

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 24, 2009

DATE: April 24, 2009

TIME: 1:00 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

Leo Pangelinan, Director, CPS

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Melena Slaven, Director, RHSP

Meeting was called to order at 1:14pm

1) Review and Adoption of April 24, 2009 Agenda

Items on the agenda that were tabled were minutes (2a-2f), under old business (4c-4f, 4h and 4i), and under course guides (6b and 6c). Added under new business: a) Final Exam Schedule, b) Students Appeals Process, c) Graduating Student Survey, d) Professional Development Days (PDD), e) Guidelines on academic courses offered through CDI, and f) Communication between OAR and AC.

- The Agenda was adopted as amended

2) Review and Adoption of the following Minutes:

- a) May 29, 2008, June 26, 2008, August 7, 2008, September 11, 2008 **(Tabled)**
 - b) November 20, 26 2008
 - c) December 23, 2008
 - d) January 5, 16, 2009
 - e) March 6, 13, 20, 2009
 - f) April 3, 2009, April 9, 2009
- } **Tabled**

3) Announcements

- a) The Chair has formally requested the Human Resources Office to help facilitate a FERPA workshop training.
- b) The Fall 2009 Class Schedule is almost done. The Business Department has yet to submit its schedule.

4) Old Business

- a) AC Council Bylaws. No action was taken.
- b) Fall 2009 Class Schedule. No action was taken.
- c) BE 110 College Life Skills **(Tabled)**
- d) Math Placement and Exit Exams (data & analysis) – SMHA **(Tabled)**
- e) Maximum Enrollment for Classes **(Tabled)**
- f) Acceptable Faculty Overload **(Tabled)**
- g) Student Evaluation of Courses (Glenn & Cynthia)
 - a. We need to get a hard copy of a proposed revised Course Evaluation Form, and not do the course evaluations online. But for the School of Education, online course evaluations are working well for them, as long as the questions on the evaluation are the same for each course. The Course Evaluation Form needs to be looked at. Using Silhouette (flashlight) was suggested. We need to continue communication through email to address these issues and do lots of work outside of AC meetings.
 - b. Some questions may be subjective. Discussion on what questions will be asked on the new Course Evaluation Form.
- h) COMPASS & APS **(Tabled)**
- i) Developmental English and Math Programs. No action was taken.

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

6) Course Guide Review

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- a) Course Guide Cancellation
- b) Course Guide Update (**All Course Guide updates – Tabled**)
 - i) ED 215 - CS 227
 - ii) CS 246
 - iii) EC 211
 - iv) EC 212
 - v) MG 232
 - vi) MG 233
 - vii) MG 250
 - viii) CJ 200
 - ix) CJ 225 and LW 106
 - x) MA 089
 - xi) MA 091
 - xii) CM 101
 - xiii) CM 102
 - xiv) EN 111
 - xv) LI 150
- c) New Course Guide
 - i) TS 103 Introduction to the Hospitality Industry (**Tabled**)

7) New Business

- a) Final Exam Schedule
Joyce will send out the Spring 2009 Final Exam Schedule.
- b) Student Grievance and Appeals Process
In regards to the Student Grievance and Appeals process, Leo looked at what was in the catalog vs. policies in place. Leo said that students' complaints and concerns should be brought to the Dean of Student Services before a mediator is identified. It is also the responsibility of the Dean of Student Services to take the lead in the mediation session. Currently 2 faculty, 2 staff and 1 student make up the grievance committee. What is the role of the student's academic advisor? It was stated that they are to inform students of their rights and responsibilities and refer them to counseling if they have any concerns.
- c) Graduating Student Survey
Lisa shared what kind of data we can and would like to get from our graduates. She would like to get feedback on the current survey. Leo asked that we track our Liberal Arts students as well (acceptance into other institutions). Lisa will need information/feedback by Monday afternoon.
- d) Professional Development Days (PDD)
Please note that the Management Team will make arrangements to ensure that everyone will be able to attend the Professional Development workshops on May 1 and 2. Faculty should continue with classes unless arrangements can be made to ensure that contact hours are met.
- e) Guidelines on Academic Courses offered through CDI
This is currently under old business, item 4h. Tabled at this time.
- f) Communication between OAR and AC
The Chair will meet separately with the Director of Admissions and Records to address this item.

8) Adjournment Meeting adjourned at 2:10p.m.