Academic Council Meeting Minutes
October 7, 2004

Members present: Glenn Keaton – Sciences & Math, Tony Satur – Human Performance & Athletics, Tom Colton – Languages and Humanities, Sam McPhetres – Social Sciences & Fine Arts, Lois Gage – Nursing, Larry Lee – Business, and Brante Dashiell (for Geri Willis) – School of Education
Staff and/or Faculty present: Betty-Ann Palacios-Cabrera as Recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 11:12 am.

1) Review and adoption of September 30, 2004 minutes.
   Adopted with changes.

2) October 7, 2004 Agenda
   Motion to make changes and add to agenda:
      Added under New Business: 5 c) Course Guides updates for combining BI 100 with NR 150

   The agenda was accepted with changes.

1) Old Business
   a) Substantive change report issues
      Item tabled

   b) Learning Outcomes and Assessments
      The AC requests that Gregg McCroskey at Information Services begin updating the course guide templates by adding to CG #10: Method of Assessment (or Assessment). Curriculum Action Request not needed on web template. Tom C. will follow-up w/ G. McCroskey regarding the web/N:Drive CG templates.

   c) Sciences, Mathematics, & Technology involvement in Audio/Video Production ICP's and IDP's.
      Item Tabled.

   d) Course Guide Management
      Requested all dept. chairs to submit to the AC recorder by no later than November 23 a list of all courses, with most recent CG update dates, offered under their respected depts.

   e) Application for the Nursing program.
      The Nursing dept. is concerned with the Saipan Tribune article (10/7/04) regarding the proposal to make the NMI a nursing education hub for health-care related business. By spring semester the Nursing dept. needs to know how many instructors will be available for fall semester. A proposal is to set a standard, which may also include the GPA of the student. The Education dept. shared that they are starting a standardized exam for their teachers this spring, and the dept. will be holding workshops on strategies on how to pass the Standardized Testing for their potential education majors. The AC endorsed the concept and will discuss further as it develops.

4) Other Issues
   a) Course guide template
      Item tabled

   b) Course guide web template

AC members have tested the web template and report its ease of use, although one of the AC members lost all traces of his work. Noted were several discrepancies, such as departmental names. The AC will request Information Services to fix the discrepancies and update the template to match the requirements for the college's official course guide format change to include an assessment section.

5) New Business
   a) Faculty refusal to follow departmental policy
      The AC discussed two faculty members who are not following departmental and/or college policy. It is understood that it is in violation of institutional policy if a faculty member does not hand out a course syllabus. An instructor or faculty member who does not follow the directives of a departmental policy is in violation of the departmental policy. An official memorandum requesting compliance must be sent to the faculty member and the Dean of Academic Programs and Services. If non-compliance continues, the violation must be noted and officially entered into the faculty member's personnel file and may be subject to breach-of-contract deliberation.

   b) 12-Month Evaluations.
      All department chairs will look at the evaluations forms and fine-tune them for next week's meeting.

   c) Course Guides updates for combining BI 100 with NR 150
      The CG for BI 100 will be cancelled, but combined with NR 150. Courses will be combined into one class with NR 150. The updated NR 150 CG and the BI 100 CG noting its cancellation will be presented for AC approval next week.

6) Schedule of next meeting
   The next meeting is scheduled for October 14, 2004. The meeting adjourned at 12:15 pm.