

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of August 7, 2008**

**DATE:** August 7, 2008

**TIME:** 1:00 p.m.

**PLACE:** BOR Conference Room

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**Voting Members Present:**

Dr. Debra Cabrera, Dean of Academic Programs & Services, AC Chair

Mark Haag, Chair, L & H Dept., AC Vice Chair

Glenn D. Keaton, Chair, SMHA

Frank Sobolewski, Chair, SSFA Dept.

Larry Lee, Acting Chair, Business

**Non-Voting Members:**

Rosaline Cepeda, Director, OAR

William Castro, Director, OIE

Maria Aguon, Program Coordinator, Tinian Site

**Others Present:**

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Lourdes Villazon, Program Coordinator, RHSP

Meeting called to order.

**1) Review and Adoption of August 7, 2008 Agenda**

Under Announcement: add a) Professional Development Days

Under Request to Place Programs on Inactive Status: add a) Construction Trades

Under New Business: add b) Independent Study

**2) Review and Adoption of the following Minutes:**

a) May 29, 2008, June 26, 2008, July 10, 2008 **(Tabled)**

**3) Announcements**

a) Professional Development Days (PDD)

The Chair handed out to members the Professional Development Days (PDD) Schedule of events. PDD will focus on assessment and program review. There will be meetings with dyads, and facilitators will be going to the departments. Donna Lewis will be working with academic programs. Every session or activity is designed to address accreditation. If instructional faculty don't sign up for a session, instructional ~~it's~~ ~~assumed that~~ faculty ~~is~~ should be working on updating course guides.

**4) Old Business**

a) 2008-09 Catalog

Please give the most updated course guide descriptions to the Dean of Student Services no later than August 22, 2008 to be included in the 2008-09 catalog.

b) Assessment Update:

PROAC reviewed the program requirements. Dyads should be providing feedback to programs either this week or next on strengths and weaknesses for the composite report.

c) Program Requirement Statement on IDP

School of Education (SOE) grade requirement on their Individual Degree Program (IDP) or Individual Certificate Program (ICP) will show that all courses must be passed with a "C" or higher. It is recommended that other programs revise their IDP/ICP to be consistent.

d) NMC Online Issue (Adrian Atalig) **Tabled**

e) Liberal Arts Program SLO & Description Change for 08-09 Catalog

Leo sent something out on email but was not present at this meeting. The item was tabled.

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**5) Department Request to Place Program(s) on Inactive Status**

- a) Construction Trades - Tabled

**6) Course Guide Review**

- a) EN 202 English Composition (Modification)  
**Action: Approved with minor changes.**
  
- b) MG 206 Business Communication (Modification)  
**Action: Approved without changes.**
  
- c) TS 101 Introduction to Travel & Tourism (Modification)  
**Action: Approved without changes**

**7) New Business**

- a) PC Users for Fall 2008 Semester Registration (Rosaline Cepeda)  
Rosaline asked that department chairs identify who will be assisting in entering courses into PowerCampus during registration. The Academic Programs administrative managers were identified as well as some faculty from the Business Department. Maria Aguon will ask Sue Palacios of NMC Tinian if she is willing to come to Saipan to assist as well. The Staff Senate and Faculty Senate donated to cover travel and lodging costs.
  
- b) Independent Study  
It was asked why we need approval for this? Why do we offer it for certain students, what do we expect students to achieve by taking this course. We need to justify the need to do independent study. Frank volunteered to do a proposal that will address this matter.
  - Requested by students (name)
  - Why
  - Chances for success (look at GPA)
  - Must have a syllabus
  - Schedule of the Independent Study (Days, Time & Place)

**8) Adjournment**

Meeting adjourned at 10:00 a.m.

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