

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 11, 2011

DATE: February 11, 2011

TIME: 2:30 p.m.

PLACE: BOR Conference Room

Voting Members Present:

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

Michael Nurmi, Instructor for James Kline, Chair, L&H Dept. and Vice Chair

Dr. De Torres, Chair, SMHA Dept.

Dr. John Griffin, Chair Business Dept.

Rosa Tudela, Chair, Nursing Dept.

Dr. Joseph Peters, Director, SOE

Leo Pangelinan, Acting Director, CPS

Non-Voting Members:

Lisa Hacskaylo proxy for Director, OIE

Cynthia Deleon Guerrero, Director, OAR

Others Present:

Joyce Taro, Recorder

Rosaline Cepeda, Registrar, OAR

Meeting was called to order at 2:35 p.m.

1) Review and Adoption of February 11, 2011 Agenda

A motion was made to approve the agenda as amended. M/S: Dr. Griffin/Dr. De Torres. Motion carried.

2) Review and Adoption of the following Minutes

- a) November 8, 2010 Tabled
- b) November 22, 2010 Tabled
- c) December 6, 2010 Tabled
- d) December 20, 2010 Tabled
- e) December 27, 2010 Tabled

3) Announcements

- a) Self-Study

Mike Nurmi wanted to know where we are at with the self-study process and asked what assistance is needed?

According to the Chair, committees have begun and have been set up with members of the leadership from the last time and that a schedule is being developed to begin the work. Mike requested for the composition of the committees be sent and Lisa shared that the listing may be out by Monday. The Chair also mentioned that in College Council participation from the college community was encouraged.

4) Old Business

- a) Strengthening Students in Math at NMC (L. Chapap) – Tabled

- b) Faculty Portfolio

The Chair asked about status of the faculty portfolio with regards to evaluations. Dr. Griffin has assigned one of his staff as the coordinator for this. What other evidence should be collected to be included in the faculty portfolio. At this time departments will develop their own methods and tools for evaluation and move towards uniformity. The portfolio will be used by the department chairs in assessing faculty in their departments.

Leo asked the Chairs come up with an assessment to meet and address concerns for Standard II.A.7.a. The Chair shared that the Standard II team realized the need for that the last time and that the committee is trying to put some kind of statement on the course evaluation to collect information to help us meet this need. It was shared that the portfolio is used to address the needs of the program and that there are two parts to the course evaluation: curriculum and to improve method of instruction. The Chair also emphasized that part of the portfolio is used for conferencing.

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It was also mentioned that the portfolio be used to encourage advisors to be proactive in advising and make improvements and maybe even look at mentorship. Most advisors are instructional and issues are rising regarding advisement.

- c) Gen Ed SLOs
 - i) Chair for Gen Ed Committee (James Kline) – Tabled
Mike questioned why James is in charge of this and that he hopes that this doesn't go directly to the Languages and Humanities Department. The Chair stated that it was a recommendation from Tom Colton who was the Chair for the Gen Ed Committee.

- d) Course Assessment
 - i) Staggered Schedule
 - (1) The Chair has received only one schedule and that is the Social Sciences & Fine Arts Department.
 - (2) It was shared that some faculty are not following recommendations on what needs to be done when they were advised to collect evidence as required. The Chair made it very clear that the faculty will be accountable for not meeting these course assessments. **AC will be responsible in reviewing the course assessment.** It was asked if TracDat is or can be used to track evidence as they are collected? According to Lisa she believes that it was done before but doesn't know where they're at today. She also mentioned that adjunct faculty are allowed to do course assessment and that some departments are making sure that adjuncts are involved.
 - (3) The only issue was how do we provide feedback on the assessment directly back to the department. The Chair will be going to Hawaii for PPEC and she will inquire from other Deans and report when she returns.

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

- a) RST – Related Services Training
Proposal was distributed by Dr. Peters and he explained that currently no one is in the program and that the courses for this program are imbedded in other programs. Once approved to inactivate this program, courses under the program will be removed from the catalogue. A motion was made to place on inactive status the RST Certificate Program effective today, February 11, 2011. M/S: Dr. Griffin/Mike Nurmi. Motion carried.

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

OT 101 Dr. Griffin explained that the current course guide on file is as of 1999 and did not have signatures. He also mentioned that it did have a test out of typing speed to waived the pre-requisite to get into the CS 103 course. A motion was made to approve the OT 101 course guide as presented. M/S: Dr. Peters/Dr. De Torres. Motion carried.

TS 103 This course guide was last updated in 2004. A motion was made to approve TS 103 course guide as amended. M/S: Dr. Peters/Dr. De Torres. Motion carried.

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Cyndi questioned on if there are any courses that substitutes this course guide because it's a required course to meet certain degree programs. Dr. Griffin said "No".

- d) New
None

9) New Business

- a) Summer and Fall 2011 Academic Calendar

The council reviewed the academic calendar for Summer and Fall 2011 semester to determine add/drop week and academic advising week and to do so, the schedule of courses for both semesters must be made available. A motion was made to have the Summer and Fall 2011 Course Schedule due by Monday, February 25, 2011. M/S: Mike/Leo. Motion carried.

After much discussion, a motion was made to have Academic Advising for Summer & Fall 2011 on April 11-15, 2011. M/S: Dr. Griffin/Dr. Peter. Motion carried.

- b) Summer 2011 Schedule of Courses and Book Orders (addressed under item 9.a)

- c) Fall 2011 Schedule of Courses (addressed under item 9.a)

- d) Workloads & Credits (combined d & e)

The Chair after reviewing and evaluating the full-time faculty workloads asked departments to look at credit allocations on their course guides to include clinical, labs, practicum, etc. There has got to be something uniformed and traced to justify requests for such credits. What is the value you place on these courses? She leaves this up to the department. Lisa recommended that a workload calculation policy be in place to address this concern.

- e) Credits (discussed under item 9.d)

- f) Manamko Tuition Waiver

Cyndi shared some concerns regarding the Educational policy 3037 and asked that AC determine if the number of courses taken should be limited or not. According to policy there is no limitation. Dr. Peters asked if this is based on the availability of space? Not at this time and Dr. Peters says that this is not good. HRO has a policy similar to this and that maybe a comparison be made.

- g) Attendance Policy

It was asked that AC look at this policy and give advice on how to best address student in certain situations. The policy currently states that only Military and Medical Leave will a student to withdraw from courses after the withdrawal deadline.

Leo announced that he will be stepping down as a voting member of AC. The new Director of Counseling, Timothy Baker will start work next week and will be a voting member of AC.

10) Adjournment

Meeting adjourned 4:14pm.

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