

FINAL Academic Council Meeting Minutes

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

AGENDA

- 1) Review and adoption of October 25, 2005 meeting Minutes
- 2) Review and adoption of November 1, 2005 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course guide N:Drive and web templates
 - c) Course Guide Reviews
 - i) CJ 206 course guide
 - ii) SO 101 course guide
 - iii) PE 133 course guide
 - iv) PE 134 course guide
 - v) ED 051 course guide
 - vi) ED 142 course guide
 - vii) ED 150 course guide
 - d) AC Procedural Rules
 - e) IDP Reviews
 - i) Associate in Science, Professional Science IDP
 - ii) Associate in Science, Secondary Education, Science Option IDP
 - iii) Associate in Science, Secondary Education, Math Option IDP
 - f) Disability Statement information
 - g) IDP / ICP format
 - i) Minimum C grade for all Liberal Arts Courses
 - ii) Discontinuing AA in International Business
 - iii) Difference between Completion and Achievement
 - h) Academic Dishonesty
 - i) GenEd Committee Release Form for Use of Student Work Samples
 - j) GenEd Committee Program Capstone Course
 - k) 7-year time-limit SOE IDP
 - l) Business ICPs
- 4) New Business
 - a) Elementary Education – AA
- 5) Other Issues
 - a) NMC Attendance Policy
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology;
Brante Dashiell – School of Education; Daisy Villagomez-Bier – Counseling Programs & Services; Doris Aldan-Atalig – Office of Admissions & Records; Geri Willis – ALO WASC;
Larry Lee – Business; Lisa Lunde – Human Performance & Athletics;
Lois Gage – Nursing; Michael Nurmi – Languages & Humanities; Sam McPhetres – Social Sciences & Fine Arts

Others present: Jim Wedding – Tinian Campus Administrator; Dave Attao – Director of the Community Development Institute; Donna Leong-Aguon – Recorder

The Academic Council Chairperson Glenn Keaton called the meeting to order at 1:04pm.

- 1) Review and adoption of October 25, 2005 meeting Minutes
First change: 3(i) **Action: Take the issue to the GenEd Comm and ask of their intention.**
Second change: 3(g)(ii) OAR will not prepare the necessary letter. Doris stated there are two financial aid recipients taking courses. At the end of this semester, they will change their majors. Then, there will be no students in the program.
It was moved, seconded and unanimously approved to accept the October 25, 2005 Minutes with changes.

- 2) Review and adoption of November 1, 2005 Agenda
First change: CJ206 will be tabled.
Second change: Elementary Education, AA degree will be added to New Business.
It was moved, seconded and unanimously approved to accept the November 1, 2005 Agenda with changes.

- 3) Old Business
 - a) WASC related issues
Ms. Geri reminded the AC of the WASC team’s itinerary (arrive Guam-Nov. 14th, arrive Saipan-Nov. 15th, leave Saipan-Nov. 16th). Again, we are to carry on as usual, EXCEPT no one is to go on leave without the President’s approval.

 - b) Course guide N:Drive and web templates
There is nothing new to report. This item will stay on the agenda while we continue to use / experiment with this template.

 - c) Course Guide Reviews
 - i) CJ 206 course guide – **Tabled**
 - ii) SO 101 course guide – **Tabled**

 - iii) PE 133 course guide
 - iv) PE 134 course guide
Lisa has once more e-mailed the past instructor for our SCUBA classes and has gotten no response. She had also looked at a couple of websites. Larry said he meant to e-mail a colleague, Abner Weed, on another matter but will also request his assistance regarding a current textbook for our SCUBA classes. Dave Attao offered to check his sources.
Action: Larry and Dave’s attempts.

 - v) ED 051 course guide
 - vi) ED 142 course guide
 - vii) ED 150 course guide
Under **Reason for initiating, revising, or canceling:**, a recommendation was made to add the following underlined part to all three course guides: ED... is no longer required on an IDP, thus no longer being offered.” Brante also assured the members that these three Education courses are not in any other program, and are not active on any student’s IDP. It was

then **moved, seconded and unanimously approved to accept the cancellations of ED051, ED142 and ED150 with pending change.**

d) AC Procedural Rules

Larry informed the members that after the last AC meeting, he spoke to Vera Pangelinan. She said Board Policy No. 1025 (Institutional Governance) is still a draft, the administration is still defining it, and is actually a procedure, and not a policy.

