

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of November 30, 2012**

**Approved 2/27/13**

**DATE:** November 30, 2012

**TIME:** 1:00 p.m.

**PLACE:** D-1

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**Voting Members Present:**

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services  
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)  
Charlotte Cepeda, Acting Director, School of Education (SOE)  
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)  
Chavel Green, Chair, Business Department  
Zerlyn Taimanao, Instructor/Coordinator, Criminal Justice (under SSFA dept.) (Proxy for Thomas Sharts, Chair, Social Sciences & Fine Arts Dept.)  
Rosa Tudela, Chair, Nursing Dept.  
Timothy Baker, Director, Counseling Programs & Services

**Non-Voting Members Present:**

Jolly Ann Cruz, Student Senator, Associated Students of NMC (ASNMC) (Student Rep. on Academic Council)

**Others Present:**

Amanda Allen, Director, Distance Learning Education  
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program  
Marcelo González, Instructor, Languages & Humanities, LH Dept.  
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 November 30, 2012 Agenda**

The following changes were made to the agenda:

Add under New Business: g) SOE PLO codes

Add under Course Guide Review: c) Modifications vi) EN 082 vii) EN 092 viii) SP 101 ix) SP 102

**Tim moved to adopt the agenda with changes. Rosa seconded the motion. Motion carried.**

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

a) October 26, 2012: **James moved to adopt the October 26, 2012 minutes without changes. Chavel seconded the motion. Motion carried.**

b) November 9, 2012: **Tim moved to adopt the November 9, 2012 minutes without changes. Rosa seconded the motion. Motion carried.**

**3) Announcements**

a) Lisa announced that there will be a Noel-Levitz conference call on December 4, 2012 and in preparation for the conference call we have been asked to participate in a webinar on December 3, 2012 to understand the results of the Noel-Levitz student survey from Spring 2012. Handouts for the webinar and the results of the Student Satisfaction Inventory (SSI) Survey and the Institutional Priority Survey were made available at the meeting. The focus of the conference call, with a Noel-Levitz representative, will be looking at the results, looking at how we can use the results to improve programs and services, what is our next step, how to get organized, and how to use the results in our strategic planning.

b) Topic for Professional Development Day: A session is being planned for faculty on strategies and techniques for larger class sizes. Lisa provided a handout on "Why classes should be small, but how to help your students be active learners even in larger class sizes". This topic will be on the agenda for the Professional Development Day in January 2013.

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**4) Old Business**

- a) Learner's Handbook for School of Education: **Charlotte made a motion to adopt the Learner's Handbook for School of Education. Tim seconded the motion. Motion carried. The AC Chair asked Charlotte to provide an electronic copy of the approved handbook to the Academic Council.**
- b) Faculty/Adjunct Handbook for School of Education: **Charlotte mad a motion to adopt the Faculty/Adjunct Handbook for School of Education. Tim seconded the motion. Motion carried. The AC Chair asked Charlotte to provide an electronic copy of the approved handbook to the Academic Council.**
- c) Criteria for Qualification of Faculty: **Tabled.** Hard copy of the criteria will be provided to the AC members for review and feedback to Christopher Timmons, HR Director/Legal Counsel.
- d) Online or Face-to-Face Courses for Rota and Tinian Students: Training for online courses will be on December 3-6, 2012 (Session 1) in the morning. Session 2 will be on December 10-14, 2012 in the afternoon. If instructors cannot make the two-week training, Amanda will be available for training by appointment.

**5) New Business**

- a) Business PLO codes: **Dr. De Torres moved to approve the Business PLO codes with revision to the coding from BU 1 to BU PLO 1, AC PLO 1, BM PLO 1, etc. Tim seconded the motion. Motion carried.**
- b) End of the Semester Course Evaluations (schedule to be consistent): Scheduling of when course evaluations are to be distributed at the end of the semester. Jolly Ann brought up a concern from some students about how the online course evaluations were proctored. It was confusing because the evaluations were not ready to access. There was concern that administering the evaluations towards the end of the semester, which is the busiest or "crunch" time of the semester, got in the way of class time. There was discussion on whether the evaluations should be administered midterm.

