

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 1, 2010

DATE: July 1, 2010

TIME: 2:00 p.m.

PLACE: Board of Regents Conference Room

Voting Members Present:

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

Barbara K. Merfalen, Acting Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

James Kline, Chair, L&H Dept.

Pam Buckingham, Acting Director, SOE

Non-Voting Members:

Elena Hofschneider, Acting Director, OAR

Others Present:

Joyce Taro, Recorder

Melena Slaven, Director, RHSP

Frank Sobolewski, Instructor, SSFA Dept.

Amanda Allen, Distance Learning, IT

1) Review and Adoption of July 1, 2010 Agenda

Under Individual Degree Program (IDP) Revision and under Associates in Applied Science, added II) Business Administration: Computer Application Emphasis. Under Course Guide Review, Cancellation added I) LW 106, under Modification, added I) MA 087 and under New, added III) LW 110. Motion to approve the agenda as amended was made. M/S: John/Pam. Motion carried.

2) Review and Adoption of the following Minutes

a) June 3, 2010 – **Tabled**

b) June 17, 2010 – **Tabled**

c) June 24, 2010 - **Tabled**

3) Announcements

None

4) Old Business

a) English Language Institute – International Student Needs (James Kline)

James presented the English Language Institute Program under the Languages and Humanities Department that will hopefully meet the I-17 requirement for students who are interested in the program. Some recommendations were made M/S: John/Pam Moved to accept the statement as amended. James to clean it up.

b) First Week of Instruction and Professional Services Contracts for Adjuncts – **Table**

c) FERPA (Family Educational Rights and Privacy Act) – **Tabled**

This item was tabled but Melena shared that there were some objections about not including information on a reference letter. A memo was distributed once again for action if approved by AC. This item will be voted on for action at the next meeting.

d) Textbooks for Courses:

Elena shared Alayshia has since been working directly with faculty and it seems that the textbook information will be available as planned on the website and the schedule. Alayshia will be working closely with Frankie to upload the textbook information on our website.

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

None

6) Individual Certificate Program (ICP)

None

Approved: 07.15.10

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7) Individual Degree Program (IDP) Revision

- a) Associate in Applied Sciences
 - i) Business Administration: Business Management Emphasis
 - ii) Business Administration: Computer Applications Emphasis

Motion to approve the IDP reflected by the new course CS 160 for both degree programs was made.
M/S: Pam/James. Motion carried.

8) Course Guide Review

a) **Inactive Status**

None

b) **Cancellations**

- i) LW 106

A motion was made to cancel LW 106 course guide as presented. M/S: John/Pam. Motion carried.

c) **Modifications**

- i) MA087

A motion was made to change the name of MA 087 course guide from Basic Mathematics to Fundamentals of Mathematics. M/S: John/Pam motion carried.

d) **New**

- i) LI 260

There were some formality concerns but the most concern was the transferability of the course to other institutions. James was asked to address the issue of transferability and resubmit for approval at the next meeting.

- ii) CS 160

A motion was made to approve CS 160 course guide as amended. M/S: Pam/Tom. Motion carried.

- iii) LW 110

A motion was made to approve the LW 110 course guide as amended. M/S: John/Pam. Motion carried.

9) New Business

None

10) Adjournment

Before the meeting was adjourned, the Chair informed everyone that AC will not be meeting next week. Meeting was adjourned at 3 p.m.

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