

Northern Marianas College
ACADEMIC COUNCIL
Minutes of June 3, 2010

DATE: June 3, 2010

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara K. Merfalen, Dean of Academic Programs & Services, *AC Chair*

Barbara K. Merfalen, Acting Chair, SMHA Dept.

Thomas Scharts, Acting Chair, SSFA Dept. – Frank Sobolewski Proxy

Dr. John Griffin, Chair Business Dept.

James Kline, Chair, L&H Dept.

Pam Buckingham, Acting Director, SOE

Non-Voting Members:

Galvin Deleon Guerrero, Director, OIE

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Lourdes Villazon, Program Coordinator, RHSP

Anita Camacho, Procurement Manager, PPMO

James Revilla, Database Administrator, IT

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

1) Review and Adoption of June 3, 2010 Agenda

Under announcements: added b) Amanda Allen

A motion was made to adopt the agenda as amended. M/S: Pam/Frank. Motion carried.

2) Review and Adoption of the following Minutes

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

b) April 8, 2010 **Tabled**

c) April 22, 2010 **Tabled**

d) May 6, 2010

Joyce will need to clarify who Mr. Flores and his title. Need to correct MG 223 to MG 233. The May 6, 2010 minutes was approved as amended.

3) Announcements

a) Online Registration (James Revilla)

James Revilla, Systems Administrator under IT department gave presentation of self-service with PowerCampus). Self Service is web based therefore accessibility is not limited. Meaning we can have as many people on the system whereas server based is limited by purchasing licenses. At this time, we need to set up academic plan before we purchase the module. Academic plan must be 100% complete for self service to work properly.

It will cost NMC about \$6,000 for the first year maintenance. Total cost \$85,000 from \$93,000. It was noted that this is a one-time package deal and may not be available for long. The question is who is going to make the decision to purchase the module?

b) Amanda Allen

Frank requested that academic council invite Ms. Amanda Allen to explain what she does at IT.

4) Old Business

a) English Language Institute – International Student Needs

James Kline shared that he wanted to find out how to address the I-17 issue. He met with Lisa and Elena to identify ELI as a program so that international students can enroll in the program at NMC. It was noted that the ELI program must be indicate on the I-17 form as a program. Other requirements such as how long it will take and how many units a student will a need to take to complete the program will must be included on the form as well. The Chair asked that James come up with recommendation in writing to include historical background if it does not exist too. On the mission side, it was noted that it should not be exclusively set for international students. .

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b) Math Exit Exam (SHEFA)

Galvin shared that he provided to the previous AC Chair, Dr. Moran a memo on his assessment of the Math Exit Exam. Galvin volunteered to help and was willing to make an assessment on the exit exam. His assessment is that the math exit exams are fine since they are directly aligned with their SLOs. Every question can be traced directly to an SLO. They have also allowed for some flexibility for instructors to use scores.

He stated that there are other issues to be concerned about such as how the results of the assessment will be used? With some instructors, they use it to improve or modify their instruction and use them between and within terms. Instructors also use summative assessment where they use data from the exit exam to improve next time while others use formative assessment throughout the semester and others don't. Galvin referred to a line chart that he provided to make his argument.

- In Fall 2008 the Math Department decided to break up MA090 into MA088 and MA089. They felt that the SLOs for MA 090 were too big.
- The peaks on the line chart were during the summer which meant that the short term courses were more effective.
- There is an erratic trend and they are more pronounced by instructor.

Galvin in his personal opinion believes that the issues are not assessment but instructor issues. What percentage of the final grade is the exit exam? Everything. So really the final is the final grade. Frank mentioned that this issue was discussed between he and Eric Johnson that if students had a passing score on the course work that they would get a 4 points.

Galvin suggested that if we are to make any recommendations from an assessment standpoint some things that AC may want to consider is that the department chair of the math department to issue the exit exam not once but one at mid-term and the final, average it out or pick the higher score and leave the discretion to the department chair and not the instructor. The instructor should bring it to the department chair and not leaving it to one person. Frank commended Galvin on this and suggested that this would be really good for the department. This would be a proper use of assessment. If it's tests are teacher made they should reflect what is on the final.

