

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 7, 2011

Approved 12/12/11

DATE: November 7, 2011

TIME: 3:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Chair, Academic Council, Dean of Academic Programs & Services
James Kline, Vice Chair, Academic Council, Chair, Languages & Humanities Dept. (LH)
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Dr. John Griffin, Chair, Business Dept.
Rosa Tudela, Chair, Nursing Dept.
Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

Galvin Deleon Guerrero, Director, Office of Institutional Effectiveness (OIE) and Accreditation Liaison Officer (ALO)
Amanda Allen, Distance Learning Coordinator, Information Technology (Proxy)

Others Present:

Rosaline Cepeda, Registrar, Office of Admissions & Records (OAR) (Proxy for Cynthia Deleon Guerrero)
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, OIE
Daniel Kintol, Program Coordinator I, Office of the Dean of Student Services
Barnaby Lizama, Outreach Counselor, Counseling Programs & Services
Leo Pangelinan, Dean of Student Services
Kyle Podziewski, Instructor, Education, School of Education (SOE) (Proxy for Roy Greenland)
Doug Dykstra, Windward Community College, WASC Visiting Team Member
Susan Murata, Kapiolani Community College, WASC Visiting Team Member

Meeting called to order at 3:10 p.m.

1) Review and Adoption of November 7, 2011 Agenda

The following changes were made to the agenda:

Under Old Business: Add a) Program Guarantee Policy

Under New Business: Add b) Textbooks c) Aggregate scores from the four Spring 2011 course evaluation questions.

Dr. Griffin moved to adopt the agenda with changes. James seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) October 31, 2011 Tabled

3) Announcements

None

4) Old Business

a) Program Guarantee Policy: James presented a draft of the Program Guarantee Policy to College Council. The council made recommendations which have been incorporated into the original draft. Copies of the original draft policy and the policy with the College Council recommendations were distributed in the meeting. This is the second reading of the policy in the AC meeting. ***The AC Chair asked that AC members further review the policy and submit additional recommendations, if any.***

5) Degree and Certificate Program Review

a) Revisions to Individualized Degree Plans/Individualized Certificate Plans

i) A.A.S. in Hospitality Management IDP Tabled

b) Department Request to Place Program(s) on Inactive Status: None

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6) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications: None
- d) New: None

7) New Business

- a) December 2011 Intersession: Copies of the draft Intersession schedule were distributed in the meeting. The department chairs must ensure the class hours meet the correct contact hours (i.e., 3 credits = 45 contact hours, 4 credits = 60 contact hours, etc.). Copies of "Steps to Register for the Intersession" were distributed in the meeting. There will be a Question and Answer (Q&A) session on November 14 with students who are in the military to further assess which courses are needed. Additionally, a draft of frequently asked questions (FAQs) will be distributed campus-wide and posted online to better inform students and others about the Intersession.
- b) Textbooks: Book orders for Spring 2012 are due. Yolanda Muna e-mailed the AC Chair a list of available textbooks at the Bookstore. The AC Chair will forward the list to department chairs if they did not receive it.
- c) Aggregate scores: The results of the four questions from the Spring 2011 course evaluation survey that address Recommendation #8 from WASC were added to show the percentage between those who agreed/strongly agreed and disagreed/strongly disagreed. The aggregate scores show that majority of students agree that Recommendation #8 which states that "The College ensure that faculty distinguish between personal conviction and professional views and that information is presented fairly and objectively" has been addressed by the College.

8) Adjournment

Meeting adjourned at 4:00 p.m. Next meeting will be on Monday, November 14, 2011, at 3:00 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."