Daisy made revisions to the Administrative Procedure for Board Policy 3008. The changes included:

- an increase from four to six Department Chairs (voting members),
- the addition of the Director of Counseling Programs & Services (voting),
- the addition of the WASC Accreditation Liaison Officer (non-voting),
- the addition of the Registrar of the Office of Admissions and Records (non-voting), and
- the Chair and Vice-Chair being from the academic programs.

Action: Daisy will once more revise and disseminate to the AC members for review.

e) IDP Reviews

- i) Associate in Science, Professional Science IDP
 - ii) Associate in Science, Secondary Education, Science Option IDP
 - iii) Associate in Science, Secondary Education, Math Option IDP
- Glenn provided two Angie Sills e-mail handouts. **Action: Review e-mails and IDPs for next week.**

f) Disability Statement information

This long discussion focused on “reasonable accommodations.” Instructors with students with disabilities may need to modify exams, give extra testing time, have the same objectives and goals, not lower expectations, etc. Brante, and others, did not agree with a 300% extended test time that is rarely used, but accepted in federal court. If a disability statement is included in a syllabus, then reasonable accommodations need to be provided. **Action: Think about it, and share next week.**

g) IDP / ICP format

- i) Minimum C grade for all Liberal Arts Courses
Daisy handed out a draft IDP. Some recommendations made were:
 - adding **Program** to General Education / **Program** Requirements in two sections of the IDP,
 - correcting Physical Sciences to Physical **Education**, and
 - including a notation under Electives, i.e., **See back of page OR Turn page over.****Action: Daisy will revise and bring next week.**

- ii) Discontinuing AA in International Business

As stated above in Review and adoption of October 25, 2005 meeting Minutes, we will need to wait until the end of this semester in order to continue this item.

- iii) Difference between Completion and Achievement
Dave informed the AC members that his Community Development Institute inherited Certificates of Completion from the former Continuing Education program. However, they are now transitioning away FROM Certificates of Completion TO Certificates of Competence and Certificates of Attendance. His department cannot certify programs, JUST COURSES. The AC members were pleased to hear of his Certificates.

Dave's department will soon inherit the Construction Trades IDP. These courses will need to be accepted via other means (Dept of Labor, Contractor's Ass'n). He welcomed suggestions at any time.

This item is **complete**.

- h) Academic Dishonesty
Moved to the end of Old Business.
 - i) GenEd Committee Release Form for Use of Student Work Samples
Glenn approached the College Council about revising this Form so that one form can be used for ALL classes. GenEd Committee will need to strike out the words "in this class." This item is **complete**.
 - j) GenEd Committee Program Capstone Course
This item is **complete**.
 - k) 7-year time-limit SOE IDP
Back in September of 2004, the AC unanimously agreed to recommend to the Board of Regents a 7-year time limit for accepting courses. Glenn will find the memo he did to the Dean, or create another one, and forward for Dean Sablan and President Guerrero's signatures. Final destination: Board of Regents. This item is **complete**.
 - l) Business ICPs
Again, Glenn praised the visually-pleasing format of Larry's IDPs and encouraged other departments to follow the same format. Larry informed the AC members of the changes in his Hospitality Management Certificates. **It was moved, seconded and unanimously approved to adopt the Certificates of Completion and Certificates of Achievement.**
- 4) New Business
- a) Elementary Education – AA
Ms. Geri asked if the AA in Elementary Education was officially removed from the books. Doris recalled the first group of students graduated with an AA in ElemEd in 2001, and the final group in 2003. No one remembered if the degree was officially "taken off the books." Larry asked Donna to look through the minutes to check if the degree was cancelled (answer: no problem, and I'll even go further, I'll e-mail a list of degrees and certificates that are questionable!).

5) Other Issues

a) NMC Attendance Policy

Glenn is seeking debate over whether NMC should have a Board of Regents approved attendance policy exclusively for NDU classes. Lois thinks it should be a department policy, and at the discretion of the instructor. Brante said if it is in the catalog, students should abide by it. For next week, this item will be moved to Old Business. Glenn will ask for a vote.

6) Schedule of next meeting

Next Tuesday, November 8th, 1:00pm, Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 2:31pm.

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