

Academic Council Meeting Minutes September 25, 2003

AGENDA

1. Review and adoption of September 25, 2003 Agenda
2. Review and adoption of previous meeting minutes
 - a. September 18, 2003
3. Old Business
 - a. Procedures for Proposing a New Program or Course
 - b. Languages Course Guides
 - JA 102 Elementary Japanese II
 - JA 201 Intermediate Japanese
 - SP 100 Conversational Spanish
4. New Business
 - a. Social Sciences and Fine Arts Course Guides
 - AR 101 Introduction to Art
 - BE 115 Human Relations
 - CJ 103 Juvenile Delinquency
 - HI 101 The American Nation I
 - HI 255 History of the Northern Mariana Islands
 - HI 260 History of Micronesia
 - PS 110 Principles of Democratic Institutions
 - PY 201 Human Growth and Development
5. Other Issues
5. Schedule of next meeting

Members present: Sarah Osborn – School of Education, Lois Gage – Nursing, Lynda Rowe – Social Sciences and Fine Arts, Glenn Keaton – Sciences and Math, Jeff Willden – Business, Jerome Ierome – Human Performance and Athletics, and Tom Colton – Languages and Humanities. Lourdes Villazon as recorder.

Members absent: None

NMC Staff and Faculty: None

Academic Council Chair Glenn Keaton called the meeting to order at 1:10 pm.

1. Agenda

The agenda was reviewed and approved without changes.

2. Minutes

The minutes of the September 18, 2003 meeting was reviewed and approved without changes.

3. Old Business

a. Procedures for Proposing a New Program or Course

Glenn Keaton recapped last meeting's discussion about adding "Individual Degree Plan" under Section IV. He recommends including "Individual Certificate Plans" to this section. After further discussion, the council agreed to add "IDP" and "ICP" as item 14.0 under Section IV Changes to Curricular Elements of the Guide to Preparing Course Guides.

He also brought into discussion Section VII How to Prepare a Curriculum Action Request Form and Course Guide, in particular the routing system of these requests and guides. The council discussed on a new structure to streamline the process. Tom Colton will revise this section to reflect the new procedure agreed upon by the council.

b. Languages Course Guides

Action #1: It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **JA102 "Elementary Japanese II"** with pending modifications.

Action #2: It was moved, seconded, and unanimously approved to recommend the Curriculum Action Request/Course Guide for **JA201 "Intermediate Japanese"** with pending modifications.

Action #3: It was moved, seconded, and unanimously approved to recommend the Curriculum Action Request/Course Guide for **SP100 "Conversational Spanish"** with pending modifications.

4. New Business

a. Social Sciences and Fine Arts course guides.

Lynda Rowe informed the council that she remembers the previous Academic Council approved these course guides; however, signed copies were not provided to the department and none could be found in the AC file. Lynda will look into previous minutes to confirm these were approved then proceed with necessary actions based upon her findings.

5. Other Issues

6. Schedule of next meeting

The next meeting is scheduled for 1:00 P.M. on October 2, 2003.
The meeting adjourned at 2:02 P.M.