

## FINAL Academic Council Meeting Minutes

DATE: February 13, 2006  
TIME: 11:00 am to 12:30 pm  
PLACE: Room N-5

### AGENDA

- 1) Review and Adoption of February 6, 2006 Meeting Minutes
- 2) Review and Adoption of February 13, 2006 Agenda
- 3) Old Business
  - a) WASC related issues
  - b) Course Guide N:Drive and web templates
  - c) Student Performance Evaluation Policy Review
  - d) Grading policy on degree requirements (Minimum C grade)
  - e) Course Guide Reviews
    - i) SO 297 course guide
    - ii) HI 121 course guide
  - f) AC Procedural Rules
  - g) Disability issues (formerly Disability Statement information)
  - h) Liberal Arts IDP
  - i) 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)
  - j) FERPA Basics Workshop
  - k) Department final exam policies
- 4) New Business
  - a) MA 111 course guide
  - b) Catalog revisions
- 5) Other Issues
  - a) Residency Policy and Tuition Policy
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Doris Aldan-Atalig – Office of Admissions & Records; Jeanette Villagomez – ALO; Kathy Pohl – Counseling Programs & Services; Larry Lee – Business; Lisa Lunde – Human Performance & Athletics; Lynne Curtis – Nursing; Michael Nurmi – Languages & Humanities; Michael Reber – School of Education; Roxanna Arriola – ASNMC; Sam McPhetres – Social Sciences & Fine Arts

Others present: Jim Wedding; Severina Ogo; Donna Leong-Aguon – Recorder

The Academic Council Chairperson Glenn Keaton called the meeting to order at 11:02am.

- 1) Review and Adoption of February 6, 2006 Meeting Minutes  
**It was moved, seconded and unanimously approved to adopt the February 6, 2006 Meeting Minutes as is.**
- 2) Review and Adoption of February 13, 2006 Agenda  
Catalog revisions was added as New Business 4b); Residency Policy and Tuition Policy was added as Other Issues 5a). **It was then moved, seconded and unanimously approved to adopt the February 13, 2006 Agenda with changes.**
- 3) Old Business
  - b) Course Guide N:Drive and web templates  
Lynne informed the AC members that she does not have access to the N:Drive.
  - c) Student Performance Evaluation Policy Review  
Board Policy #3016 (to be renumbered to #3035) was last amended on July 28, 2004. The question is if we want to keep the current policy, or adopt the proposed. After a brief discussion, it was agreed that Glenn's June 27, 2005 memo to the Dean of Academic Programs and Services be resubmitted to our present Dean of AP&S. (Members: please review both policies currently under discussion for further review at the next meeting). This item is to be **continued**.
  - a) WASC related issues  
Dean Jeanette Villagomez referred to her e-mail regarding Lily Owyang's response to NMC's query of discontinuing programs. See item 3i) below.
  - d) Grading policy on degree requirements (Minimum C grade)  
The question is if ALL courses, including Electives, should require a minimum "C" grade. NMC's catalog specifically states CORE courses require a minimum "C" grade (see pg. 47). However, three departments have already implemented the "C" for ALL courses. Currently, the Liberal Arts IDP does not require a "C" for Electives. (Years ago, the item went up to Chas Algaier, then Vice-President, who signed a memo, but the IDP was not signed). Every year, different students follow different IDPs. Michael offered to research what other colleges are doing. An unofficial vote was taken: 5 opted to include Electives, and 8 chose not to include Electives. Page 22 of NMC's catalog states that students have the option to choose P/NP instead of a letter grade. However, financial aid recipients need a minimum of 12 credits to be taken with letter grades, and the P/NP option may be for any courses above 12 credits. After this very lengthy discussion, AC members were asked to look over the policy and catalog, and come prepared for next meeting. This item is to be **continued**.

