Academic Council Meeting Minutes  
March 18, 2004

1) Review and adoption of previous meeting minutes  
   a) March 11, 2004

2) Review and adoption of March 18, 2004 agenda

3) Old Business  
   a) NDU grading policy  
   b) School of Education  
      i) ED110 Introduction to Teaching and Participation CG  
   c) Special Needs statement

4) Other Issues  
   a) Course guide template  
   b) Course guide web template  
   c) Online course preparation

5) New Business  
   a) Languages course guides  
      i) EN 070 Beginning English: Speaking and Listening  
      ii) EN 082 Speaking and Listening Development II  
      iii) EN 092 Listening and Speaking Development III  
   b) Business course guides  
      i) OT 115 Gregg Shorthand  
   c) CNMI Commonwealth Code

6) Schedule of next meeting


Members absent: Lynda Rowe – Social Sciences and Fine Arts

Staff and Faculty present: David Rumpitz and Lourdes Villazon as recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 1:05 pm.

1) Minutes  
   The March 11, 2004 minutes were accepted without changes.

2) Agenda  
   The March 18, 2004 agenda was accepted with changes:
Add item c CNMI Commonwealth Code under New Business

3) Old Business

a) NDU grading policy
   The council would like a statement written in the NMC catalog that specifically refers to
   “F” grade in NDU courses and how this affects students’ GPAs. This statement will be
   written in continuation to the “NC” statement already stated in the catalog. For AC
   review, statement will read: A failing grade of “F” is given when a student’s
   performance in a course has been inadequate, such grade will be included when
   computing the student’s grade point average.

b) School of Education
   i) ED 110 Introduction to Teaching and Participation CG
      Item tabled.

c) Special Needs statement
   The council unanimously adopted the following disability statement to be written on all
   syllabi:

   It is your responsibility to notify the instructor if you have a history and record of a
   disability that is directly stated in the American with Disabilities Act (ADA) and you
   require modifications, adaptations or assistive technology in order to fulfill the
   requirements of this course. All reasonable efforts will be made to accommodate your
   needs.

4) Other Issues

a) Course guide template
   No new issue.

b) Course guide web template
   Item tabled.

c) Online course preparation
   The council had requested information on the requirements of course guides for online
   courses. David Rumptz provided handouts and presented WASC’s policy on online
   courses. WASC’s policy says that application to WASC is applicable for programs only
   not individual classes. According to WASC, an online course must also be taught in-
   class or face-to-face. Courses cannot be taught 100% online. The policy does not
   include procedures about contact hours. Instructors must ensure that students are
   connected and resources are available. WASC also states that online courses must be
   optional and not a requirement for graduation. WASC’s substantive change is for
   introducing a program that requires 50% or more of change.

   If the Languages Department would like to offer an EN101 online course, the department
   will not need approval from WASC. For the most part, the department will only need to
indicate the online course on the schedule of classes, because there is a face-to-face class of the same course already.

Can students elect to be in-class and online part of the time? This may create a problem. The instructor will have two classes verses one. Can in-class students use supplemental resources online? Discussion to be continued.

5) New Business
   a) Languages course guides
      i. EN 070 Beginning English: Speaking and Listening
         The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for EN 070 “Beginning English: Speaking and Listening”.

      ii. EN 082 Speaking and Listening Development II
           The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for EN 082 “Speaking and Listening Development II” with pending changes.

      iii. EN 092 Listening and Speaking Development III
           The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for EN 092 “Listening and Speaking Development III”.

   b) Business course guides
      i. OT 115 Gregg Shorthand
         The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for OT 115 “Gregg Shorthand”.

   c) CNMI Commonwealth Code
      Item tabled.

6) Schedule of next meeting

   The next meeting is scheduled for March 25, 2004. The meeting adjourned at 2:10pm.