AC members voted on the following options: 2 weeks to the last day of classes = 5 votes. 3 weeks to the last day of classes = 2 votes. 4 weeks to the last day of classes = 4 votes. **Tim made a motion to approve the 2 weeks to the last day of classes as the time to distribute the course evaluations. Chavel seconded the motion. 4 voted yes. 3 voted no. Majority ruled and motion carried that 2 weeks to the last day of classes the course evaluations will be distributed.** Jolly Ann asked a question from students – do the instructors get the course evaluations? Instructors receive the summary of the results of the course evaluations. Students' comments are given to instructors verbatim.

- c) Student E-mail Accounts: The AC Chair talked with Dean David Attao and James of IT (Information Technology) and it was decided that students will be required, as part of the registration process, to have their student e-mail set up. This will make it easier for the College to communicate with students.
- d) LinC (Learning in Communities): Leo Pangelinan, Dean of Student Services, is creating a committee to revive the LinC program. Tim reported that the CACG (College Access Challenge Grant) has been revised to include the LinC program. It is not exactly like the previous LinC program, but it is something similar. Zenaida Javier of Counseling Programs & Services worked with Human Resources to create the job position for the LinC program coordinator/manager.
- e) Scheduling Policy for Staff and Administrators as Adjuncts: This policy will affect staff on 12-month contracts and they will be asked for feedback about the policy. If AC members have any feedback about the policy, e-mail it to the AC Chair. Department heads were reminded to ensure their faculty met their required 15 credits for teaching each semester.
- f) Mentoring of Adjuncts: Department heads were reminded to mentor and help their adjunct instructors. Lisa noted that HR in the past was part of the orientation process for adjunct faculty.

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- g) SOE PLO codes: **Dr. De Torres moved to approve the SOE PLO codes with revisions. Chavel seconded the motion. Motion carried.**

**6) Degree and Certificate Program Review**

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
- i) B.S. in Education IDP – Elementary Education concentration
  - ii) B.S. in Education IDP – Early Childhood Education concentration
  - iii) B.S. in Education IDP – Rehabilitation and Human Services concentration
  - iv) B.S. in Education IDP – Special Education concentration

**The revised SOE IDP was tabled.**

- 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 397: **Tim moved to approve the revised ED 397 course guide. Chavel seconded the motion. Motion carried.**
- ii) ED 456: Additional revisions were made. **Rosa moved to approve the revised ED 456 course guide with additional changes. Chavel seconded the motion. Motion carried.**
- iii) ED 493: **Tabled**
- iv) HI 102: Additional revisions were made. **Tim moved to approve the revised HI 102 course guide with additional changes. Chavel seconded the motion. Motion carried.**
- v) MG 220: Periodic update. **Tim moved to approve the revised MG 220 course guide. Dr. De Torres seconded the motion. Motion carried.**
- vi) EN 082: Marcelo discussed what revisions were made on the course guide. The course would be a English as a Second Language (ESL) course and only non-English speakers would be allowed to enroll in the course. There was a lengthy discussion about the course guide. There were concerns about leaving out English-speaking students who may still place at the EN 082 English placement level. **The course guide was tabled until the next AC meeting.**
- vii) EN 092: For the same concerns with the EN 082 course guide, **the revised EN 092 course guide was tabled until the next AC meeting.**
- viii) SP 101: There was discussion about the textbooks. **Tim moved to approve the revised SP 101 course guide with additional changes. It was unanimously approved.**
- ix) SP 102: There was discussion about the textbooks. **Tim moved to approve the revised SP 102 course guide with additional changes. It was unanimously approved.**

- d) New: None

**8) Adjournment**

Meeting adjourned at 3:30 p.m. Next meeting will be on Friday, December 21, 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.”**