

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 8, 2010

DATE: November 8, 2010

TIME: 2:30 p.m.

PLACE: BOR Conference Room

Voting Members Present:

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

Christaine Pangelinan for Leo Pangelinan, Acting Director, CPS

Non-Voting Members:

Galvin Deleon Guerrero, Director, OIE

Marissa Takai for Cynthia Deleon Guerrero, Director, OAR

Amanda Allen, Distance Ed Coordinator, IT

Others Present:

Lisa Hacskaylo, Institutional Researcher, OIE

Frank Sobolewski, Instructor, SSFA Dept.

Joyce Taro, Recorder

Meeting called to order 2:38pm by Dr. Griffin. Thomas Sharts explained that he asked Dr. Griffin to facilitate the meeting since he was more familiar with Roberts Rules.

1) Review and Adoption of November 8, 2010 Agenda

Under Old Business: item c) was tabled and added e) Final Exam Schedule.

Agenda was accepted as amended.

2) Review and Adoption of the following Minutes

a) October 4, 2010 Minutes was approved as presented.

b) October 18, 2010 Minutes was approved as presented.

c) October 25, 2010 Minutes was approved as amended.

d) November 1, 2010 Minutes was approved as amended.

3) Announcements

a) None

4) Old Business

a) Update on Spring 2011 Schedule of Courses (Was due 11/5/10)- Frank Sobolewski

Frank reported that the Spring 2011 Schedule has not been finalized yet because he is still meeting with the department chairs to address some corrections that need to be made. Frank will proof read and bring to Joyce at 3:30 p.m. tomorrow, November 19, 2010.

Frank will email Joyce electronic files of department schedules. Joyce will then compile and try to have the final version out by Friday for print-out on Saturday this week.

b) Vice Chair for AC **Tabled**

c) Purchase of LASSI Surveys **Tabled**

d) Final Exam Policy

Frank shared the policy (Educational Program #3019) about Final Exam Week. Each Dept. Chair should ask instructors on how they are meeting this requirement.

Approved: 3/18/11

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e) Final Exam Schedule

Frank made some recommended changes to ensure that Friday and Saturday classes are also covered in the Final Exam Schedule. As the Acting Dean, Tom Sharts approved to have the schedule sent out again to reflect changes.

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

A memo was distributed to AC members to look at for not meeting the Nov. 5th deadline of Form 2s. Formal request will be made at the next week. The letter was to temporarily suspend the programs until the program actually completes the form 2. It was highly recommended that a form 2 at least be done to support the memo.

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) SO 218

A motion was made to adopt the SO218 course guide as presented. M/S: James/Dr. De Torres. Motion carried.

d) New

None

9) New Business

a)

Before the meeting was adjourned, Marissa Takai asked that names be submitted to OAR for individuals who will need access to PowerCampus for advising week.

10) Adjournment

Meeting adjourned 3:25p.m.

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