

Northern Marianas College
ACADEMIC COUNCIL
Minutes of September 28, 2012

Approved 10/26/12

DATE: September 28, 2012

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services (APS)

James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)

Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)

Chavel Green, Chair, Business Dept.

Jose Herrera, Acting Director, School of Education (SOE)

Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)

Timothy Baker, Director, Counseling Programs & Services

Non-voting Members Present:

None

Others Present:

Amanda Allen, Director, Distance Learning Education

Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)

Loly Kingzio, Admin. Manager, Academic Programs & Services, Recorder

Meeting called to order at 1:20 p.m.

1) Review and Adoption of September 28, 2012 Agenda

The following changes were made to the agenda:

Add under New Business: m) Articulation with UH Hilo n) NDU Course Caps/Course Caps

Jose moved to adopt the agenda with changes. Dr. De Torres seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) June 22, 2012: **James moved to adopt the June 22, 2012 minutes without changes. Dr. De Torres seconded the motion. Motion carried.**

b) July 6, 2012: **James moved to adopt the July 6, 2012 minutes without changes. Jose seconded the motion. Motion carried.**

c) July 13, 2012: Change Distance Education to Distance Learning Education. **James moved to adopt the July 13, 2012 minutes with changes. Jose seconded the motion. Motion carried.**

d) August 31, 2012 Table

3) Announcements

a) Strategic Planning Retreat on Wednesday, October 3rd, 8am – 5pm, World Resort (No classes): Please encourage your instructors to attend this retreat.

4) Old Business

a) Credit Hour Ad-Hoc Group: We need to have the policy on credit hour in place. Procedures will be drafted after the policy is approved.

b) Spring 2013 Class Schedule (Update)

i) Friday, Saturday, and Evening Classes: Include Friday, Saturday, and evening classes in the Spring 2013 class schedule. The college is conducting a summit next Friday, October 5th, aimed at helping non-traditional students and providing evening classes is one way of helping this group.

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5) New Business

- a) Intersession 2012 Schedule (Update): Look at the credit hour for each course and ensure it is met. Chavel stated that there was discussion in the Registration Committee meeting that there will be no math placement tests for the Intersession. Because of the short timeframe between the end of the Fall 2012 semester and the beginning of Intersession 2012 it may not be possible to prepare for math placement tests for the Intersession. The AC Chair will work with the math department in addressing the issue of making the math placement test available for the Intersession. COMPASS and Accuplacer were recommended as tools for administering the math and English placement tests.

Tim noted that Leo Pangelinan, Dean of Student Services, is working on the Learning in Communities (LinC) program. There is a position that has been written for the program under a grant. Tim recommended that the AC Chair touch basis with Dean Pangelinan on this issue.

- b) Procedures for BOR Policy 303.1 Program Guarantee: **Tabled. The procedures will be ready at the next AC meeting.**
- c) BOR Policy 302 Transfer of Credit: This draft policy was sent electronically to department heads to distribute to department faculty and staff for review and feedback.
- d) BOR Policy 303 Policy and Credit Hour: This draft policy was sent electronically to department heads to distribute to department faculty and staff for review and feedback.
- e) Syllabus Requirements Update (PLOs and SLOs) – Sample Syllabi: Ensure Program Learning Outcomes (PLOs) and Student Learning Outcomes (SLOs) are in all syllabi. Code the PLOs for easy reference. We need to be at the proficiency level in regards to SLOs and PLOs. **PLO codes should be submitted by the next AC meeting, October 12, 2012.**
- f) Course Guide Schedule: All course guides should be updated and uploaded to the college website. Having the course guides on the website will help with the articulation process. If courses are no longer being taught or offered the course guides need to be placed on inactive status. Lisa noted that previously there was a master list of course guides which would be helpful to the department heads to help them keep track of when their course guides are due for update.
- g) Staggered Course Assessment Schedule 2012-2014: Fill in the staggered course assessment schedule that was e-mailed to the department heads and submit it to the AC Chair as soon as possible. Not all courses that are being offered each semester must be assessed.
- h) Fall 2012 Final Exam Schedule: **James moved to approve the Fall 2012 Final Exam Schedule. Dr. De Torres seconded the motion. Motion carried. Velma recommended that the math exit exam schedule be included at the bottom of the final exam schedule and the AC members concurred.** Because the final exam schedule does not have a schedule specifically for the English courses that meet Monday through Thursday, James suggested that the LH department work on getting a final exam schedule for those English courses. The AC Chair agreed and asked James to work on the matter.
- i) Proposed Instructional and Non-Instructional Faculty Workload: A separate workload identical to the workload for instructional faculty has been created for non-instructional faculty who are on a 12-month contract. An addition to the workload form is the justification part to justify why instructors have more than 6 overload credits per semester. **Tim moved to approve the revised Proposed Instructional and Non-Instructional Faculty Workload forms. Chavel seconded the motion. Motion carried.**
- j) Eligibility Requirements Documentation: This document was distributed in an earlier meeting. Please forward it to your department faculty and staff. Digital copies of data and evidence are preferred. If you only have hard copies, scan them and make digital copies available.
- k) CNMI Archives: Lisa distributed an article from the College in the *Marianas Variety* about the CNMI Archives. We are the only institution of higher education in the CNMI and the Archives and our Library collection fills that purpose of providing resources. Amanda volunteered to stage a "sit-in" if there was an attempt to relocate the Archives off campus.

