

## **Academic Council Meeting Minutes** **September 23, 2004**

**Members present:** Glenn Keaton – Sciences & Math, Tony Satur – Human Performance & Athletics, Tom Colton – Languages and Humanities, Sam McPhetres – Social Sciences & Fine Arts, Larry Lee – Business, and Ed Leiberman (for Geri Willis) – School of Education.

**Members absent:** Lois Gage – Nursing None.

**Staff and Faculty present:** Danny Wyatt, Loly Kingzio, Kyumi Kurapati, Joyce Taro, and Betty-Ann Palacios-Cabrera as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:15 am.

1) Review and adoption of September 16, 2004 minutes.

Tabled

2) September 23, 2004 Agenda

Motion to make changes and add to agenda:

Moved to first order of business: 5 c) Administrative Managers' concerns.

Added under New Business: 5 d) E-mail AC minutes to Tinian and Rota

5 e) Saipan Campus telephone system

The agenda was accepted with changes.

3) New Business

5c) The administrative managers submitted their concerns in writing and participated in the meeting to explain further details their concerns. Their main concern is that there are no written instructions being given from the Dean of AP&S regarding the following:

1. Minimum enrollment changes.
2. Full-time overload payment and adjunct payment if enrollment does not meet the minimum.
3. Why are the administrative managers given the task to calculate payments?
4. Why some departments get additional credit for going over their cap? Who came up with the formula and how was it determined?

Basically, the admin. managers want to protect ourselves and the college as a whole and would like for some type of policy/procedure in place to ensure any liability from our instructors.

AC Chair recommends that changes be made to memo from administrative managers to indicate from "administrative managers concerns" and not "staff concerns." Motion was adopted to send corrected memorandum. The AC will recommend to the Dean for written policies regarding concerns and that appropriate offices be involved in this matter (e.g., HR, Finance Office, OARFA).

4) Old Business

a) Substantive change report issues  
Item tabled

b) Learning Outcomes and Assessments

Continued discussion, and will not be clarified until the template format is resolved.

- c) Sciences, Mathematics, & Technology involvement in Audio/Video Production ICP's and IDP's.  
Recommendation by AC chair was to advise Dean of Academic & Services to contact the Audio/Video department regarding departmental responsibilities and attendance in AC meetings.
  - d) Course Guide Management  
Recommendation by AC: Departments are reminded to continue to clean up and update all course guides.
- 4) Other Issues
- a) Course guide template  
Item tabled
  - b) Course guide web template  
Item tabled. AC members were reminded to view the course guide web template on the NMC website.
- 5) New Business
- a) Policy for UW grade  
Noted: The AC's recommendation, dated 9/22/04, requesting that the BoR include the UW grade in its policies has been forwarded to the Dean of Academic & Services for presentation to the BoR, which included the AC's recommendation for the BoR to create a policy regarding time limits for accepting courses at NMC.
  - b) Application for Nursing Program  
Item tabled
  - c) Administrative Manager's concerns  
Moved to first order of business
  - d) Email AC minutes to Tinian and Rota  
AC adopts the resolution that all AC minutes will be emailed to Tinian and Rota
  - e) Saipan Campus telephone system  
AC recognizes that this item is not relevant to the council, yet needs to be noted and addressed.
- 6) Schedule of next meeting  
The next meeting is scheduled for September 30, 2004. The meeting adjourned at 12:10 pm.