

Northern Marianas College
ACADEMIC COUNCIL
Minutes of March 9, 2012

Approved 3/16/12

DATE: March 9, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

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)
Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.

Non-Voting Members Present:

Galvin Deleon Guerrero, Director, Office of Institutional Effectiveness (OIE), Accreditation Liaison Officer (ALO)

Others:

Rosaline Cepeda, Registrar, Office of Admissions & Records (OAR)
John Cook, President, Faculty Senate
Ni Deleon Guerrero, International Student Coordinator/Counselor, Counseling Programs & Services
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Joan Dubrall, Outreach Counselor, Counseling Programs & Services
Lisa Hacskaylo, Institutional Researcher, OIE
Leo Pangelinan, Dean of Student Services
Julene Santos, Admissions Coordinator, OAR
Geri Willis, Program Manager, Student Engagement, First Year Experience, Learning Communities
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

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

1) Review and Adoption of March 9, 2012 Agenda

The following changes were made under the agenda:

Add under Announcements: a) Accreditation b) Academic Advising Week

Add under Degree and Certificate Program Review: a) Revisions to Individualized Degree

Plans/Individualized Certificate Plans ii) Special Education IDP iii) Early Childhood Education IDP

iv) Elementary Education IDP

James moved to adopt the agenda as amended. Rosa seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) March 2, 2012

James moved to adopt the March 2, 2012 minutes without changes. Roy seconded the motion. Motion carried.

3) Announcements

a) Accreditation: In preparing for the 2012 Self Evaluation, Galvin conveyed his concern about Standard II.A, Academic Programs and Services, in relation to "closing the loop" on SLOs (Student Learning Outcomes). The rubrics on SLOs from the Commission – we have SLOs and evidence, and we need to close the loop and use the data to make informed decisions. The data should lead to changes, not only at the program level, but also at the institution level. He is concerned that the College may not be ready in October 2012 to answer to the visiting team what has been done with the data and how we have closed the loop on course assessment and program review. He is urging Academic Council to be more rigorous and aggressive in taking data that is available now and use it to move forward and make informed decisions and changes, but at the same time be careful that when decisions are made there is evidence to justify and support those decisions.

Galvin thinks the visiting team is also going to ask a specific question about the developmental math program. The course completion rates are still very low compared to the developmental English program. The data has been there for several years. What has the institution done to address this matter?

Has the institution made the jump from discussion to action about all these issues?

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- b) Academic Advising Week: Academic Advising Week will be advertised with flyers on campus and an announcement will be posted on the NMC web site.

An Academic Advising Committee is being created. If there is an interest in joining the committee, contact Timothy Baker, Director, Counseling Programs & Services.

4) Old Business

- a) Recommended Changes to Revised Summer 2012 Calendar (Cynthia DLG.): Dean Pangelinan presented a proposal to change registration dates and procedures for summer and fall, 2012. Students will be organized by priority groups based on total earned credit hours instead of PowerCAMPUS identification numbers. Start registration for summer and fall in April. Allow students to add/drop and enroll in closed classes during registration instead of waiting until classes begin. **Roy moved to approve the proposal to change the registration dates and procedures for summer and fall, 2012. Rosa seconded the motion. Motion carried.**
- b) Summer 2012 Class Schedule: There are 29 course offerings for the summer, 6 are online/blended. Ni asked about the possibility of offering one EN 070 level course for international students and she will work with the Languages & Humanities Department regarding this matter. Roy stated that ED 401 is also an accelerated course. Lisa recommended that the end date for the accelerated courses be indicated so students are aware when the courses will end. **Roy moved to approve the Summer 2012 Class Schedule with changes. James seconded the motion. Motion carried.**
- c) Syllabus Template: **Tabled**

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) Liberal Arts IDP: Total credits for the electives changed from 7 to 9. Additional changes recommended from the last meeting were made. Rosa noted that the meaning for the "PP indicates a double pass" statement about English developmental courses should be stated on the IDP. **Roy moved to approve the revised Liberal Arts IDP. Rosa seconded the motion. Motion carried. The revised Liberal Arts IDP will take effect Fall 2012.**
 - ii) Special Education IDP: BE 111 was added as a core course. Roy presented additional revisions that were made to the IDP.
 - iii) Early Childhood Education IDP: BE 111 was added as a core course. Roy presented additional revisions that were made to the IDP.
 - iv) Elementary Education IDP: BE 111 was added as a core course. Roy presented additional revisions that were made to the IDP.

James moved to approve all three revised IDPs from SOE with changes. Rosa seconded the motion. Motion carried. All three IDPs – Special Education IDP, Early Childhood Education IDP, and Elementary Education IDP – will take effect Fall 2012.

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

6) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
 - i) ED 351: **Tabled**
 - ii) ED 450: **Tabled**
 - iii) ED 470: **Tabled**
 - iv) ED 471: **Tabled**

It was recommended that the AC members take copies of the course guides and review them for the next AC meeting.

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d) New: None

7) New Business

- a) ECAC Report (Rosa Tudela, Committee Chair, Evaluation Committee of Academic Council): ECAC meeting minutes were distributed in the meeting. ***The committee's recommendation is to give the responsibility of evaluating the course assessments to the department chairs.***
- b) Summer 2012 Minimum Course Enrollment (Roy Greenland): **Tabled**
- c) Summer 2012 Prorated Pay Based on Enrollment (Roy Greenland): **Tabled**
- d) Fall 2012 Schedule Changes: Any schedule changes will now be submitted as bulletin updates.
- e) Course Articulation with UOG: Rosaline inquired if there is a course articulation with University of Guam (UOG). If there is, keep OAR in the loop on the articulation.
- f) Course Substitutions: Rosaline requested that copies of course substitutions from the departments be provided to OAR.
- g) LinC (Learning in Communities): There was a request to have students that have been identified for LinC courses be allowed to register early. ***The AC Chair would like to give the LinC program to the Counseling Programs & Services.***

8) Adjournment

Meeting adjourned at 11:08 a.m. Next meeting will be on Friday, March 16, 2012 at 9:00 a.m. in the BOR Conference Room.

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