

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 18, 2011

DATE: February 18, 2011

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. *Vice Chair*

Dr. De Torres, Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Rosa Tudela, Chair, Nursing Dept.

Dr. Joseph Peters, Director, SOE

Dr. Tim Burk, Director, CPS

Non-Voting Members:

Lisa Hacksaylo, for Galvin Deleon Guerrero, Director, OIE

Cynthia Deleon Guerrero, Director, OAR

Amanda Allen, Distance Ed Coordinator, IT

Others Present:

Joyce Taro, Recorder

Meeting was called to order at 2:33pm.

1) Review and Adoption of February 18, 2011 Agenda

Under Review and Adoption of Minutes, items 2a-2d were tabled. Under Course Guide Review, under Modifications, added: III) EN 093, IV) CS103 and V) LW110

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

Additional changes were made to the agenda. Under Announcements, added: b) Graduation Committee. Under Old Business, tabled items b) Faculty Portfolio, c) Gen Ed, g) Workloads and h) Credits. Under New Business, tabled: a) Academic Advising and added: d) Student Development Policy

A motion was made to adopt the additional changes (addendum) to the agenda. 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

A motion was made to approve the December 27, 2010 minutes as presented. M/S: Dr. Griffin/James. Motion carried.

f) February 11, 2011

A motion was made to approve the February 11, 2011 minutes as amended. M/S: Dr. Griffin/James. Motion carried with one abstention.

3) Announcements

a) Vice Chair will facilitate Feb. 25, 2011 AC Meeting

The Chair informed council members that James Kline who is the Vice Chair for AC will facilitate the meeting next week because she will be busy with the Presidential Search Committee (PSC).

Graduation Committee

It was mentioned that member listing for the Graduation Committee be updated because some members are no longer with the institution. Cyndi mentioned that there is a need to have a representative for the two year and four year degree program.

APPROVED: 03/18/11

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The individuals will need to meet with these two groups to discuss and decide on certain things such as awards. The Chair requested and asked for volunteers to meet this need before any appointments be made. Dr. Joseph Peters by position will be representing the 4 year degree program. For the two year, it was mentioned that action or decision be made at the next meeting.

4) Old Business

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

A recommendation was made for the college to have a three hour refresher course before taking a math placement test. Dr. De Torres stated that this is now an on-going work between PSS & NMC. Lisa also suggested that a courses can also be made available through a math boot camp under CDI. Tom Colton also shared that in Hawaii these are available through computers (computer based). This could also be set up through moodle and make it available for students this way as well.

b) Faculty Portfolio – **Tabled**

c) Gen Ed SLOs - **Tabled**

i) Chair for Gen Ed Committee

d) Course Assessment

i) Staggered Schedule

The Chair asked that Department Chairs/SOE Director ensure that this is on-going and that these must be submitted soon as part of our evidence. If Chairs/Directors are not going to be responsible for the evaluation of the course assessment, then they need to appoint someone from their department as the person who will be responsible to take on this responsibility. The Chair asked that names of faculty be submitted to her so that she can begin working with faculty on the evaluation of our assessment of courses.

e) Summer and Fall 2011 Academic Calendar

In the last meeting, it was decided that Summer and Fall 2011 schedules will be due Feb. 25, 2011. Academic advising week for Fall 2011 was determined to be from April 11-15, 2011. This information will be publicized for all to be informed. Deadline for for Summer and Fall 2011 Schedule to be submitted to the Dean or Joyce by March 4, 2011 and deadline to submit to OAR is March 7, 2011.

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

f) Book Orders

Everyone was reminded that book information must be made available online. Deadline for book orders will be February 25, 2011. Lisa emphasized that book information must be available online this time around or we will lose federal funding.

g) Workloads - **Tabled**

h) Credits - **Tabled**

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) MU 106 Tom will make the recommended changes and resubmit to AC for action at the next meeting.

ii) ED 211 –Dr. Peters was not present thus item was tabled.

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- iii) EN 093 James will make the recommended changes and resubmit to AC for action.
- iv) CS 103 - **Tabled**
- v) LW 110 - **Tabled**

d) New

9) New Business

a) Academic Advising – **Tabled**

b) TOEFL Exam

All TOEFL exams must stop because we are not licensed to use the TOEFL. The department has been made aware of this and they will need to develop and have something in place to accommodate students. Our course guides have TOEFL incorporated in them and that is why this is a concern. The department will have to update their course guides to reflect the non-usage of TOEFL.

c) Accuplacer

The Languages and Humanities department used Accuplacer in Spring 2011 and it seems to meet the English Placement test. A motion was made to have Accuplacer as the English Placement testing effective today, February 18, 2011.

M/S: James/Dr. Griffin. Motion carried.

d) CS 103 & LW110

These courses may be included as part of the general education requirements, therefore departments need to keep this in mind and be prepared to update the Individualized Degree and Certificate Plans (IDPs/ICPs).

e) Student Development Policy

The Chair asked that members take time to review the proposed changes on the Student Development policies as soon as they are sent out by Cynthia. Some changes are referenced to the changes on the placement test. Feedback is critical for improvement. The Chair mentioned that in College Council it was a concern that we are not following our placement policies and she asked that English and Math departments ensure that we are following our policies. The issue was more regarding the math placement therefore the Chair will speak with Dr. De Torres on the issues.

10) Adjournment

Meeting adjourned at 3:30 p.m.

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