

Academic Council Meeting Minutes

DATE: January 30, 2006
TIME: 3:00 pm to 4:30 pm
PLACE: HRO Conference Room

AGENDA

- 1) Review and Adoption of January 23, 2006 Meeting Minutes
- 2) Review and Adoption of January 30, 2006 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course Guide N:Drive and web templates
 - c) Course Guide Reviews
 - i) GE 101 course guide
 - ii) SO 297 course guide
 - iii) HI 121 course guide
 - d) AC Procedural Rules
 - e) Disability Statement information
 - f) Liberal Arts IDP
 - g) Discontinuing AAs and ICPs
 - i) AA in International Business
 - ii) AA in Elementary Education
 - iii) ICP for Sign Language Interpreter
 - iv) ICP for Teaching a Second / Foreign Language (TSL/TFL)
 - h) FERPA Basics Workshop
 - i) Department final exam policies
 - j) Math Requirements for BS in Education Degree
 - k) Advising Issues
 - l) Student Performance Evaluation Policy Review
 - m) Format for Proposal for Professional Development with PSS
- 4) New Business
 - a) Grading policy on degree requirements
- 5) Other Issues
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Cyndy Tice (for Josephine Sabat) – Nursing; Jeanette Villagomez – ALO; Kathy Pohl – Counseling Programs & Services; Larry Lee – Business; Lisa Lunde – Human Performance & Athletics; Michael Nurmi – Languages & Humanities; Michael Reber – School of Education; Sam McPhetres – Social Sciences & Fine Arts

Members absent: Doris Aldan-Atalig – Office of Admissions & Records

Others present: Lisa Hacskaylo; Danny Wyatt; Donna Leong-Aguon – Recorder

The Academic Council Chairperson Glenn Keaton called the meeting to order at 2:59pm.

- 1) Review and Adoption of January 23, 2006 Meeting Minutes
Larry stated that Rik did not agree that the Statistics course should be included in the Business degree IDP, but he did agree it would be helpful for students to take Statistics at NMC before transferring to another college. **It was then moved, seconded and unanimously approved to adopt the January 23, 2006 Meeting Minutes with change.**

- 2) Review and Adoption of January 30, 2006 Agenda
New Business 4a) NMC Grading Policy (BoR policy) is in fact Old Business 3l) Student Performance Evaluation Policy Review, thus 4a) was deleted, and 4b) Grading policy on degree requirements moved up to 4a). Sam informed the AC members that his three course guide reviews are to be tabled, and will be ready next week. **It was then moved, seconded and unanimously approved to adopt the January 30, 2006 Agenda with changes.**

- 3) Old Business
 - a) WASC related issues
Dean Jeanette Villagomez apologized for not being ready for today's meeting. She was recently appointed, had not established communications with WASC, does not have the answer for our agenda item on discontinuing AAs and ICPs, and requested some time in order that she may speak to Lily (WASC). Thus, Agenda item 3g) is **tabled**.

 - b) Course Guide N:Drive and web templates - Nothing new to report.

 - c) Course Guide Reviews
 - i) GE 101 course guide – **tabled**
 - ii) SO 297 course guide – **tabled**
 - iii) HI 121 course guide – **tabled**

 - d) AC Procedural Rules
Glenn read aloud Policy 3008's policy and administrative procedure, and pointed out places where changes could be made. He encouraged comments and recommendations. Since the AC members made no verbal comments, Glenn requested written comments be sent to him, and he will revise Policy 3008.

As we all know, the Management Review Desk Audit by the Center for Pacific Studies of the Interwork Institute at San Diego State University recommended placing the Academic Council within NMC's Faculty Senate. Larry stated that in the last College Council (CC) meeting, it was mentioned that they (CC) approved NMC's governances, and he will get the information from Vera. This item will be **continued** next week.

- e) Disability Statement information
Although Michael Reber sent Brante an e-mail requesting past disability statement information, he did not touch bases with her. Both Kathy and Jeanette offered to help with this item. This item will be **continued** next week.

- f) Liberal Arts IDP
Kathy handed out information. She compiled her list of liberal arts courses with a reflection of what other colleges are currently doing. The AC members reviewed this list, and made additions and comments. Glenn said he would check his notes regarding Daisy's changes. Donna will provide Kathy and Glenn with the most current and approved Liberal Arts IDP. This item will be **continued** next week.

