

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 6, 2013

Approved 3/20/13

DATE: February 6, 2013

TIME: 9:00 a.m.

PLACE: N-5

Voting Members Present:

Chavel Green, Acting Dean of Academic Programs & Services, Chair, Business Dept.
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA), and
Acting Chair, Languages & Humanities Dept. (LH)
Dr. Frank Trocki, Director, School of Education (SOE)

Non-Voting Members Present:

Maria Aguon, Program Coordinator, Tinian Instructional Site (via VTC)

Others Present:

Amanda Allen, Director, Distance Learning Education
Loly Kingzio, Admin. Manager, Academic Programs & Services, Recorder

Meeting called to order at 9:10 a.m.

1) Review and Adoption of February 6, 2013 Agenda

The following changes were made to the agenda:

Add under Old Business: b) BE 111 IDP Amendments

Add under New Business: e) Online Classes

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

2) Review and Adoption of the following Minutes

a) November 30, 2012 Table

b) December 14, 2012 Table

3) Announcements

a) Maria announced that the CACG (College Access Challenge Grant) will have a booth at the Hot Pepper Festival on February 16th & 17th on Tinian to promote the College. If departments have brochures for their programs, they should be sent to Tinian to put on display.

4) Old Business

a) Institutional Excellence (IE) Guide: The IE Guide has been approved for circulation by the Governance Review Task Force (GRTF) and the acting dean will distribute it electronically to the departments for feedback. It was noted that the submission deadline for input about the guide be enforced so that the review process is not a long, drawn out process.

b) BE 111 IDP Amendments: The proposed amendment to the Bachelor of Science in Education Individualized Degree Plan (IDP) in the School of Education is to substitute BE 111 College Success with another course. Additionally, students who have completed a two-year degree program but did not take BE 111 because it was not a core course requirement at the time, and then are planning to re-enroll under another degree program which now has BE 111 as a core course requirement would not need to take BE 111; suitable electives can be substituted for BE 111. The course was tailored for first year degree students, not students who are in their junior or senior year or who have obtained 30 to 40 credits. ***Velma Deleon Guerrero, Program Coordinator (Liberal Arts Coordinator), was going to work on the language to place on each Individualized Degree Plan (IDP) to address this issue.***

5) New Business

a) Schedule of Meetings for Academic Council and APS Leadership: The schedule of meetings for the Academic Council and APS Leadership meetings was distributed to the department heads. It was noted that having two-hour meetings is too long – there are ways to move the discussions along and take actions on agenda items promptly. There should be a time limit for each item discussion.

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There was a recommendation to also limit course guide review to a minimum of two or three per AC meeting. When there are too many course guides to review, the quality of the examination of the course guides by the AC members is undermined. Formatting should be done centrally for consistency. There is a lot of waste of paper printing the course guides for review – a digital copy of a course guide should be presented at AC meetings and after revisions are made to the copy and the course guide is approved, it can then be printed for signatures. ***The course guide review issue can be placed on the AC agenda again to find the best solution.***

- b) PLO (Program Learning Outcomes) Codes: There are still some outstanding PLO codes. The Business and Nursing departments, Liberal Arts, and SOE have submitted their PLO codes. Dr. De Torres stated that the Natural Resource Management (NRM) and the Math Non-Degree Unit (NDU) Development Program PLO codes were submitted in December, 2012. Distance Learning Education, Criminal Justice, Adult Basic Education, and Tinian and Rota Instructional Sites need to submit their PLO codes. Thomas stated that he oversees a department, not a degree program. Criminal Justice is a degree program and the CJ program coordinator should submit the PLO codes for the program. There was a question about whether the English Language Institute (ELI) under the Languages and Humanities Department should also submit PLO codes. Thomas, acting department chair of the LH department, will submit the PLO codes for ELI when he understands why the codes are needed for PLOs.
- c) Course Assessment Evidence: Course assessment evidence for courses which were assessed in Fall 2012 should be compiled into binders and stored at each department.
- d) Memo 1 (first 3 columns of Form 1 for Academic Council): The completed first three columns of Form 1 for courses which will be assessed in Spring 2013 should be placed in a binder and submitted to the dean's office. ***Before evidence is submitted with a course assessment, remove students' names. Memo 1 is due February 14, 2013.*** Refer to the Staggered Course Assessment Schedule 2012-2014 for which courses are supposed to be assessed in Spring 2013.
- e) Online Classes: Maria wanted to have an open discussion about online courses. Books are not available for some of the online courses. Should students be encouraged to buy books online? Provide students a list of books so they can have the option of buying online or purchasing from the NMC Bookstore. Some Tinian students who are older are not that familiar with computer technology and need additional assistance with technological issues. Any recommendations on how to improve online courses is welcomed. ***This item will remain on the agenda for further discussion.***

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

Dr. Trocki asked to table the SOE IDP. He will follow up with Charlotte Cepeda about the revised SOE IDP.

- v) A.A.S. in Hospitality Management IDP: The hospitality management degree program and IDP is under review. Recommendations are welcomed.
- b) Department Request to Place Program(s) on Inactive Status: Dr. De Torres stated that when a program is inactive, there is an inclination to phase out the program. Sometimes, however, student enrollment starts increasing in the program or a former student returns to complete the degree program but it has been phased out. Perhaps there should be timeline on when programs are to be placed on inactive status.

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7) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None

- c) Modifications
 - i) ED 493: **Tabled**

- d) New: None

8) Adjournment

Meeting adjourned at 10:30 a.m. Next meeting will be on Wednesday, February 20, 2013 at 9:00 a.m. in N-5.

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