

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of March 16, 2012**

Approved 3/30/12

**DATE:** March 16, 2012

**TIME:** 9:00 a.m.

**PLACE:** BOR Conference Room

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**Voting Members Present:**

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services  
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)  
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)  
Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.

**Non-Voting Members Present:**

Amanda Allen, Distance Learning Coordinator, Information Technology (IT), Proxy

**Others Present:**

Charlotte Cepeda, Instructor, Education, School of Education (SOE) (Proxy for Roy Greenland)  
John Cook, President, Faculty Senate  
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program  
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)  
Lauren Jardiner, Student Officer, Associated Students of NMC (ASNMC)  
Julene Santos, Admissions Coordinator, Office of Admissions & Records (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 9:12 a.m.

**1) Review and Adoption of March 16, 2012 Agenda**

The following changes were made under the agenda:  
Add under Course Guide Review: c) Modifications: v) ED 495  
Add under New Business: d) LinC Program

**Rosa moved to adopt the agenda with changes. James seconded the motion. Motion carried.**

**2) Review and Adoption of the following Minutes**

a) March 9, 2012

**Thomas moved to adopt the March 9, 2012 minutes without changes. Charlotte seconded the motion. Motion carried.**

**3) Announcements**

**4) Old Business**

a) Syllabus Template: There was a recommendation for a template to be created with all the required institutional policies and statements set in the template. Instructors can then include additional information about their course on the syllabus (Student Learning Outcomes, Program Learning Outcomes, Gen. Ed. Outcomes, etc.). ***The AC Chair will work with department chairs on this matter.***

**5) Degree and Certificate Program Review**

a) Revisions to Individualized Degree Plans/Individualized Certificate Plans

i) Liberal Arts IDP: Additional revisions were made to the IDP. **James moved to approve the revised Liberal Arts IDP. Thomas seconded the motion. Motion carried.**

ii) Criminal Justice IDP: BE 111 added as a core course. Additional revisions were made to the IDP. **James moved to approve the revised Criminal Justice IDP. Charlotte seconded the motion. Motion carried. The revised Criminal Justice IDP will take effect Fall 2012.**

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
  - i) ED 351: **Tabled**
  - ii) ED 450: **Tabled**
  - iii) ED 470: The AC Chair and Charlotte noted that ED 470 is now ED 370.
  - iv) ED 471: Inclusion of PRAXIS II. Additional formatting changes were noted. **James moved to approve the ED 471 course guide with changes. Rosa seconded the motion. Motion carried.**
  - v) ED 495: 3-year periodic update. Textbook change. Correction of contact hours. Additional formatting changes were noted. **James moved to approve the ED 495 course guide with changes. Rosa seconded the motion. Motion carried.**
  - vi) ED 370: Textbook update. Student learning outcomes and assessment measures updated. Additional formatting changes were noted. It was noted that ED 370 was formerly ED 470. **Thomas moved to approve the ED 370 course guide with changes. James seconded the motion. Motion carried.**
  - vii) ED 480: Textbook and prerequisites update. Numerous formatting changes need to be made and as a result the course guide was **tabled. The changes will be made and the ED 480 course guide will be presented again at the next meeting.**
- d) New: None

**7) New Business**

- a) Summer 2012 Minimum Course Enrollment (Roy Greenland) Table
- b) Summer 2012 Prorated Pay Based on Enrollment (Roy Greenland) Table
- c) Social Media Survey (TJ): **Tabled**
- d) LinC Program: Lisa conveyed concerned about the future of the LinC (Learning in Communities) Program now that the person who was in charge of it now has new duties and responsibilities under another job. Geri emphasized that the program needs a person who knows the aspects of education and has an educational background. AC members gave their perspective about LinC courses and the program. There needs to be a position created to handle the program. **The AC Chair will bring this issue to the attention of the Management Team.**

Rosa announced that the hospital (CHC – Commonwealth Healthcare Corporation) recently hired three Nursing students who graduated in 2010-2011. It was supposed to be four people, but the fourth individual already accepted a job in Hawaii.

Apprenticeship Program: Geri has been meeting with agencies in the community regarding the apprenticeship program. If anyone knows of workforce needs in the community, let Geri know.

**8) Adjournment**

Meeting adjourned at 10:43 a.m. Next meeting will be on March 30, 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.”**