

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 present: Tom Colton – Languages & Humanities, Lois Gage – Nursing, Tony Satur – Human Performance & Athletics, Glenn Keaton – Sciences, Math & Vocational Technology, John Griffin and Larry Lee for Jeff Willden – Business, and Ed Lieberman – School of Education.

Members absent: Lynda Rowe – Social Sciences and Fine Arts

Staff and Faculty present: David Rumptz 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 on line 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 on line? 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.