

Northern Marianas College
ACADEMIC COUNCIL
Minutes of June 1, 2012

Approved 6/22/12

DATE: June 1, 2012

TIME: 9:00 a.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)
Roy Greenland, Acting Director, School of Education (SOE)
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA), Acting Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.
Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

Cynthia Deleon Guerrero, Director, Office of Admissions & Records (OAR)

Others Present:

Amanda Allen, Director, Distance Learning Education, Academic Programs & Services (APS)
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE) (Proxy for Galvin DLG.)
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Mona Camacho, Admin. Manager, Language & Humanities (APS), Recorder

Meeting called to order at 9:14am

1) Review and Adoption of June 1, 2012 Agenda

The following changes were made to the agenda:

- Add under Announcements: a) Enrollment Data from OAR
b) SOE Open House Event Details

- Add under New Business: b) Formula for Adjunct Pay, Additional Duties?
c) Course "Substitutions" for BE 111
d) NMC Grading System

Table under Course Guide Review: c) Modifications vi.) MG 239

Add under Course Guide Review: c) Modifications vii.) EN 202

James moved to adopt agenda with changes. Roy seconded the motion, Motion carried.

2) Review and Adoption of the following Minutes

- a) May 4, 2012:

James moved to Accept Minutes without changes. Roy seconded the motion. Motion carried.

- b) May 25, 2012: Changes made under 3) Announcements a) march2success.com – lower case, no space
Changes made under 7) Course Guide Review d) New i) CJ 133 – Phrase "Remove all reference to TSA (Transportation Security Agency)" will not be placed in NMC Catalog. Course will be created as needed but enrollment to be restricted.

James moved to Accept Minutes with changes. Roy seconded the motion. Motion carried.

3) Announcements

- a) Enrollment Data (OAR) Cynthia DLG:
Current Summer 2012 enrollment at 220, fulltime enrollment set at 197 (6 credits)
Anticipated increase in enrollment during Regular Session registration for interested students enrolling for the College Access Challenge Grant (CACG)/Teach Grant and SOE anticipated additional course offering.

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- b) SOE Open House scheduled for today from 4-6pm, light refreshments provided, donations are welcome. Information to be provided on CNMI Restricted Scholarship and CACG Teach Grant for SOE students.

4) Old Business

- a) Teacher Candidacy Application (SOE) Table

- b) Fall 2012 Schedule:

Roy expresses concern regarding SOE course offering on schedule showing times at 0400(am) to 06:00pm. Might be a Microsoft Excel formatting error, Lisa H. has offered to work with Loly regarding this matter. Loly will continue to make changes as needed.

SOE will also be making changes to their current Fall 2012 schedule depending on show or interest demonstrated at SOE Open House.

Cynthia (OAR) mentioned traditional lapse of 5 minutes before the end of classes to allow students to have enough time to make the transition to their next scheduled class. The current schedule does not reflect the lapse in time. Dean Bobbi mentioned that department chairs must continue to work on their Fall 2012 schedule and make changes as needed regarding this issue.

5) New Business

- a) SOE Degree Emphasis as a Second Degree (for discussion):

SOE will not offer a second degree based on the emphasis taken. There is only the Bachelor's of Science in Education degree offered. Questions were asked about the possibility of offering certificates to students who have completed a certain educational emphasis. Students who have graduated with a BA in Education are more than welcome to continue and take classes under a different Emphasis category for personal and professional growth but they cannot graduate with another BA in Education as there is only one degree being offered. Cynthia verified however that transcripts will show SOE emphasis being taken as well as classes being taken to verify that student has completed all recommended classes for a particular emphasis category. SOE can recognize a different emphasis taken, but will not award a different degree.

Students are requesting if Emphasis/Concentration can be reflected on degree (diploma). Cynthia (OAR) will check official wording on diploma and if a change is needed there must be clarification on the NMC catalog as well as communication between OAR and SOE, and possible further discussion with Dean Leo Pangelinan.

Rosa (Nursing) asked whether transcripts could be modified to include clinical hours along with course being taken for the Nursing degree as many employment agencies focus on actual clinical hours a particular student has fulfilled in order to reflect proficiency in certain tasks.

- b) Formula for Adjunct Pay: Additional Duties?

Memo was sent out by Dean Bobbi and the President. The minimum enrollment for the summer is 1, with the cap set at 20. According to the memo and the table provided there is a base line amount. Any instructor conducting a class with 14 and over students enrolled will be able to receive the full payment amount according to formula and table provided. There was some discussion as to the formula for the prorated adjunct pay should only be applicable to adjuncts and not full-time faculty with regards to courses that are required and must run.

James raised the question whether Additional Duties (AD) instructors would be applicable in the coming Fall 2012 schedule. Dean Bobbi expressed strong opposition to utilizing this method in the future. Instructors must be paid, and a procedure is currently in place for Instructors to be compensated. Any staff willing to volunteer their time to teach a class is welcome however Dean Bobbi favors advocating for the instructor to be compensated.

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c) Course "Substitutions" for BE 111

Students graduating from Liberal Arts programs and continuing onto acquiring a Bachelor's Degree in Education or Nursing have run into problems fulfilling the new IDP as having BE 111 as a required course when it was originally intended only for new students. Discussion was made as to how IDP can possibly be modified to include a statement to fulfill requirement not to waive the course entirely but to allow substitution of the course by reviewing other courses/electives taken or on a case by case basis.

Cynthia requested that the language incorporated in the description of BE 111 in course catalog as allowing substitutions or possibly a list of applicable courses to meet the requirement not to waive the course entirely. The suggestion of adding an asterisk (*) can be used to indicate that students that have already graduated from a 2-year program may have a possible elective course already completed to fulfill the new IDP as a substitution of BE 111. Thomas Sharts has been tasked with updating the current catalog description.

d) NMC Grading System

Roy asked about the possibility of NMC adopting a grading system of using (+) and (-) in grading in order to boost GPA for students graduating from NMC in anticipation of entering a 4-year program at another college or university. Whether this is a possibility will need to be researched. This will change current standards with regards to graduating with honor, cumulative GPA points, and receiving scholarships, etc. Policy for receiving a grade of "A" being a 90% to 100%, B being 70% to 89%, etc. might affect students' quality of learning.

6) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans: None
- 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) BI 251 Table
- ii) BI 252 Table
- iii) NU 105 Table
- iv) NU 124 Table
- v) NU 209 Table
- vi) MG 239 Table

vii) EN 202: New Textbook – Students have expressed concern that there is not enough of a distinction between EN 101 to EN 202. James has been piloting a new textbook "Inventing Arguments". In order to continue piloting the new textbook he must include this as a modification on the Course Guide and has included the textbook as per Instructors choice. Traditional Instructors prefer the old textbook but he wants to include this new textbook as a choice to instructors to further differentiate the two courses. Minor spacing issues.

Motion to approve the revised EN 202 course guide with changes accepted. Tim seconded the motion. Motion Carried.

d) New

- i) CJ 133 Table
- ii) CJ 203 Table
- iii) CJ 233 Table

8) Adjournment

Meeting adjourned at 10:12am.

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