

## Academic Council Meeting Minutes March 10, 2005

**Members present:** Glenn Keaton – Sciences & Math, Tom Colton – Languages and Humanities, Sallie Sablan – School of Education, Lisa Lunde – Human Performance & Athletics, Larry Lee – Business, Geri Willis – ALO WASC, Sam McPhetres – Social Sciences & Fine Arts, Lois Gage – Nursing.

**Members Absent:**

**Staff and/or Faculty present:** Angie Sills, Joyce Taro.

Academic Council Chair Glenn Keaton called the meeting to order at 12:35pm.

- 1) Review and adoption of March 3, 2005 minutes.  
Adopted without changes.
- 2) Review and adoption of March 10, 2005 agenda  
Adopted without changes.
- 3) Old Business
  - a) WASC related issues.

Geri has spoken with Jerry Smith about the electronic portfolio, its procedures and guidelines and consolidation of information, and the possibility of a program that can help set up portfolios. Department chairs/directors working on the portfolio, or the person assigned to manage the e-portfolio, are directed to meet and/or consult with Maryanne Campo. The due date for the completion of certain substantive change reports is approaching. There will be a conference call with WASC regarding the substantive change report submitted by the Sciences, Mathematics & Technology department's Natural Resources Management Program Director, Dr. Diana Greenough, on Saturday, March 19, at 8:45am in the Board of Regents conference room. Any and all interested individuals who would like to gain a bit of knowledge on how this works should attend. The annual report to ACCJC was turned in on March 1. And WASC will be here in October.
  - b) Course guide updating, e.g., Status of *Guide to Preparing Course Guides*.

The AC chair has received all course guide lists from all the departments, and is asking that each department chair/director check to make sure an e-copy was sent to him. An email from Bruce Johnson, AC English Format Reviewer, suggested changing an item under #5 **Estimated Cost of Course** in the course guides from “instructional materials fee” to “General Course Fee.” The reason: “since all fees are now absorbed under that umbrella fee . . .” An AC member (I forget which one) immediately mentioned that fees may soon revert back to the original instructional materials fee because it looks like we have been losing money from under the umbrella. Tom said a committee is being formed to look into this. Tom handed out his latest changes to the *Guide to Preparing Course Guides*, yet still has to add the newest changes in parts 8, 9, and 10 of the course guide outline, including the wording agreed on by the AC chair at the previous meeting. The new and improved *Guide to Preparing a New Program or Course* (with its new and improved title, which the AC chair - just at this very moment – noticed) is expected to be completed by next week. Tom will send an e-copy out when it is satisfactorily complete.

- c) Course guide N:Drive and web templates.  
No new discussions, but will remain on the agenda until edits and tests are completed and satisfactory.
  - d) Permanent AC recorder  
Since there has been no submissions to the contest for naming the AC recorder, it has terminated – with extreme prejudice – and the contest prize pocketed by the AC chair. Glenn reminded the AC about the email sent by Randall Nelson informing the AC that the last AC recorder (“archivist”), Lourdes Cabrera Villazon, was responsible for inputting all AC approved changes into PowerCampus, as well as all ICP’s and IDP’s. This information negatively affected the AC’s position on the proposed 3-credit compensation for whoever takes the AC recorder tasks, considering it to be more of a full-time position. Larry Lee stated that he feels the logical place for the AC recorder/archivist is under the Dean of Academic Programs and Services since the previous recorder was under the VP’s office (yet, now there is no VP). The AC chair will set up another meeting with Dean Sablan and bring the issue up again at the next College Council meeting (with a reminder that he still is fuming over the fact that he gets NOTHING, NADA, ZIP, for his contributions to this institution as the AC chair during the last year and one half AND is now performing part of the recorder’s job by recording and writing the minutes and agendas.) The AC still needs a job description for the AC recorder/archivist.
  - e) Request for conditional approval of proposed Assoc. in Science degrees (SM&T dept.) At the request of the AC, Angie Sills, SM&T department faculty, using a PowerPoint presentation gave the council the details of the proposed Associate in Science degrees. After a half-hour of discussion and questions from the council, including issues of transferability, student needs, benefits to the CNMI, and costs to the college, the council voted unanimously to grant conditional approval to the proposed Assoc. in Science degrees. Full approval may be granted only after the proposal has gone through the proper order of procedures.
  - f) Disabilities referral form.  
Item Tabled.
  - h) LSAMP Grant  
Item tabled.
- 4) New Business
- a) Academic Council members’ duties  
Item tabled.
  - b) Certificate and degree program form  
Through the AC chair, Lisa Hacskalo requests that the list of certificate and degree programs be looked over again by the members of the AC council, respective of each department, to determine any discrepancies.
  - c) PI 101, Intro to World Religions course guide  
Item tabled.

d) College Month  
Item Tabled

e) TS 185  
Item Tabled

f) Identifying new degree programs for WASC (Lisa H.)  
Item Tabled

5) Other Issues  
none

6) Schedule of next meeting  
The next meeting is scheduled for March 17, 2005. Same time, same location, same group of smiling, happy faces.

The meeting adjourned at 2:00 pm.

***“In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.”***