

Northern Marianas College
ACADEMIC COUNCIL
Minutes of September 11, 2009

DATE: September 11, 2009

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Cynthia I. Deleon Guerrero, Dean of Academic Programs & Services, AC Chair

Cynthia I. Deleon Guerrero, Acting Chair, SMHA Dept.

Larry Lee, Acting Chair for Business Dept.

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept. and Acting Chair, Languages and Humanities Dept.

Pam Buckingham, Acting Director, SOE

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Lourdes Villazon, Program Coordinator, RHSP

Melena Slaven, Director, RHSP

Janice Tenorio, Dean of Student Services

Meeting called to order at approximately 1:10 p.m.

1) Review and Adoption of September 11, 2009 Agenda

Table minutes of July 1, 8, 28, 2009 and August 4 & 6, 2009. Under announcement, add: c) Program Brochures and d) Library Books. Motion to adopt the agenda as amended.

M/S: Larry/Pasquana. Motion carried.

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 **(Tabled)**

c) December 23, 2008 **(Tabled)**

d) January 5, 16, 2009 **(Tabled)**

e) March 6, 13, 20, 2009 **(Tabled)**

f) April 3, 9, 24, 2009 **(Tabled)**

g) May 8, 15, 2009 **(Tabled)**

h) June 5, 12, 24, 2009 **(Tabled)**

i) July 1, 8, 28, 2009 Tabled for folks to review until next meeting

j) August 4 & 6, 2009 Tabled for folks to review until next meeting.

3) Announcements

a) Survey of Entering Student Engagement (SENSE)

As part of assessment and a WASC requirement, we need to administer this instrument (SENSE) to students.

This is for first time freshmen only. We had to come up with specific number of students but it was difficult since this is for freshmen only. Heather stated that because it would be difficult to target just first time freshmen, that we focus on those taking MA & EN NDU classes. There will be a script that will state that if you have done this survey, you can choose to take it again or not. The recommendation was to identify the duplicates for SENSE to ensure accurate reporting. It was also recommended that instructors be in the classroom the whole time the students are completing the survey to ensure that they don't get up and walk out. The estimated time for administering this instrument is about 30 minutes.

b) State of the College Address (September 18, 2009)

Public Hearing on campus will be at on the hill 11am next to Galaxy restaurant. Classes will not be cancelled but it was encouraged to invite students to come with you to the event. Campus closed means that all NMC offices will be closed but classes will not be cancelled. Frankie Eliptico was asked to clarify if this will be a public hearing and/or state of the college address. An update on this event will be out soon on the Master Calendar according to the Chair.

Approved: 02.18.2010

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c) Program Brochures

This was a request from Frankie Eliptico to have our brochures consistent in terms of format. The Office of Institutional Advancement (OIA), will fund some brochures that will include program information. The format and content is currently being worked on by the Chair. She will send this out to department chairs for their input.

d) Library Books

Dean Janice Tenorio informed members that a list of books that were ordered by the library is now available. Feel free to stop by and check them out.

4) Old Business

a) New Immigration Requirement

b) Math Placement and Exit Exams (data & analysis) – SMHA – **(Acucuplacer)**

c) Maximum Enrollment for Classes

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

6) Individual Certificate Program (ICP) Revisions

7) Individual Degree Program (IDP) Revisions

a) Rehabilitation & Human Services Program (RHSP) – **(TABLED)**

8) Course Guide Review: (1:46pm – motioned to table at this time. M/S: Frank/Pam. Motion carried)

a) **Cancellations**

b) **Modifications**

i) NU 212

ii) TS 103

All course guides for review were tabled at 1:46pm to have more time to discuss items under new business.

c) **New**

i) RH 130

ii) RH 150

iii) RH 210

iv) RH 220

v) RH 230

vi) RH 250

9) New Business

a) Catalog (Rosaline and Janice)

Janice stated that she and Rosaline have been working on the catalog and would like to have AC review the academic calendar. They ask that the academic calendar be approved by Monday. According to the Chair, we may not be able to meet this deadline. Motion to table the catalog at this time. Rosaline will email the tentative calendar for dates 2010, 2011, and 2012. M/S: Pasquana/Pam: Discussion: According to Frank, the 2010 schedule looks okay. Motion carried to adopt the academic calendar for Spring, Summer and Fall 2010.

Concerns about students being allowed to walk at graduation without meeting graduation requirements was brought up. The grades are needed to compute GPA for any standing and it's impossible if this is allowed. What is the issue with faculty not submitting grades on time as stated in the academic calendar? This will be addressed if it continues to happen.

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b) October 2009 Mid-Term Report (WASC)

In the 2006 Self-Study, NMC stated and had put plans to address WASC recommendations. After careful review, 205 plans were identified. Dr. Hess helped us identify these plans by standards and Standard II is for Academic Programs. For Academic Programs and Services (APS), there were 91 plans. The Chair responded to do what she could when asked about these plans. The Chair asked that each department identify what actions were taken in 2006, 2007, and 2008 and send the information to the Chair. She needs all feedback before September 15, 2009. The Management Team will be meeting on September 15 to discuss and begin working on the mid-term report.

10) Adjournment

Meeting adjourned at 2:28pm.