- g) Discontinuing AAs and ICPs
 - i) AA in International Business – **tabled**
 - ii) AA in Elementary Education – **tabled**
 - iii) ICP for Sign Language Interpreter – **tabled**
 - iv) ICP for Teaching a Second / Foreign Language (TSL/TFL) – **tabled**

- h) FERPA Basics Workshop – **tabled**

- i) Department final exam policies
Michael Nurmi provided copies of the Final Exam Schedule (FES), and a list of courses that do not easily fit into a designated exam time slot. The consensus was to publish the FES in the published class schedule. The FES should be set in stone at the beginning of each semester. As usual, TOEFLs are administered on Monday in the FES, and math NDU finals are scheduled on Tuesday and Wednesday. Glenn made a motion that all NDU Department Exam Policy must go in the catalog, and Michael Reber seconded this motion. Cyndy mentioned she saw an existing policy about final exams.

Glenn referred to the survey put forth before the faculty through NMC's e-mail system. Few faculty members (20) responded they do NOT hold finals during finals week (mainly because of research projects). Larry stated he gives take home exams on the last day of class and students are required to turn them in on the first day of finals week. Cyndy informed the AC members that one semester in the past, the grades for graduating students were needed before finals week. Since then, their students completed their finals before finals week.

A concern was raised whether students were losing contact hours because of finals being given before finals week. Research papers / projects did not deny students of contact hours because the students still attended class.

Later in the meeting, Lisa HacsKaylo returned with copies of Policy 3019 Final Examinations. Apparently, the FES was to be published in the Schedule of Classes! Plus, each course is required to have a final exam. Cyndy recalled correctly of a policy existing after all! Thank you, Lisa! This item is **complete**.

- j) **Math Requirements for BS in Education Degree**
Michael Reber informed the AC members that his faculty debated over the need for a math requirement in the program. Michael will need more time to address this item. He wants to check out some web sites. This item will be **continued** next week.
- k) **Advising Issues**
Glenn expressed his concern of instructors not helping out during advising. In his department, he took care of most of their students. His Administrative Manager will do a workshop on how to effectively advise students. Michael Reber stated his department does not have a problem during the advising period. The School of Education advisement schedule is made public. But Michael did have trouble during Add / Drop week. Kathy found some information about an academic advising training workshop. She questioned whether there was a need for another workshop, and offered to coordinate one. This item is **complete**.
- l) **Student Performance Evaluation Policy Review**
The official BoR policy (3016) and proposed Grading policy were attended to. The question is: do we want to keep the current policy, or adopt the proposed policy? Danny said the proposed policy was mirrored from Santa Rosa's policy two years ago. After recalling the changes that the current policy went through, Glenn and Larry opted to keep the current one. Other AC members asked to review both documents before deciding. Danny requested comments be e-mailed to him, and he will make the changes. This item will be **continued** next week.
- m) **Format for Proposal for Professional Development with PSS**
Michael Reber gave a very brief overview of his proposal. A cohort would enroll in a program at Harvard, then return to Saipan and teach others. A Certificate of Completion would be issued. He questioned the appropriate format in which to present his Harvard proposal to the Academic Council. The AC members recommended Michael present this proposal to Dave Attao at the Community Development Institute. This item is **complete**.

- 4) New Business
 - a) Grading policy on degree requirements – **tabled**

- 5) Other Issues
 - a) Danny reported the College was awarded a \$1.5M rehabilitative services grant over a 5-year period. This grant was received in October, 2005. What this grant will do is turn NMC into the center of rehabilitative services. Students will first receive NMC's AA degree, then earn a BA from Southern University (SU) here on Saipan. Hence, an articulation agreement is in order. This week, members from SU will arrive on Saipan. They want to present to the Academic Council next Monday. Someone asked if there was a need for a program like this, and there is a need indeed. A substantive change report to WASC by June will be required. A small cohort could begin as early as Fall 2006. This item will be **continued** next week.

 - b) Glenn informed the AC members that the College Council was receptive to the idea that each instructor state in their syllabi their rule for cell phone use in the classroom.

- 6) Schedule of next meeting
Monday, February 6th, 3:00 pm, HRO Conference Room.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 4:40 pm.

“In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.”