

Northern Marianas College
ACADEMIC COUNCIL
Minutes of September 11, 2008

DATE: September 11, 2008

TIME: 1:30 p.m.

PLACE: BOR Conference Room

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.

Cynthia DLGuerrero, Director, SOE

Erik Plinske, Chair, Business

Leo Pangelinan, Director, Counseling

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Meting called to order at 1:35pm.

1) Review and Adoption of September 11, 2008 Agenda

Under announcements: added b) Planning, Budget and Evaluation Committee (PBEC), c) Faculty Workload, d) Student Enrollment Reporting (Terms Reporting for Enrollment). A motion was made to adopt the agenda as amended. It was seconded and approved by majority vote. **Action: Agenda approved as amended.**

2) Review and Adoption of the following Minutes:

- | | |
|-------------------|-----------------|
| a) May 29, 2008 | } Tabled |
| b) June 26, 2008 | |
| c) July 10, 2008 | |
| d) August 7, 2008 | |

3) Announcements

a) Moylan's Insurance Visit (**Tabled**)

b) Planning, Budget and Evaluation Committee (PBEC)

The Chair informed AC that departments will need to submit another budget justification. There will be specific instructions for the additional submission. When these have been submitted, a budget hearing will be scheduled. Department Chairs will need to provide available time for this hearing.

c) Faculty Workload

The Chair stated that only the Languages and Humanities Department and the Business Department have not submitted their workload. She asked that this be done as soon as possible.

d) Student Enrollment Reporting

Lisa informed AC members that terms and definitions will need to be developed when doing enrollment reports. This information came from Dr. Belcher and President. There is no policy and procedure on the enrollment counting cutoff date each semester for these reports. The Office of Institutional Effectiveness and the Office of Admissions and Records will be working together on this issue. The date will be after the last day for refunds. Lisa asked that faculty assist in getting students' majors corrected if needed.

4) Old Business

a) 2008-09 Catalog

Rosaline stated that several programs have not submitted their section for the catalog. The Chair asked that programs make sure that student learning outcomes are printed in the catalog.

Approved: 10/22/09

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b) Assessment Update

i) General Education

The Chair sent out the Gen Ed mapping for programs and reminded everyone that the Gen Ed mapping is due today. The Chair also stated that the Gen Ed committee will be meeting tomorrow at 2pm and asked that mapping be completed for this meeting. Nursing will need to complete the mapping too. Lynda Rowe has not completed the mapping for the Criminal Justice program. The Chair will call Lynda to get an update on this matter.

ii) Course Assessment

The Chair informed that every course that is being taught this semester will need to be assessed this semester. This is the course level and we will need to implement and use the 5 column model. All faculty will need to do the course assessment. The School of Education has done all of its courses for this semester. The Chair stated that every instructor should assess at least 3 SLOs, and Department Chairs need to monitor and keep track of this process.

The Chair informed members that the WASC Visiting Team will have three members: an ACCJC Commission member (Dr. Sherrill Amador), an ACCJC Vice President (Dr. Steve Maradian), and Dr. Karen Graham. The team visit is scheduled for Nov. 3-5, 2008. Nov. 4 is a holiday (election day), but NMC personnel will have to be available after they vote on this day. The Visiting Team has requested that an assembly be on this day since they will be leaving on Nov. 5.

Assess students based on tools used to assess Student Learning Outcomes in the course. Faculty must be ready and have something ongoing until the end of the semester. The Chair recommended October 15 as the deadline for course assessments.

Team Recommendation 4: The Chair would like to see something by October 1. Data can be based on this semester and previous semesters if available. The Chair will send out the template of Form 1.

c) Liberal Arts Program

Leo has stepped down from the Liberal Arts Committee. The Chair thanked him for Chairing the committee and completing its Form 1 and Form 2. The Chair also noted that someone needs to take the lead to map this program to the Gen Ed outcomes.

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

a)

6) **Course Guide Review**

a) There are 29 course guides that have been submitted for review. It was recommended that we review course guides requested to be on stop outs first during our regular meeting and Saturdays for all others. It was agreed by all that next week we will review course guides for cancellations and stop outs only.

7) **New Business**

a)

8) **Adjournment**

Meeting adjourned at 2:26 p.m.

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