

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 14, 2011

Approved 12/12/11

DATE: November 14, 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.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members Present:

None

Others Present:

Amanda Angel-Diaz, Instructor, Education, School of Education (SOE) (Proxy for Roy Greenland)
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE) (Proxy for Galvin Deleon Guerrero)
Daniel Kintol, Program Coordinator I, Office of the Dean of Student Services
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 3:00 p.m.

1) Review and Adoption of November 14, 2011 Agenda

Dr. Griffin moved to adopt the agenda without changes. James seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

- a) October 31, 2011
- b) November 7, 2011 Tabled

Dr. Griffin moved to adopt the October 31, 2011 minutes without changes. James seconded the motion. Motion carried.

3) Announcements

None

4) Old Business

- a) December 2011 Intersession: There are 12 classes being offered for the Intersession. The Public School System (PSS) is interested in having some of their teacher aides register for the Intersession. Dr. Hart is concerned about not allowing new students to register for the Intersession. The AC Chair and the Dean of Student Services are working on addressing this concern to open registration to all interested individuals.

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

6) Course Guide Review

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

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7) New Business

- a) Spring 2012 Schedule: Copies of the draft Spring 2012 schedule were distributed in the meeting. A lot of courses have "Staff" designated as instructors partly due to some full-time instructors having to take care of immigration issues first before their names can be listed in the schedule. Geri needs to correct some of the LinC courses.

Dr. Griffin moved to adopt the Spring 2012 Schedule as a working document to be updated as needed. Dr. De Torres seconded the motion. Motion carried.

The Budget and Finance Committee (BAFC) has been suspended and the Management Team has taken over the duties and responsibilities of the committee with regards to budget justification and allocation. The AC Chair asked the department chairs to note unexpected expenses so that they can justify their request for additional funds to cover any shortfall.

8) Adjournment

Meeting adjourned at 3:25 p.m. Next meeting will be on Monday, December 5, 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."