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- l) Data from Office of Institutional Effectiveness (OIE):
 - i) Eligibility enrollment check for CO 210, HE 150 & SO 297 for Fall 2012: Dean Merfalen requested for this data. Out of the 116 students enrolled in CO 210, 2 students did not meet the English Placement Level (EPL) of EN 101 – one student placed in EN 073/082, the other placed in EN 093/094. In HE 150, 12 students did not meet the EPL of EN 093/094. In SO 297, 44 students did not meet the eligibility of being in their last or next to last semester; 7 students did not meet the prerequisite of CO 210; 1 student did not meet the EPL of EN 202; and 9 students did not meet the math placement level (MPL) of MA 091. This issue should be discussed at the next academic advising workshop.
 - ii) English and Math Placement Levels of Recent Public High School Graduates: The president requested for this data. This is part of the ongoing work with the Public School System (PSS). Lisa looked at the high school graduates from June 2011 who enrolled at the college in 2011-2012 and to look at where they last placed at for English and math. Close to 14% of the students that enrolled at the college did not take the math placement test. 94% (233 students who took the math placement test) placed in developmental math. 1% of the students did not take the English placement test. 84% placed in developmental English.
 - m) Articulation with University of Hawaii (UH), Hilo: Velma distributed the intent to articulate packet. We are in the review phase of the articulation process. Chris Timmons, HRO Director/Legal Counsel, is reviewing the packet. Velma received a URL from UH Hilo which linked to a template that had the courses already articulated. There are some new courses that need to be included in the articulation. Velma asked Frankie Eliptico, Director of External Relations Office, to reprint the General Education Learning Outcomes to post campus wide. Once the FY 2013 budget is distributed, formal posters will be printed and posted.
 - n) NDU Course Caps/Course Caps: There are concerns from faculty, students, and parents about large enrollment numbers in the NDU courses. We need to review the cap sizes for the NDU courses and research what the average class sizes are for remedial courses at other colleges. Other courses besides NDU courses are also affected by the increase in cap sizes.
- 6) Degree and Certificate Program Review**
- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) Bachelor of Science in Education IDP – Rehabilitation and Human Services concentration: Added ED 370. IDP will be effective Spring 2013. **Tim moved to adopt the revised Bachelor of Science in Education IDP – Rehabilitation and Human Services concentration. James seconded the motion. Motion carried.**
 - b) Department Request to Place Program(s) on Inactive Status: None

7) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
 - i) ED 493 Table
 - ii) ED 353: ED 370 was added as a prerequisite. Additional changes were made. **Thomas moved to approve the revised ED 353 course guide with additional changes. James seconded the motion. Motion carried.**
 - iii) AR 101: Textbook edition updated. **Jose moved to approve the revised AR 101 course guide. James seconded the motion. Motion carried.**

The AC Chair will clarify if the ISBN for a textbook needs to be included in the course guide or just the course syllabus.

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- d) New
 - i) CJ 203 Table
 - ii) CJ 233 Table

8) Adjournment

Meeting adjourned at 3:00 p.m. Next meeting will be on Friday, October 12, 2012 at 1:00 p.m. in N-5.

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