

Northern Marianas College
ACADEMIC COUNCIL
Meeting Minutes of March 20, 2009

DATE: March 20, 2009

TIME: 1:00 p.m.

PLACE: BOR Conference Room

The Chair, Dr. Debra Cabrera took notes for this meeting. The recorder, Joyce was on leave and Loly was not available to take notes as well. I gather quorum was met based on Dr. Debra Cabrera's note that she provided. No sign up sheet was provided or any written note of who attended this meeting.

1) Review and Adoption of March 20, 2009 Agenda

2) Review and Adoption of the following Minutes:

- a) May 29, 2008, June 26, 2008, August 7, 2008, September 11, 2008
- b) November 20, 26 2008
- c) December 23, 2008
- d) January 5, 16, 2009
- e) March 6, 13, 2009

The August 7 and September 11, 2008 minutes were reviewed. It was recommended changes be made and re-submit for approval. The November 20 and 26 and December 23, 2008 minutes were approved with minor changes. All other minutes were tabled.

3) Announcements

4) Old Business

- a) AC Council Bylaws
Remove this item from the agenda. Larry and Mark reviewed and made recommendations already.
- b) Academic Calendar
 - i) Summer 2009
Some changes were needed. Joyce will email an updated version.
 - ii) Fall 2009 schedule need to have draft soon.
The Chair stated that a draft of the Fall 2009 schedule will need to come out soon.
- c) Policies, Procedures & Practices in Hiring of Faculty in APS
It was recommended that the institution require a standardized term evaluation of teaching and learning in all courses.
- d) BE 110 College Life Skills
It was noted that students need this course. It may be appropriate for students to have 3 credits for the course. The Chair asked for volunteers to work on revising the curriculum. AC needs to act on this so that it can be offered in the 2009 Fall semester.
- e) Placement and Exit Exams (data & analysis) – SMHA
No universal placement in place. Need to do research of current placement of MA089. According to initial test, exit test is "easy".
- f) Acuplacer – L&H
It was noted that the department will have to determine how to meet the lab hour requirements.
- g) Student Learning Outcomes for Memo 1 Rubric **(Tabled)**
- h) PROA Strategic Plan 2008-2012 - Operational Plan Action Plan for Year 1 **(Tabled)**
- i) Maximum Enrollment for Classes
Safety of students must come first in setting the maximum enrollment for classes.
- j) Acceptable Faculty Overload
This will factor in the concern which is lack of faculty.
- k) Student Evaluation of the Course

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- 5) Department Request to Place Program(s) on Inactive Status**
a) Hemodialysis Technician Certificate of Completion **(Tabled)**
b) Nursing Assistant **(Tabled)**

- 6) Course Guide Review**
a) Course Guide Stop Out **(All tabled)**
i) NU 108 Nursing Assistant
ii) NU 109 Hemodialysis Technician

b) Course Guide Cancellation
c) Course Guide Update **(All course guide updates tabled)**
i) ED 215 Tabled
ii) CS 227 Tabled
iii) CS 246 Tabled
iv) EC 211 Tabled
v) EC 212 Tabled
vi) MG 232 Tabled
vii) MG 233 Tabled
viii) MG 250 Tabled
ix) CJ 200 Tabled
x) CJ 225 Tabled
xi) LW 106 Tabled

d) New Course Guide
i) TS 103 Introduction to the Hospitality Industry **(Tabled)**

- 7) New Business**
a) COMPASS & APS **(Tabled)**
b) SO 297 Current Issues in the CNMI **(Tabled)**

- 8) Adjournment**
Time of adjournment was not indicated on notes provided by Dr. Debra Cabrera.

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