

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 March 9, 2000.

Electronic copies to:

NMC Branch Administrator, Rota
NMC Branch Administrator, Tinian
Acting President, Jack Sablan
Dean of Instruction, Dr. Barbara Moir
Dean of Continuing Education & CREES, Ed Camacho
Dean of Education, Chas Algaier
Director of Admissions and Records, Janice Tenorio
Academic Advising Coordinator, Lisa Hacskaylo

Members of the Academic Council:

Melody Actouka, Director, Extended Programs, Academic Council Chair;
Kurt Barnes, Chair, Health & Physical Education, Academic Council Vice-Chair;
Bruce Johnson, Chair, Languages Department; Sallie Sablan, Director, School of
Education; Ed Zehr, Chair, SSFAH

Photocopies to:

NMC Archives

Academic Council Custodian

Christy Schweizer (for Custodian Loose Leaf Binder)

Final Minutes of the Academic Council Meeting on March 9, 2000

DATE: Thursday, March 9, 2000
TIME: 2:30PM
PLACE: Teacher's Lounge

AGENDA

1. Review and adoption of minutes of February 24, 2000
2. Review and adoption of minutes of October 12, 1999
3. Review and adoption of minutes of November 12, 1999
4. Review and adoption of minutes of December 10, 1999
5. Update and revision of *Guide to Preparing Program Proposals and Course Guides*
6. Update on status of the Basic Police Officer Certificate program
7. Old Business
8. New Business
9. Adjournment

Previously Distributed:

1. *Guide to Preparing Program Proposals and Course Guides*

MINUTES

Melody Actouka called the meeting to order at 2:30PM. Members present were Sallie Sablan, Bruce Johnson, Kurt Barnes, and Ed Zehr. Vince Riley was present to answer any questions on the Oct., Nov., and Dec. minutes that were to be approved. Carla Brewer was present as recorder until Christy Schweizer returned from an appointment.

1. Review and adoption of minutes of Feb. 24, 2000:

ACTION #1: It was moved, seconded, and unanimously approved to accept the Draft minutes as they stood.

2. Review and adoption of Oct., Nov. and Dec. minutes:

ACTION #2: It was moved, seconded, and unanimously approved to accept the Final minutes as they stood. One request was made for Vince and Ed to check the new catalog regarding the decision made about the UW grade not being counted in the GPA . Vince will look into this and inform Ed.

3. Update and revision of *Guide to Preparing Program Proposals and Course Guides*

Melody asked that the academic chairs take the lead on what needs to be updated. The following are the recommended changes and/or additions to the procedures;

ACTION #3:

Section A. PROGRAM CONCEPT STAGE

- 2.0 Remove "and Curriculum Action Request Form(s)"
- 3.0 Remove "Academic" from Academic Vice President
- 4.0 Remove "A" from AVP
- 6.0 Add "Program Committee" after Regents. Change "introduction" to "consideration" and delete "quarterly". After "meeting" add "Program Committee then submits it's recommendation to the full Board.
- 7.0 Change "first" to "next" and delete "quarterly"

Section B. DEVELOPMENT STAGE

- 1.2 Add "/ICP" after "IDP", also add "/" after Form(s) and delete "and"
- 2.3 Change "unit" to "division"
- 3.1 Change "unit" to "division" and add ";" after review. Delete "within 10 working days of receipt of documents;

- 3.3.1 Delete "proof" and add "/DC" after Proposer
- 3.3.2 Delete "to EFR for checking, signature, and forwarding to Dean;" and add from 3.4 "to Chair of the Academic Council (AC) for it's review and action. This completely deletes 3.4 of Section B.
- 4.5 Delete "A" in "AVP"
- 5.0 Delete "Academic" from " Academic Vice President". After President, add reviews documents and forwards with comments to President. This completely deletes 5.1 of Section B.
- 6.0 is changed and reads as follows: President approves or disapproves request document(s).
- 6.1.1 becomes 6.1 and reads: If approved, it is signed, dated and forwarded to AC recorder and custodian.
- 6.1.2 becomes 6.2 with the only change being "document" to "document(s)"

Section II. CONCEPT PAPER FORMAT

- 3.2 After "Objectives of the proposal" add "in terms of measurable outcomes" and this deletes 3.2.3
- 4.0 After "Content" add "(List and brief description of courses for new program)"

Section III. IMPLEMENTATION AND EVALUATION STAGE

- 1.1 Delete "receives approved documents from the President, and"
- 1.2.2 Delete this number and line
- 1.2.3 Delete this number and line
- 1.2.7 Delete this number and line
- 3.0 Add "(s)" to Instructor
- 3.1 Add "(s)" to course

4. Update on status of the Basic Police Officer Certificate program:

Ed reported that the Certificate program is still in the conceptual stage and that it was brought before the Program Committee of the Board of Regents and has not been acted upon yet.

5. Other issues:

Since the week of March 20-24 is spring break it was decided that the Council will meet for 2 hours, from 9:00-11:00 on Thursday, March 23.

6. Items for next Agenda:

Continue and finish the review and revision of the *Guide to Preparing Program Proposals and Course Guides*.

Adjournment 4:05PM