

FINAL Academic Council Meeting Minutes

DATE: November 22, 2005
TIME: 1:00 pm to 2:30 pm
PLACE: Room N-5

AGENDA

- 1) Review and adoption of November 15, 2005 meeting Minutes
- 2) Review and adoption of November 22, 2005 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course guide N:Drive and web templates
 - c) Course Guide Reviews
 - i) PE 133 course guide
 - ii) PE 134 course guide
 - d) AC Procedural Rules
 - e) IDP Reviews
 - i) Bachelor of Science in Elementary Education
 - f) Disability Statement information
 - g) IDP / ICP format
 - i) Minimum C grade for all Liberal Arts Courses
 - h) Discontinuing AA in International Business
 - i) Elementary Education – AA
- 4) New Business
 - a) AA in Business IDP Review
 - b) ED 195 course guide
 - c) ED 201 course guide
 - d) ED 220 course guide
- 5) Other Issues
 - a) ED 150 / LS 160 course guides
 - b) HR issues
- 6) Schedule of next meeting

Members present:

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Brante Dashiell – School of Education; Geri Willis – ALO WASC; Josephine Sabaot – Nursing; Larry Lee – Business; Lisa Lunde – Human Performance & Athletics; Michael Nurmi – Languages & Humanities; Sam McPhetres – Social Sciences & Fine Arts

Others present: Jim Wedding – Tinian Campus Administrator; Donna Leong-Aguon – Recorder

Members absent: Daisy Villagomez-Bier – Counseling Programs & Services;
Doris Aldan-Atalig – Office of Admissions & Records

The Academic Council Chairperson Glenn Keaton called the meeting to order at 1:06pm.

- 1) Review and Adoption of November 15, 2005 meeting Minutes
It was moved, seconded and unanimously approved to accept the Nov. 15, 2005 meeting Minutes as is.
- 2) Review and Adoption of November 22, 2005 Agenda
Added to Other Issues: (a) ED150/LS160 course guide; and (b) HR Issues. Sam moved to address HR Issues as the First Order of Business. **It was moved, seconded and unanimously approved to accept the Nov. 22, 2005 Agenda with changes.**

First Order of Business: Larry expressed his frustrations with the Human Resources Office on two separate issues. The first was of an Accounting Instructor, and the second of the Math/Computer Instructor for Tinian. Sam stated the same problems with his instructor position, and Ms. Geri expressed the trouble they encountered for the hiring of the OIE Director. Glenn informed this group about his sitting down with HR and bugging – not his word – them. It takes time and energy, but gets the job done.

This discussion went off to the Dean of Academic Programs and Services position when Dean Sablan leaves. Word had it that Danny Wyatt will be tapped, and Michael stated that Danny has four classes to teach next Spring. HR will not advertise until they receive the letter of resignation from an employee. It was recommended that a statement such as “This position is contingent upon availability of funds” would allow for early position advertising. This discussion will continue next week.

- 3) Old Business
 - a) WASC related issues
Ms. Geri stated, and Glenn nodded, that the WASC visit went well. Dr. Debra Cabrera greatly appreciated spending time with the team. She said it was advantageous to sit down and have a one-on-one with a team member. The information she gained far outweighed the option of sending 3-4 staffers to the states for conferences, and such. Ms. Geri will recommend to Barbara Beno the desire to have someone come to our campus for informational meetings.

The WASC team has 30 days to comment on their visit. They said, more than once, not to stop now, but to continue the process. Even though the next visit is October, we should not put our guns down.

- b) Course guide N:Drive and web templates – nothing new to report

- c) Course Guide Reviews
 - i) PE 133 course guide
 - ii) PE 134 course guide

Lisa met with a SCUBA diving instructor, Wyman Recherur, from Saipan Breeze (a blue 2-story building across Shell DanDan). He provided her a binder – *College and University SCUBA Program*. He took both course guides and will make comments. He is very interested in promoting the sport, and is willing to help NMC offer the courses at minimum cost. Lisa inquired if she could offer these courses in Spring 2006. Because these course guides are up for modifications, so they already exist, she was encouraged to offer it in the Spring.

- d) AC Procedural Rules – **tabled**

- e) IDP Reviews
 - i) Bachelor of Science in Elementary Education

Changes: SO297 remained in Core Course Requirements, HI255 was removed from Alternative, the course title was indicated for ED105 and the Electives courses were raised to GenEd Requirements. Thus, it was **moved, seconded and unanimously approved to adopt the Bachelor of Science in Elementary Education IDP with changes.**

- f) Disability Statement information – **tabled**

- g) IDP / ICP format
 - i) Minimum C grade for all Liberal Arts Courses – **tabled**

- h) Discontinuing AA in International Business – **tabled**

- i) Elementary Education – AA

The IDP for AA in Elementary Education was not discontinued since the last group of students graduated in 2003. Thus, a Substantive Change Report is required, similar to Larry’s AA in International Business.
Action: SOE will prepare a Substantive Change Report.

- 4) New Business
 - a) AA in Business IDP Review

Larry informed the AC members that this is not a new IDP. He wanted to point out the discrepancies between the Pre-Business IDP and two NMC catalogs (1994-96 and 1996-98). Then the IDP simply disappeared from the subsequent catalog. There was, however, one graduate in 1999.

The Business Department wants to resurrect this IDP. Some changes have been made to match the BA in Business Admin at the University of Hawaii (UH). There is a signed Memorandum of Understanding with UH so the articulation between NMC and UH is a GO! When students graduate at NMC with an AA in Business Admin, they may enter UH as Juniors.

The changes on this IDP include: removing the “Pre” in the IDP title, and moving EN 202 from Electives to General Education. It was then **moved, seconded and unanimously approved to adopt the Associate in Arts – Business IDP with changes.**

- b) ED 195 course guide
 - c) ED 201 course guide
 - d) ED 220 course guide
- Brante stated that these courses are incorporated into other courses, thus, the cancellation of the three ED courses. It was **moved, seconded and unanimously approved to adopt the cancellations of ED195, ED201 and ED220 course guides.**
- 5) Other Issues
- a) ED 150 / LS 160 course guides
Ms. Geri informed the AC members of the situation of two totally separate course guides (ED 150 Books for Children, and ED / LS 160 Books for Children) that were approved at the same time, by the same people in March, 1992. Yet, these two course guides are identical. Interesting... This Recorder was instructed to provide SOE with a copy of ED / LS 160 for their action, namely, cancellation. **Action: Prepare cancellation.**
 - b) HR issues – was First Order of Business
 - c) Ms. Geri and her pamphlet
- 6) Schedule of next meeting
Next Tuesday, November 29th, 1:00pm, Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 2:02pm.

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