

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of June 12, 2009**

**DATE:** June 12, 2009

**TIME:** 9:00 a.m.

**PLACE:** N-5

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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 (Rik Villegas-Acting Chair during June)

Leo Pangelinan, Director, CPS

**Non-Voting Members:**

Rosaline Cepeda, Director, OAR

**Others Present:**

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Melena Slaven, Director, RHSP

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Meeting called to order at approximately 9:25 a.m.

**1) Review and Adoption of June 12, 2009 Agenda**

Item 3: added a) Registration Matters, b) Form 2, and c) Key Performance Indicators (KPIs) from Lisa

Item 4c and 4d: Tabled

Item 5a: added GE 101 and BE 115 , 5b: added A.A.S. Criminal Justice Program IDP

Item 6b and 6b: Tabled

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**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, 20, 2009

f) April 3, 9, 24, 2009

g) May 8, 15, 2009

h) June 5, 2009

No minutes available for review and so tabled until next meeting.

**3) Announcements**

a) Registration Matters

i) SO 297 course will require the initials of the instructor or the department chair on the Registration form to enroll in the class. This is needed to ensure that students have met the course prerequisites.

ii) It was recommended that MA 151, 162, 192, and 203 be taken out of the Class Schedule, and then added as needed. These courses can't be offered every semester. It was recommended that decisions be data driven and address student needs.

iii) Placement Testing: It was recommended that the dates and times for placement tests be set in advance, and not to entertain students who miss the testing opportunities that were available. Also, schedule the last English Placement Test and Math Placement Test just before late registration. It was mentioned that we may have to stop entertaining late registration. We are setting up our students to fail by having them miss classes during the first week of instruction, and this may be a retention issue.

iv) Joyce will make changes to the Fall 2009 Class Schedule as requested and resend to AC.

b) Form 2: PROAC will meet later today to discuss form 2. PROAC will work on the template and email to all.

**Approved: 10/22/09**

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- c) Key Performance Indicators (KPIs):
  - i) *Course Completion:*

Lisa distributed the job placement data and Spring 2009 course completion rate data. She will be emailing the electronic version to be updated by departments. Can faculty do more to ensure students complete courses? Aside from office hours, some faculty have made other options available such as review sessions on the weekends. Students who are having problems with their classes can benefit if a study room was available for them.
  - ii) *Job Placement:*

Information collected will be standardized. Our KPI on this will allow us to see if our students are employed with the degree that they earned. Information on School of Education graduates and Nursing program graduates is currently available. We should also include off-island employment if possible. Liberal Arts graduates will need to be tracked as well. We also need to get the Alumni Association to be more proactive in getting our graduates involved. Lisa will make changes and send to all.

**4) Old Business**

- a) Fall 2009 Class Schedule
  - i) The Chair will talk to Glenn about the math courses. The MA 162 class will be held only if the minimum required enrollment is met. A question was raised on whether MA 141 is a required course or for SOE students. If so, there was a need to find out from the School of Education Director why most of their students are not enrolled to fill the class. Some class schedule changes were also made for the Business Department. The Chair also asked the department chairs to inform their faculty that when they are advising, to follow a cyclical plan when scheduling courses for the students.
- b) Math Placement and Exit Exams (data & analysis) – SMHA  
AC needs to decide if we can fully implement Accuplacer in the Fall 2009 Semester, and will the current English and Math Placement Test fees be enough to cover the cost to do so.
- c) Maximum Enrollment for Classes (**Tabled**)
- d) Student Evaluation of Courses (Glenn & Cynthia) (**Tabled**)

**5) Department Request to Place Program(s):**

- a) On Inactive Status
  - i) GE 101: The course content can be covered in GE 201 and NS 100. GE 201 is accepted by the University of Hawaii system and by the University of Guam. The IDP for the Associate in Arts degree in Business will need to include GE 201 and not GE 101 upon approval of this request to place GE 101 on inactive status. **Action: Motion to place GE 101 on inactive status. M/S: Glen/Leo. Motion carried.**
  - ii) BE 115: BE 115 Human Relations is not required in any program. **Action: Motion to place BE 115 on inactive status. M/S: Glen/Rik. Motion carried.**
- b) Revised
  - i) A.A.S. Criminal Justice Program IDP  
Frank Sobolewski provided the revised IDP and explained the changes. **Action: A motion was made to approve the IDP as presented. M/S: Glen/Leo. Motion carried.**
    - (1) Learning Outcomes  
PROAC approves the set of Program Learning Outcomes through program review. This will be discussed in PROAC and will be included in the catalog.
    - (2) Mission Statement  
It was suggested that the Criminal Justice Program mission statement could be addressed at the department level and go directly to PROAC. AC does not need to act on it.

**6) Course Guide Review**

- a) Course Guide Cancellation

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b) Course Guide Update (**All course guides for update were tabled**)

- i) CS 227
- ii) CS 246
- iii) EC 211
- iv) EC 212
- v) MG 232
- vi) MG 233
- vii) MG 250
- viii) NU 107
- ix) NU 207
- x) NU 212

c) New Course Guide

- i) TS 103 Introduction to the Hospitality Industry (**Tabled**)

**7) New Business**

- a)
- b)

**8) Adjournment**

The next meeting will be communicated via email. The Chair stated that AC will need to meet earlier in the week instead of Friday.

Meeting adjourned at 11:35 a.m.