- e) Course Guide Reviews
  - i) SO 297 course guide – **tabled**
  - ii) HI 121 course guide – **tabled**
  
- f) AC Procedural Rules – **tabled**
  
- g) Disability Issues

Kathy asked if faculty were comfortable including the disability statement on their syllabi, and the answer was yes. Kathy asked if faculty were comfortable with the form she handed out last week. The 200% extended test time seemed excessive. Dean Jeanette said the 200% extended test time might be the law, and Kathy will research that. Kathy said that maybe the extended test time could be individualized to the student.

Kathy then announced that the Counseling Department will sponsor an Academic Advising Training Workshop on March 17<sup>th</sup>. Topics to be discussed: working with disabled students, what Counseling expects of you, and what you can expect of Counseling. The workshop will have workbooks, and will be in the morning, on campus, and breakfast / snacks will be served. Kathy will send out an announcement soon.

Also, MaryAnne Campo has a computer with software to work with disabled students. The computer will be set up in the Counseling Department. A workshop will be conducted on its usage. Tinian and Rota representatives will be invited, according to Dean Danny Wyatt.
  
- h) Liberal Arts IDP

Kathy provided copies of her revised Liberal Arts IDP. The front remained the same, and the back's changes involved the list of introduction courses. Larry asked that the IDP comply with the approved format. Final revisions will be made. **Action: finalize IDP.**
  
- i) 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)

Dean Jeanette referred to Lily Owyang's e-mail regarding the discontinuance of programs. NMC needs to send an official letter from President Tony DLGuerrero to Dr. Beno informing the ACCJC office about the programs to be discontinued, and the effective dates. This item is **complete**.
  
- j) FERPA Basics Workshop

Because new faculty and staff had joined NMC, Doris stated the need for another FERPA Basics workshop. This valuable information will be presented in the Counseling Department's Academic Advising Training

Workshop on March 17th. This item is **complete**.

- k) Department Final Exam Policy  
Two departments: Math, Sciences & Technology, and Languages & Humanities intend to publish their final exam policy for NDU classes in NMC's catalog. Dean Jeanette requested to see the policy. **Action: draft policy.**
  
- 4) New Business
  - a) MA 111 course guide  
There were students who entered this course who had NOT completed MA091 successfully, yet were allowed to enroll in MA111. Unbelievably, placement for MA111 is MA132, as stated in the NMC catalog. That does not make sense! Glenn proposed to cancel this course and write a new Liberal Arts math course, MA141, thereby allowing this course to be transferable (since other colleges will not accept NMC's MA132, thus it would logically follow that MA 111 would not be accepted). On another note: MA151's placement is MA111, implying that students can go directly from MA 091 into Statistics, thus skipping Intermediate Algebra which, under 'normal' circumstances would be a required prerequisite. Michael Reber stated that, according to the folks at the School of Education, MA111 is appropriate for Education students. When Michael asked if there could be a course especially for Education students, Glenn said yes, but the SoE folks would have to work with the Math folks.
  
  - b) Catalog revisions  
The due date for catalog revisions is still this Wednesday, February 15<sup>th</sup>. Hopefully, the **new** catalog for 2006-2008 will be out by this Summer, or definitely before WASC's October 16, 2006 visit. All revisions are to be submitted to Dean Jeanette. This item is **complete.**
  
- 5) Other Issues
  - a) Residency Policy and Tuition Policy  
Doris shared an on-going problem with students who have lived on Saipan for many years as their parents' dependents, but when they turn 18 years of age, are classified as international students, and thus, are required to pay an enormous tuition fee, a.k.a. international student tuition rate. Doris was recommended to take this issue to the College Council (CC). Dean Jeanette informed the AC members that the CC is considering a two-tier tuition rate to replace NMC's present three-tier tuition rate. It would take three years of attending classes at NMC for international students to convert to residency status. Most members agreed that one year domicile should be adequate to qualify for residency status, as in the states. This item is **complete.**
  
  - 6) Schedule of next meeting  
Next Monday, February 20<sup>th</sup> is a holiday. The next meeting is scheduled for Monday, February 27<sup>th</sup>, 11:00 am in Room N-5.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 12:15 pm.  
***“In order to foster a better informed and cohesive college community, NMC faculty,***

*staff and students are welcome to attend.”*