

Northern Marianas College
ACADEMIC COUNCIL
Minutes of March 18, 2010

DATE: March 18, 2010

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Dr. Patrick Moran, Acting Dean of Academic Programs & Services, *Chair* and Acting Chair, SMHA Dept.

Frank Sobolewski, Chair, SSFA Dept., *Vice Chair*

Dr. John Griffin, Chair, Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

James Kline, Chair, Languages and Humanities Dept.

Barbara Merfalen, Acting Director, SOE

Zenaida Javier, Acting Director, CPS

Non-Voting Members:

Others Present:

Joyce Taro, Recorder

Melena Slaven, Director, RHSP

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

1) Review and Adoption of March 18, 2010 Agenda

Under announcements: added a) Response Team appointed by Interim President

Under new business: Tabled a) FERPA

Agenda was approved as amended.

2) Review and Adoption of the following Minutes

a) May 29, 2008, June 26, 2008 (Tabled)

b) March 20, 2009 (Tabled)

c) April 3, 9, 2009 (Tabled)

d) May 8, 2009 (**clarification and approval of item 4f only in the May 8, 2009 minutes**)

e) November 5, 2009 (Tabled)

f) January 7, 28, 2010 (Tabled)

g) March 11, 2010 (Tabled)

November 19, 2010 Minutes

Frank stated that there is a policy for addressing plagiarism but that there is no procedure to implement plagiarism issues. This was one of Eligibility Requirement concerns with WASC. The minutes were tabled until next AC meeting for further discussion.

3) Announcements

a) Response Team assigned by President.

Team will be meeting at 2pm today. Galvin is the Chair for this team and Dr. Moran is also a member of the team. Frank made a request to Dr. Moran that meetings for this team be scheduled on Fridays to ensure faculty participation. Dr. Moran took note of this. Frank was asked if he was a member. He was not but he prepared documents for Larry Lee who is a member.

4) Old Business

a) English Language Institute – International Student Needs

i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero) This item was tabled until next meeting.

b) Summer 2010 Schedule

Frank will have the Summer 2010 Schedule reviewed and submit changes on Thursday, March 25. The final version of the schedule will be emailed to Academic Council son Friday, March 26.

c) Math Exit Exam/SHEFA Item was tabled as requested by Galvin.

Approved: 04/08/10

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- d) Faculty Peer Review
Dr. Griffin distributed a draft classroom observation form. School of Education also has something similar to what Dr. Griffin provided but is more detailed and with rubrics. Barbara will provide a sample in the next meeting. It was also noted that the Faculty handbook needs to be updated as well. It was last updated in 1997. Melena will also send feedback on the classroom observation form submitted by Dr. Griffin.

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

None

6) Individual Certificate Program (ICP) Revisions

None

7) Individual Degree Program (IDP) Revisions

None

8) Course Guide Review

a) **Cancellations**

None

b) **Modifications**

None

c) **New**

None

9) New Business

a) FERPA (Family Educational Rights and Privacy Act) Tabled by Melena

b)

10) Adjournment

Meeting adjourned at 1:35p.m.

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