

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of March 25, 2011**

**DATE:** March 25, 2011

**TIME:** 2:30 p.m.

**PLACE:** BOR Conference Room

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**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

**Non-Voting Members:**

Lisa Hacskaylo, for Galvin Deleon Guerrero, Director, OIE

Amanda Allen, Distance Ed Coordinator, IT

**Others Present:**

Joyce Taro, Recorder

Meeting called to order at 2:35pm.

**1) Review and Adoption of March 25, 2011 Agenda**

Under Announcement: added a) Advising Week and b) Assessing Student Learning

Under Old Business: under a) Workload (Committee work) and added d) Staggered Course Assessment

Under Course Guide Review under c) Modification: tabled AN 105 and added ii) EN 084, EN 094 and EN 101

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

**2) Review and Adoption of the following Minutes**

a) November 22, 2010 Tabled

b) December 6, 2010 Tabled

c) December 20, 2010 Tabled

d) February 25, 2011 Tabled

e) March 18, 2011 Tabled

**3) Announcements**

a) Advising Week

The Chair met with the Academic Programs Administrative Managers and informed them that we will be using the green sheet template for advising week. The only part that will need to be changed on the green sheet form is the department name. She announced that she will be meeting with Dean Leo to discuss the training for all faculty/advisors on the green sheet week. It was noted that the visiting team will be here during advising week and the Chair asked that we need to continue doing what is expected of us in our regular day to day activities.

b) Assessing student learning outcomes

For informational purposes only at this time, the Chair plans on purchasing the book on Assessing Student Learning for all Department Chairs and SOE Director. This would be possible only if funding is available. Lisa briefly shared and distributed handouts as well to show direct and indirect evidence of student learning.

**4) Old Business**

a) Workloads

i) Faculty Committee Work

The Chair asked that department heads collect information on all committee work by themselves and their faculty from Fall 2010 and Spring 2011 semesters. This information must be sent to the Dean and Joyce as soon as possible. The Chair made it very clear that these assignments are in our faculty contract.

The Chair will send the information on what meetings are mandated to attend and which ones are by invitation only. This information was sent out previously by Galvin but the Chair will have him resend it.

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- b) Credits  
The Chair reminded department heads on evaluation of credits for budget purposes. This must be tied to the scope of work whether it be for instruction or non-instructional.
- c) AC Evaluation Committee  
The Chair asked that academic department heads email names of their representative so that we can begin evaluating the Fall 2010 course assessment
- d) Staggered Course Assessment  
. Form 1s have been submitted by Languages & Humanities Department and School of Education have been identified. Business, Sciences, Math, Health & Athletics, Nursing, and Social Sciences and Fine Arts have not submitted. Deadline for Form 1 for Fall 2010 was set for Friday next week, April 1, 2011. Some concerns were discussed about the due date of Form 1s. The Chair made it very clear that assessment is on-going therefore expecting to told when is the due date should not be an issue. Departments are somewhat confused about deadline and number of SLO to be assessed. It was made clear that departments follow what their staggered course assessment schedule. Two SLOs are at minimum is what we would like to see and used in assessing course assessment.

Deadline for Spring 2011 course assessment Form 1 with 5 columns completed to include evidence is due at the end of Spring 2011 semester. These will then be submitted to the AC Evaluation Committee for feedback. This assessment process must be part of our culture.

The visiting team will be here April 13-14, 2011. Tom asked what the process is when we're done with the evidence. The Chair stated that these are on-going therefore evidence should be made available for the Self-Study that's coming up in 2012.

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

**6) Degree and Certificate Program Review**

- a) Revisions to IDPs/ICPs
- b) Inactive Status IDPs/ICPs

\*Individualized Degree Plan (IDP) and Individualized Certificate Plan (ICP)

Move to amend the agenda to include action on IDP and ICP. A motion was also made to accept "Plan" to represent the P in the acronyms. M/S: Dr. Griffin/James. Motion carried.

**7) Course Guide Review**

- a) Inactive Status  
ED 105

Dr. Peters presented the course is moved to the 400 level therefore it is no longer needed. A motion to place ED 105 course guide under inactive was made. M/S: Dr. Griffin/Dr. Peters. Motion carried.

Dr. Griffin shared that this course may be needed later to accommodate the lack of computer skills of some of our students. Dr. Peters also noted that it may be a possibility but we can't make any changes at this time until we're out of Show Cause.

- b) Cancellations
- c) Modifications
  - i) AN 105 – Tabled

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- ii) EN 084 -
- iii) EN 094
- iv) EN 101

James stated that he did his research and that Agnes McPheters told him that the practice of having additional credit to the instructor was approved. With that said, the course guide reflects that 4 credits be charged to the student and an additional 1 credit to the instructor. A motion was made to approve 1 credit to the instructor for EN 084, EN 094 and EN 101 writing courses. M/S: Dr. Griffin/Joseph. Motion carried.

- d) New  
None

**8) New Business**

- a) Moodle

Amanda presented an update to the Moodle proposal to include an important disclaimer due to some concerns that has been brought to her attention. The disclaimer stated that online is not intended to replace contact hours. For emergency purposes moodle can accommodate the need to keep students informed regarding their classes. Dr. Peters and Amanda can work on this proposal.

- b) Adjuncts and Professional Services Contract

The Chair that Professional services contract are specifically for retirees. There is a different funding for adjuncts under professional services contract and those who are only adjuncts. Make sure adjuncts are certified prior to teaching and that their service contracts are signed and valid. The Chair clearly ask that no person under professional services contract be on the schedule unless they have an existing contract with HRO. It was also made clear that the department does not have to hire these professional services contract if they are not needed.

The Chair has removed all adjuncts under professional services contract for the Fall 2011 schedule until funding can be identified or is available.

**9) Adjournment**

Meeting adjourned at about 4:05pm.

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