

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 29, 2010

DATE: July 29, 2010

TIME: 2:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Chair

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

James Kline, Chair, L&H Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Non-Voting Members:

Cynthia Deleon Guerrero, Director, OAR

Galvin Deleon Guerrero, Director, OIE

Others Present:

Lisa Hacskaylo, Institutional Researcher, OIE

Amanda Allen, Distance Learning, IT

Shirley Blas, Recorder

Meeting was called to order at about 2:10 p.m.

1) Review and Adoption of July 22, 2010 Agenda

Under New Business (9a), request for Nursing Assistant certification review to be **Tabled**.

Motion to approve agenda as amended - M/S: James Kline/Tom Sharts

2) Review and Adoption of the following Minutes

a) July 01, 2010 -Tabled

b) July 15, 2010 -Tabled

c) July 22, 2010 -Tabled

3) Announcements

NONE

4) Old Business

a) First Week of Instruction and Professional Services Contracts for Adjuncts (HRO/Procurement) **Tabled**

b) Liberal Arts Program- Temporary Advisor?

Dean Merfalen stresses the importance of identifying an Advisor/Coordinator for the program and also informs everyone present that she is temporarily designated as the Advisor.

c) Updated Advisor-Advisee Listing

Cyndi Guerrero reminds everyone to review and update all the student information provided to the Department Chairs and Advisors and to submit to OAR as soon as information is completed.

d) Fall 2010 Course Schedule

Cyndi Guerrero stresses the importance of students to be advised accordingly. Dr. De Torres adds that Faculty should be advising based on their expertise (field) and that Faculty will prioritize their area before assisting in other areas. Dean Merfalen announces that a course must meet the required cap (with a minimum of ten) in order for the class to continue.

e) Updated IDPs and/or ICPs (program changes that will be effective Fall 2010)

Cyndi Guerrero follows up on School of Ed. IDP. She further states that OAR will not be able to apply current changes without proper documentation leaving them with a dilemma of not being able to provide students an official copy when requested for. Dean Merfalen announces that there are still some course guides pending finalization but in process. Cyndi also states that the Student Exchange Visitor Information Systems needs an update on institution info. and that we are required to submit an I-17 form identifying information on ELI. She further adds that she needs the AC's

Approved: 10/18/10

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approval in order for it to go on the books and for her to apply official updates. Dean Merfalen states that it was presented by James Kline and approved by the AC during one of the previous meetings. James Kline explains that an ELI is basically a certificate of completion of the higher NDU courses, which would then enable the student to transfer into the college level courses. Discussion on certificate program continues with many questions arising from whether it should be recognized as completion or participation. Cyndi states that in order for foreign students to qualify for an I-20 form they must be a part of the ELI program. James Kline then clarifies that the sole purpose of the ELI is to acknowledge the fact that students have completed their required courses.

- f) Updated Course Guides (courses that will be offered in Fall 2010)
NONE

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
NONE

9) New Business

- a) Nursing Assistant certification review-**Tabled**
- b) Course Guides (Assessments)
Dean Merfalen reminds all departments to review their perspective course guides and update as needed. Lisa Hacskaylo reminds everyone that course guides are to be updated every three years as agreed and passed by the AC.
- c) Accreditation Notes (B. Merfalen)
Dean Merfalen shares some notes from ACCJC for reference and guidance and requests for Department Chairs to review them. Cyndi Guerrero points out that Faculty Instructors are required to submit a course syllabus to the Department Chairs before the end of the second week of instruction every semester. Departments must have a file of copies available in the event that requests are received.
- d) AC Evaluation Responsibility on Program Assessment (B. Merfalen)
Dean Merfalen reminds everyone that the AC may hold some responsibility in identifying some courses that may need evaluation. Galvin DLGuerrero shares detailed examples of PROAC practice and process that may work for some departments.

10) Adjournment

Before meeting was adjourned, Dean announces that AC meetings for Aug. 12 and 19 are cancelled due to the Fall 2010 registration. Motion to adjourn was made. Meeting adjourned at approximately 3:05pm.
M/S: James Kline/Thomas Sharts

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