Galvin also suggests that when AC do course assessment to really look at MA088 and MA089 if it lived up to its promise when they justified their creation. This was one thing that came up during the analysis of all of this.

c) Faculty Peer Review/Instructor Evaluation

Dr. Griffin had given some ideas and print outs as well as Pam from School of Education. This was to make suggestions to HRO for peer review process.

d) Course Assessment

Lisa shared that she emailed to AC all course assessment that were done in Fall 2008 Semester. Chairs were supposed to go back to the departments and see what course assessment have been done. In previous assessment cycle, it was Academic Council who was responsible for course assessment. The issue raised with this was no feedback from AC. Thus AC has to provide feedback if departments are required to submit course assessment.

What do we do with the evidence? How much review can AC do? Can we identify which courses will be evaluated in a semester? It was suggested that we stagger the assessment cycle for courses.

Galvin suggest that APS dean issue memo for chairs to provide schedule of course assessment schedule maybe 1-5 years staggered.

e) First Week of Instruction for Adjuncts

This issue has been brought to AC because we've had a couple instances where instructors asked if they will be paid for the hours they spent in the classroom before the class was cancelled. Do we pay by the hour or by credit? No personal actions or contract done yet because it's still first week of instruction. The Chair ask that this be tabled and that Ms. Bobbie Hunter from HR will be asked to attend to clarify this issue.

f) Professional Services Contracts for Adjuncts (Anita Camacho of PPMO)

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Anita shared some background that audit findings states that we have not been announcing positions to be in compliance with our policy. Basically, HR will need to announce the position via in-house spamming. Procurement recognizes individuals who are certified by board licenses as professional services. Another issue was that contracts were being prepared after the fact. It was noted that there is no way around this because of our policy that classes will run only when the minimum enrollment is met. Otherwise, the class is canceled. One suggestion was to include a provision in the contract to reflect that the contract is null and void if enrollment is not met. It was advised that legal counsel asked to review this provision.

g) FERPA (Family Educational Rights and Privacy Act)

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

None

6) Individual Certificate Program (ICP)

None

7) Individual Degree Program (IDP) Revision

None

8) Course Guide Review

- i) RH 101
- ii) RH 110
- iii) RH 120
- iv) RH 130
- v) RH 150
- vi) RH 210
- vii) RH 220
- viii) RH 230
- ix) RH 240
- x) RH 250

A motion was made to approve to place on inactive status RH 101, RH 110, RH 120, RH 130, RH 150, RH 210, RH 220, RH 230, RH 240, and RH 250 course guides. M/S: John/Pam. Motion carried.

b) Cancellations

None

c) Modifications

None

d) New

- i) HS 400
- ii) HS 410
- iii) HS 430
- iv) HS 440

A motion was made to approve HS 400, HS 410, HS 430 and HS 440 course guides as presented.

M/S: Frank/James:

Discussion: ALO is concerned that this was not approved and cautioned AC about the possible action by ACCJC. Galvin concerned about IDP not the course guide.

Motion carried as presented.

Frank stated that Dr. Moran signed IDP in May 2010.

A motion was made to invalidate the signing of the IDP until the all the course guides have been approved. The ALO was concerned because he had not received approval from the Senior Commission on this program under SOE. Pam stated that Dr. Moran stated gave the green light from the Senior Commission for the two new program. It is possible that Dr. Moran did his own analysis based on what we received from the Senior Commission.

It was asked if the program IDP can be distributed. It was noted that it was not a good idea.

Approved: 07.15.10

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After the discussion, a motion was made to suspend the signed IDP because 2 more course guides have not been approved yet and issue the IDP without the Dean's signature for advising purposes only. M/S: Frank/Dr. Griffin. Motion carried.

9) New Business

a) NMC Student Email (Melena)

Galvin shared that he believes there is discussion to have student emails transition to gmail. The Chair noted that Daisie will be asked to join Academic Council for more information.

b) Placement Levels and Prerequisites (Johnny Aldan) **Tabled**

10) Adjournment

Meeting was adjourned at 2:49pm

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