

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 1, 2011

DATE: April 1, 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.

Dr. Joseph Peters, Director, SOE

Dr. Tim Baker, Director, CPS

Non-Voting Members:

Galvin Deleon Guerrero, Director, OIE

Cynthia Deleon Guerrero, Director, OAR

Amanda Allen, Distance Ed Coordinator, IT

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Meeting called to order at 2:40pm.

1) Review and Adoption of April 1, 2011 Agenda

Under Review and adoption of minutes: Tabled minutes of December 20, 2010 and February 25, 2011.

Under Announcements: added a) Spring 2011 Registration Survey Results, b) Grades for Graduation Candidates, c) Placement Test Schedules, d) Program Brochures and e) Community College Faculty Survey of Student Engagement (CCFSSE)

Agenda was adopted as amended. M/S: Dr. Griffin

2) Review and Adoption of the following Minutes

a) November 22, 2010

Minutes of 11/22/10 was adopted as amended. M/S: Dr. Griffin/Dr. Peter. Motion carried.

b) December 6, 2010

Minutes of 12/6/10 was adopted as amended. M/S: Dr. Griffin/Dr. Baker. Motion carried.

c) December 20, 2010 Tabled

d) February 25, 2011 Tabled

e) March 18, 2011

Minutes of 3/18/11 was adopted as amended. M/S: Dr. Griffin/Dr. Peters. Motion carried.

f) March 25, 2011

Minutes of 3/25/11 was adopted as presented. M/S: Dr. Griffin/Dr. Baker. Motion carried.

3) Announcements

a) Spring 2011 Registration Survey Results

The results of the Spring 2011 Registration Survey was made available and Cynthia acknowledged and thanked the Office of Institutional Effectiveness for providing the data. As Chair of Registration Committee Cynthia shared some items that were talked about in their committee. .

1. Looked at the separation of Math and English placement test results. As of now, the results are shown as one and it was hard to determine if the results were from the process or methods used for English versus the Math.

Approved: 4/29/11

Page 1 of 3

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 1, 2011

2. The committee also agreed that offering a prep course for placement test takers will be helpful. Cynthia sent out the file on the analysis for AC to review. Clarification was made that in the report by OIE. Galvin mentioned that for each question there are two sections. One section is quantitative which is how students rated the question; then comments were reviewed and OIE tried to lift recurring themes, not everyone commented and OIE noted this data but that data is both quantitative and qualitative. Discussion about the Registration committee not meeting consistently before was the result of the negative outcome. However improvements were made and it's quite evident this semester. It was recommended that the registration committee remain active. It was mentioned that the biggest improvement came from using the student number (PC) to organize registration.

b) Grades for Graduation Candidates

Cynthia reminded everyone that grades are due May 14, 2011 for graduates and that OAR will be open from 9am-5pm to receive the grades.

c) Summer & Fall 2011 Placement Schedules

Cynthia thanked the Math and English department for submission of the placement test schedules which will be included on the schedules.

d) Program Brochures

Farrah Younis of the Office of Institutional Advancement requested that all information about department and their programs be to them as soon as possible.

e) Community College Faculty Survey of Student Engagement (CCFSSE)

The Chair requested that Lisa Hacskaylo inform the department chairs know that this year the Community College Faculty Survey of Student Engagement (CCFSSE) which is sent out electronically to the instructors that have been selected for the CCFSSE itself that they will be receiving by email a link for them to complete the CCFSSE by May 2, 2011. The instructors know about the CCFSSE, those that are involved and that a memo will be coming out from the Interim President. The Chair encouraged department heads to make sure that faculty are aware of this information.

4) Old Business

a) Advising Week

The Chair will be meeting again with Leo about the advising week (green sheet week) April 11-15, 2011. Training for advising week (green sheet) is tentatively scheduled for April 8, 2011 for Department Heads, Administrative Managers, Advisors, Counseling and the Office of Admissions and Records. Details will be emailed before advising week which begins April 11' 2011.

b) Credits (Federal Regulation on Credit Hours)

The Chair informed Department Chairs/Director regarding information provided by Galvin from Dr. Beno and the USDO and that today she received more information from Cynthia regarding credit hours. It was mentioned that the Federal Government is only making this applicable to for profit institution which is more concentrated on the private institutions and not for public. The Chair encouraged everyone to read up on this issue and that we may have to discuss this because it may affect all of us.

c) AC Evaluation Committee

The Chair will send out the list of names so that everyone can meet and discuss guidelines and expectations and report back to AC.

d) Staggered Course Assessment Schedule

The assessment schedule is due today from the academic departments and to justify why some courses have not been looked assessed. Galvin reiterated the urgency to have the evidence in WASC room today. Mike Nurmi stated that he and Dan LaMarche are willing to be a part of the AC Evaluation committee. Rosa Tudela also wanted to be in this committee.

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 1, 2011

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

None

6) Degree and Certificate Program Review

a) Revisions to IDPs/ICPs

None

b) Inactive Status of IDPs/ICPs

None

7) Course Guide Review

a) Inactive Status

None

b) Cancellations

None

c) Modifications

i) AN 105 Cultural Anthropology

It was recommended that Tom make necessary changes as recommended and return to AC to further review.

d) New

None

8) New Business

a) Administering Course Evaluations for Spring 2011

The Interim President has approved the additional questions to be included in the Spring 2011 Course Evaluation of the Course and Instructor. Amanda recommended that until such time students are informed and encouraged to take online survey, we will have to use paper based. It was determined that Skep can develop the survey and have it read by the bookstore copier. Final discussion was to go paper based and that Skep will be in charge in getting the survey ready for distribution two weeks before final exam week.

b) Course Descriptions

The Chair stated that course descriptions on the course syllabi should match the course description on the course guides. If there is a need to add more information or additional expectations then state it as such.

Dr. Baker shared that his department (Counseling) was reviewing some policies and questioned the one regarding the acceptance of credits from 7 or 8 years ago. He will provide the policy in the next meeting for further discussion.

9) Adjournment

Meeting adjourned at 3:32pm.