underlined. Under "**4. Course Prerequisite(s); Concurrent Course Enrollment**;" the phrase "**Required English Mathematics Proficiency Level(s)**" should be included in the title, rather than separately. Also "Completion of NU 114" should be added as a prerequisite, since this is also in the catalogue description. Under "**7. Course Outline**," a standard "blurb" should be inserted, that notifies the reader that topics are not necessarily presented in the sequence given here.. Under "**9. Student Competencies**," delete "Develop the ability to" after number 16, and change "orientated" to "oriented." Drop numbers 17 and 20. after 7.0, a period is needed rather than a semicolon.

ACTION #4: It was moved seconded, and unanimously approved to accept the course guide for NU 208, with the above modifications.

- c. NU 209, "Nursing Issues and Trends." Under "**7. Course Outline**," Only the first letters of secondary headings should be capitalized. Also, a line space should be inserted between "**6.4**" and "**7.0**." Under "**8. Instructional Goals**," add an "s" to "concept" after 1.0, also delete the expression "reality shock and." Add semicolons to end of each title, except the last, which gets a period. Under "**9. Student Competencies**," change "realty to "reality." Add semicolons to end of each title, except the last, which gets a period. Add. ""0" (zero) after numbers 10-27.

ACTION #5: It was moved seconded, and unanimously approved to accept the course guide for NU 209, with the above modifications.

- d. NU 210, "Adult Health Nursing II." On Title Page, under "Reason for initiating..." put reasons in sentence format. Under "**3. Description**," "**A. Recommended Textbooks...**" Publication dates should be in parentheses. Insert new textbook as directed by Nursing Department. The font size of all these book items should follow the standard. Insert "Readability level: Grade 16" after the Smeltzer and Bare textbook. entry. Change "CV" to "MO." Delete the textbook listed for "Pickar, G. (1993)." Under "**D. Catalogue Course Description**," insert "care of the" before "complex medical-surgical client." Insert a Page Break before "**8. Instructional Goals**," , and, under this title, delete "the" on the first line. Add "18.0 The management of patients with burn injuries." to the list.

ACTION #6: It was moved seconded, and unanimously approved to accept the course guide for NU 210, with the above modifications.

4. Math 151:

ACTION #7: It was moved seconded, and unanimously approved to remind Sam Gugliotta to submit a course guide for Mathematics 151.

5. Old Business:

- a. There was a discussion of the graduation requirement of SO 297. Council members were reminded that this course has, as a prerequisite, a “C” grade in EN 101. This creates the awkward situation of letting students meet graduation requirements with a “D” grade in English, but not meet graduation requirements with a “D” grade in English, since they are required to get a “C” grade in English in order to enter SO 297, a course required for graduation.

ACTION #8: It was moved seconded, and unanimously approved to continue discussion of this point at the next AC meeting.

- b. There was also some discussion of the “UW” grade. Apparently different instructors have different interpretations of the regulations surrounding the use of this grade. Inconsistent application of these regulations can result in inequities, and is unfair to some students.

ACTION #9: It was moved seconded, and unanimously approved to continue discussion of this point at the next AC meeting.

6. New Business:

A letter dated 01/26/99 from the Dean of Student Services was read and discussed, regarding the graduation requirement policy. The Council discussed various options, and agreed on the following stipulations: Only students who had paid all fees, and who lacked six credits or less from the graduation requirement, and provided that those courses were offered in the summer immediately following their last regular semester, might “walk” in graduation, but they would not receive a diploma, until all graduation requirements were met.

ACTION #10: It was moved seconded, and unanimously approved to forward these stipulations to the Dean of Student Services and the Vice President for Support Services.

7. Items for next Agenda:

Course guides may be made available from the list below.

The following course guides have been submitted for English and format review:

- CS 223, Visual Basic Programming (no signatures)
- CS 229, JAVA Programming (no signatures)
- SL 120, Deaf Culture (no signatures) (10/13/98)
- AR 207, Intermediate Black and White Photography (11/23/98)
- EN 072, Speaking and Listening Development I (11/23/98)
- NS 100, Introduction to Earth Science (11/23/98)
- LI 250, Literature of the Pacific (11/25/98)
- MA 162, College Trigonometry (12/02/98)
- CT 110, Construction Trades I (12/11/98)

CT112, Construction Trades II (12/11/98)
CT 120, Basic Masonry (12/11/98)
CT 130, Basic Plumbing (12/11/98)
CT 190, Special Projects, Construction Trades (12/11/98)
CT 191, Special Projects, Masonry (12/11/98)
CT 192, Special Projects, Plumbing (12/11/98)
DT 100, Introduction to Blueprints and Drafting (12/11/98)
ET 150, D.C. Circuits and Electrical Measures (12/11/98)
ET 151, A.C. Circuits (12/11/98)
ET 152, Digital Computer Principles (12/11/98)
ET 153, Active Devices (12/11/98)
ET 190, Special Projects, Electronics (12/11/98)
HE 150, Personal Health (01/08/99)
HE 200, Health and Wellness (01/08/99)
HE 230, Nutrition and Health (01/08/99)
PE 107, Beginning Tennis (01/08/99)
PE 121, Coed Slo-Pitch Softball (01/08/99)
PE 125, Beginning Basketball–Women (01/08/99)
PE 126, Beginning Volleyball (01/08/99)
PE 129, Indoor Soccer (01/08/99)
PE 142, Aerobics (01/08/99)
PE 146, Weight Training (01/08/99)
PE 149, Walk-Jog-Run (01/08/99)
PE 207, Intermediate Tennis (01/08/99)
PE 226, Intermediate Volleyball (01/08/99)

8. Adjournment: 2:40pm