

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of October 17, 2011**

Approved 10/24/11

**DATE:** October 17, 2011

**TIME:** 3:00 p.m.

**PLACE:** N-5

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**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.

**Non-Voting Members Present:**

Cynthia Deleon Guerrero, Director, Office of Admissions & Records (OAR)  
Amanda Allen, Distance Learning Coordinator, Information Technology (Proxy)

**Others Present:**

Lyte Chapap, Instructor, Physical Science/Math, SMHA Dept.  
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program  
Lisa HacsKaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE) (Proxy for Galvin Deleon Guerrero)  
Barnaby Lizama, Outreach Counselor, Counseling Programs & Services (Proxy for Timothy Baker)  
Leo Pangelinan, Dean of Student Services  
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 3:15 p.m.

**1) Review and Adoption of October 17, 2011 Agenda**

The following changes were made to the agenda:

Under Old Business: Add a) ECAC Update

Under New Business: Add d) Credit by Examination e) Dean of Student Services: Information on Gainful Employment Requirements) and f) Clear statement on how students will be tracked

**James moved to adopt the agenda with changes. Dr. De Torres seconded the motion. Motion carried.**

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

a) October 3, 2011

**James moved to adopt the October 3, 2011 minutes without changes. Rosa seconded the motion. Motion carried.**

**3) Announcements**

a) Green Sheet Week: November 14-18, 2011. If a department is going to organize Green Sheet Week by doing academic advising per class then November 19, Saturday, may be added as an additional day for Saturday classes.

The AC Chair announced that Professional Development Days (PDD) will be held November 29-30, 2011.

**4) Old Business**

a) ECAC Update: The Evaluation Committee for Academic Council was supposed to meet in August 2011. The committee is still reviewing the Fall 2010 course assessments (5-Column Model). When that is done, the committee will start reviewing the Spring 2011 course assessments.

**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) Converting prior knowledge to credits: Research needs to be done to determine how other peer institutions are converting prior knowledge to academic credits which students can use as electives. We can check AARTS (The Army/American Council on Education Registry Transcript System) on the Internet to see how this is done.
- b) 3-year Class Schedule: This is a Student and Exchange Visitor Information System (SEVIS) requirement. SEVIS is part of a monitoring and tracking program which falls under Immigration and Customs Enforcement (ICE) which falls under the Department of Homeland Security. In 2009 we were approved as a certified school allowed to enroll international students. There will be a transition from SEVIS to SEVIS 2, which means students will access the system to create their accounts. As part of the transition and for us to continue as a certified school, we are required to submit a 3-year class schedule, a 3-year academic calendar, and a list of approved and current programs. The information needs to be put in SEVIS 2 by February 2012. The system should be ready by summer 2012 and the students should be able to access it by 2013.

***Departments are to submit the course offerings for the following:***

***Spring 2012***

***Due November 4, 2011***

***Fall 2012 and Spring 2013***

***Due by end of December 2011***

***Fall 2013 and Spring 2014***

***Due by end of December 2011***

***Fall 2014 and Spring 2015***

***Due by end of December 2011***

- c) 3-year Academic Calendar: This is another SEVIS requirement.

***The AC Chair will work with the APS administrative managers on completing and submitting the academic calendars for the following:***

***Spring 2013***

***Fall 2013 and Spring 2014***

***Fall 2014 and Spring 2015***

***Fall 2015***

- d) Credit by Examination: Eric Johnson, a math instructor, brought his concern regarding credit by examination to James. In our general catalog, it states that credit by examination is allowed for degree courses only, not non-degree developmental courses. Eric has been allowing students who are enrolled in his developmental math courses to do credit by examination and is concerned that he no longer will be allowed to do this. James proposed that the credit by examination statement be modified to include developmental math and English courses. Discussion about the issue ensued and it was decided that the policy on credit by examination needs to be reviewed before a decision can be made to modify the credit by examination statement.

***The AC Chair will meet with Dr. De Torres and the math instructors of the SMHA department to discuss this issue further. Therefore, this item was tabled until the next AC meeting. Cynthia was asked to provide a list of courses which credit by examination is not allowed.***

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- e) Dean of Student Services: Information on Gainful Employment Requirements: The director of Financial Aid Office received a letter from the U.S. Department of Education regarding a new institutional reporting requirement. In order to continue to receive federal financial aid we will need to submit the following information to the U.S. Department of Education: A list of occupations that each department's certificate program has prepared each student for from 2006 to the present. And a list of the students that completed certificates under the programs which those occupations fall under. Departments can review the standard occupational codes on the U.S. Department of Labor website. ***Deadline to submit the information to the U.S. Department of Education is November 15, 2011.*** If a department is creating a new certificate program, the U.S. Department of Education must receive information about the new certificate program 90 days in advance for approval to receive federal financial aid.
- f) Clear statement on how students will be tracked: **Tabled until the next AC meeting.**

**8) Adjournment**

Meeting adjourned at 4:30 p.m. Next meeting will be on Monday, October 24, 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.”**