

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 22, 2010

DATE: November 22, 2010

TIME: 2:30 p.m.

PLACE: N-5

Voting Members Present:

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

James Kline, Chair, L&H Dept.

Dr. De Torres, Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Rosa Tudela, Chair, Nursing Dept.

Velma Deleon Guerrero, Acting Director, SOE

Non-Voting Members:

Galvin Deleon Guerrero, Director, OIE

Others Present:

Lisa Hacskaylo, Institutional Researcher, OIE

Joyce Taro, Recorder

Frank Sobolewski, Instructor, SSFA Dept.

Meeting called to order at about 2:35pm.

1) Review and Adoption of November 22, 2010 Agenda

Under old business: added a) Curriculum Mapping, b) Student Achievement Data and c) LASSI Survey

A motion was made to adopt the agenda as amended. M/S: Dr. Griffin/James. Motion carried.

2) Review and Adoption of the following Minutes

a) November 8, 2010 **Tabled**

b) November 15, 2010

A motion was made to approve the November 15, 2010 minutes as presented. M/S: Dr. Griffin/James: Motion carried.

3) Announcements

a) Academic Promotion Materials (Frankie Eliptico)

Frankie reported that he would like to build on the academic brochures that was discussed before and would like to have these done. As part of marketing, OIA would like to have the brochures be uniformed. A sample copy of was provided. The only information that he would need would be the department and/or program information and these can be emailed to Frankie. He will send template for all to work with. The brochures will be used for every recruitment.

b) Online Registration (Lisa Hacskaylo)

Lisa reported that the pilot for online registration is on hold due to funding issues.

4) Old Business

a) Curriculum Mapping

Galvin informed the department that PSS is ready meet with NMC on mapping. Jackie is ready to send her math and English folks for a meeting here at NMC. The Chair encouraged the department Chairs for Math & English to encourage their faculty to participate in this meeting. The Chair will write a letter to PSS to officially request for this meeting to happen.

b) Student Achievement Data

Last week Galvin discussed this data with the Form 2 authors to answer some questions as to why the data needs to be tracked. These data were based on request from previous chairs and faculty met with Dr. Allan Belcher with Key Trio and they agreed to track this data. Galvin suggested that it would be good to shared this information to the departments again. A question came up with the authors about changing the course completion data and Galvin stated

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the answer to this will have to come out of Academic Council (AC). Galvin also shared that PROAC is almost done reviewing all the Form 2s for academic programs and shared that the lack of direct or indirect evidence of student learning and the discussion of it is a concern. However, this should not be a concern if we are monitoring the data and that they should be readily available. The fact that the data is not recorded in the Form 2s this would be a concern for PROAC and most especially AC. Student learning data is not reported in the Form 2s at the course assessment level. These data should be available as we assess courses.

c) LASSI Survey

Tom shared that the department will request from BAFC additional funds for Summer semester offering of BE 111. The department will also include in the 2012 budget cost to purchase the survey beginning Fall 2011 semester to ensure that all students in BE 111 course take the survey.

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

None

d) New

None

9) **New Business**

a) None

Before adjourning the meeting, the Chair announced that AC will not be meeting next week and that Department Chairs/Director will have to attend the budget workshop.

Frank wanted to announce some minor changes that were needed to be made on the Spring 2011 Semester schedule. These changes have already been made through OAR and that he was only providing a copy to all and to be informed.

10) **Adjournment** Meeting adjourned 3:06pm.

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