

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 10, 2012

Approved 2/17/12

DATE: February 10, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

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)
Roy Greenland, Acting Director, School of Education (SOE)
Dr. John Griffin, Chair, Business Dept.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
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 (IT), Proxy

Others Present:

John Cook, President, Faculty Senate
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, OIE
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 February 10, 2012 Agenda

The following changes were made to the agenda:

Add under New Business: b) Academic Advising and Retention c) Honorary Degrees Policy 309.1
Add under Degree and Certificate Program Review: a) Revisions to Individualized Degree Plans/Individualized Certificate Plans ii) A.S. in Nursing IDP

Dr. Griffin moved to adopt the agenda as amended. Tim seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) February 3, 2012: Tim noted that he attended the AC meeting on February 3rd, but his name was missing under voting members present.

Dr. Griffin moved to adopt the February 3, 2012 minutes as amended. James seconded the motion. Motion carried.

Note: The recorder reviewed the recording of the minutes and verified with the AC Vice Chair who facilitated the February 3rd AC meeting and it was confirmed that Tim did not attend the meeting.

3) Announcements

None

4) Old Business

a) Spring 2012 Final Exam Schedule: ***The Spring 2012 final exam schedule will be e-mailed to AC members for review. The item was tabled for adoption at the next meeting.***

b) 3-year Class Schedules: Lisa mentioned that the deadline to submit the 3-year schedules for the Student and Exchange Visitor Information System (SEVIS) was changed. If the deadline was not changed, the College would not be in compliance because we would have missed the original deadline. ***The schedules will be consolidated into 3-year semester schedules and e-mailed to AC members for review. The item will remain on the agenda for adoption at the next meeting.***

c) 3-year Academic Calendars: ***The item will remain on the agenda for adoption at the next meeting.***

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d) Course Substitutions: Each department should create a list of course substitutions for their program.

5) Degree and Certificate Program Review

a) Revisions to Individualized Degree Plans/Individualized Certificate Plans

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

ii) A.S. in Nursing IDP: The Nursing IDP was revised to include BE 111 as a core course in the second semester. Total credits for core requirements increased from 16 to 19. It was noted that BE 111 should be taken as a first semester course. Course sequencing was also revised. Summer session deleted from the IDP. Nursing students will then be graduating in December instead of May. Discussion on suggested electives. Discussion on when students can be accepted into the Nursing program. **Recommended revisions will be made and the A.S. in Nursing IDP will be presented again for approval at the next meeting.**

There was a concern from Velma that when new or revised IDPs become effective that students who are on the current IDPs be allowed to choose to either complete the IDP they are currently on or transfer to the new or revised IDP.

iii) Revised IDPs **Tabled**

(1) Review of electives

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

6) Course Guide Review

a) Inactive Status: None

b) Cancellations: None

c) Modifications: None

d) New: None

7) New Business

a) Prerequisite Waiver: Prerequisites are in place to help students acquire the knowledge they need before moving to another course. Therefore, be cautious about reviewing prerequisites for courses before using a prerequisite waiver form.

There was discussion on math and English refresher courses for high school students in the summer before they enroll at the College. These short, refresher courses can be done through Community Development Institute (CDI). Discussion followed. James asked why students would need to take a refresher course before they take the placement test. James was concerned that students may not know what skills they are lacking and if a placement test was given to them while they are still in high school to assess what the students' needs are, the College can then create the refresher courses that the students need. **The AC Chair will set up a meeting with CDI, Dr. De Torres, and James regarding this matter.**

b) Academic Advising and Retention: Tim is creating a committee on academic advising and retention. He needs volunteers from the academics area for the committee.

c) Honorary Degrees Policy 309.1: John presented his concerns on the honorary degrees policy. He does not think the policy is ready to be presented to the Board of Regents for the first reading. **Dr. Griffin moved not to approve the Honorary Degrees Policy 309.1 as is until all concerns and recommended revisions are taken into consideration and revisions are made to the policy based on those concerns and recommendations. Dr. De Torres seconded the motion. Motion carried.**

d) Form 1: Velma distributed samples of Form 1 (5-Column Model) with the inclusion of the general education learning outcomes. There were recommendations to reformat the form to have the last column include results, recommendations, and documentation. Include Liberal Arts outcomes for the general education courses. **Dr. Griffin moved to approve the revision of Form 1 (5-Column Model) for course assessment with all the above recommendations. Tim seconded the motion. Motion carried. Velma will revise Form 1 (5-Column Model) and present it to the Academic Council for approval.**

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8) Adjournment

Meeting adjourned at 10:30 a.m. Next meeting will be on Friday, February 17, 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.”