

Northern Marianas College
ACADEMIC COUNCIL
Minutes of October 18, 2010

DATE: October 18, 2010

TIME: 2:30 p.m.

PLACE: N-5

Voting Members Present:

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

Dr. Alfredo De Torres, Acting Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

James Kline, Chair, L&H Dept.

Pam Buckingham, Acting Director, SOE

Non-Voting Members:

Amanda Allen, Distance Learning, IT

Maria Aguon, Program Coordinator, Tinian Site

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Sam McPhetres, Instructor, SSFA Dept.

1) Review and Adoption of October 18, 2010 Agenda

Under old business under a) added a.i. School of Education (SOE) Individualized Degree Programs. Under announcements, added a) WASC Team Visit. Under Course Guide Review under new d) SO 210

2) Review and Adoption of the following Minutes

a) July 15, 2010

b) July 22, 2010

c) July 29, 2010

d) August 5, 2010 Tabled

e) August 26, 2010 Tabled

f) October 4, 2010 Tabled

A motion was made to approve the minutes of July 15, July 22 and July 29, 2010 as presented.

M/S: Dr. Griffin/Dr. De Torres. Pam abstained. Motion carried.

3) Announcements

a) WASC Team Visit

WASC Team will be here Oct. 20-22, 2010. The Chair will be meeting with them on Wednesday. There are now 4 team members coming to visit. The fourth member represents the Senior Commission.

4) Old Business

a) Updated IDPs and/or ICPs

i) School of Education (SOE) Individualized Degree Programs (IDPs) - Pam Buckingham

Pam presented the draft IDPs for all four programs being offered under SOE. SOE redid the math so that we did not have to go through substantive change. They realized that the programs were well over the 50 percentile so they redid the math to stay below the 50 percent. The problem was that the numbers had to reflect from the first approved IDP by WASC and that was not the case with some of the IDP most especially with the Rehabilitation and Human Services (RHS) IDP. Pam referred members to the flow chart to better understand how the concentration will go. Looking at all the IDPs, if we follow from top to bottom, we can see the core course requirements, then general education requirements and then program requirements and below is what is particular regarding that particular concentration.

A motion was made to adopt all four IDPs for SOE as presented. M/S: Tom/Pam. Motion carried. The Chair requests that course guides be updated as needed for the approved IDPs for SOE.

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- b) Updated Course Guides
 - i) The Chair asked for updates from departments on their course guides. Tom shared that Barry Wonenberg is currently working on 4 of his courses, Ed Camacho is working on 4 for the Criminal Justice Program, Sam McPhetres will be presenting one today and then Dr. Belky will be next. In the Business department, Dr. Griffin reported that they have 30 courses being offered, 23 are current and 7 are currently being updated. James Kline will need to work with Mona and get back to AC. The Chair asked that Dr. De Torres follow up with Gina or Loly on the status of the Sciences, Math, Health and Athletics department. He states that he is working on revisions pending approval from faculty at this time. Course guides for SOE will be determined later.
 - c) Curriculum Mapping between NMC and PSS
 - i) Tabled at this time. The Chair has communicated with PSS but has not heard back from them. As soon as she hears from Ms. Jackie Quitqua from PSS, she will report to AC.
 - d) Book Club
 - i) Tabled. The Chair is leaving this issue to AC members. Motion to remove this item from the agenda. M/S: John. It was requested that copies be provided before we remove the item from the agenda.
 - e) Faculty Observation Policy and Protocol for Department Chairs
 - i) The Chair asked if department chairs have done any observations. James has been using what Dr. Griffin presented in AC as the evaluation tool for his observations. Tom also was using the same evaluation from Dr. Griffin. Dr. De Torres has his own evaluation. The Chair asked for the blank evaluation forms that they are being used to be placed in the WASC room as evidence for WASC. Any mechanism that are being used to please submit to the Chair to be included as evidence for WASC.
 - f) BE 111 Learning and Study Strategies Inventory (LASSI) Surveys
 - i) Tom Sharts was just asking for what the protocol for purchasing of the survey is. The issue is some students have the survey but most don't. Instead of students paying for the survey at the bookstore, maybe they can purchase it from the department. This could be included in the fee cost to the students. **The Chair will bring this issue to Management Team (MT) and will report back to AC.**
- 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
- a) Inactive Status - None
 - b) Cancellations - None
 - c) Modifications
 - i) HI 255 Presented by Sam McPhetres. Members recommend that corrections be made and to include title of recommended book and return for action by AC in the next meeting.
 - ii) SO 101 by Tom Sharts. A motion was made to adopt the SO 101 course guide as amended.
M/S: Dr. Griffin/James. Motion carried.

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d) New

- i) SO 210 New course to reflect relationships and their status. Discussion on what the reality is now with love and marriage. It was recommended to cancel SO 216 if SO 210 will replace the SO 216 course. Tom will make the necessary changes to the SO 210 course guide and prepare the cancellation of SO 216 to the next meeting for approval.

9) **New Business**

a) Moodle Training for Faculty (IT) – Amanda Allen

- (1) Amanda shared her proposal for moodle. The proposal is for online courses to have three components for each course online. Amanda asked that for each course, instructors put the date, the instructor's name and course syllabus for Spring 2011. To assist instructors doing this, she has scheduled trainings for moodle and other technologies. Training dates are October 29 and November 13, 2010. There are currently 13 instructors using moodle to upload their resources. We are starting small and we are looking forward to building up towards Fall of next year. This is stepping stone to moodle and hoping to get instructors to be more active. At this time she asks that at least their course syllabus are upload and giving students access. Hopefully this will lead to assignments and students submitting them online.

b) Website Accessibility (IT)

- i) Hotmail does not recognize email from NMC.edu. It is reading nmcnet.edu as a spam. If student can't through, ask if they have a hotmail account. If so, then ask them to create another account on yahoo or gmail. We're supposed to be on gmail by now for students but it's still on-going.

10) **Adjournment**

Moved to adjourn was made. M/S: Dr. Griffin/Tom. Meeting adjourned at 4:08pm.

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