

## FINAL Academic Council Meeting Minutes

DATE: February 6, 2006  
TIME: 3:00 pm to 4:30 pm  
PLACE: HRO Conference Room

### AGENDA

- 1) Review and Adoption of January 30, 2006 Meeting Minutes
- 2) Review and Adoption of February 6, 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) Math Requirements for BS in Education Degree
  - j) Student Performance Evaluation Policy Review
  - k) Grading policy on degree requirements
  - l) Visiting team representing US Dept of Special Education and Rehabilitative Services: Dr. Kundu, Dan Hopkins, Leon Thornton
  - m) Department Final Exam Policy
- 4) New Business
- 5) Other Issues
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology; Kathy Pohl – Counseling Programs & Services; Larry Lee – Business; Lynne Curtis – Nursing; Michael Nurmi – Languages & Humanities; Michael Reber – School of Education; Sam McPhetres – Social Sciences & Fine Arts

Members absent: Doris Aldan-Atalig – Office of Admissions & Records; Jeanette Villagomez – ALO; Lisa Lunde – Human Performance & Athletics

Others present: Lisa HacsKaylo; Danny Wyatt; Brante Dashiell; Raaj Kurapati; Dr. Madan Kundu; Dan Hopkins; Leon Thornton; Donna Leong-Aguon – Recorder

The Academic Council Chairperson Glenn Keaton called the meeting to order at 3:05pm.

- 1) Review and Adoption of January 30, 2006 Meeting Minutes  
**It was moved, seconded and unanimously approved to adopt the January 30, 2006 Meeting Minutes as is.**
  
- 2) Review and Adoption of February 6, 2006 Agenda  
Department Final Exam Policy was returned to the Agenda as Old Business 3m); 3cii) SO297 was tabled; and Michael Reber will allow Glenn to speak about his MA141 class for 3i). **It was then moved, seconded and unanimously approved to adopt the February 6, 2006 Agenda with changes.**
  
- 3) Old Business
  - a) WASC related issues  
Dean Jeanette Villagomez was not present but believed to be on her way to share some information with us. Upon her arrival, we would return to this item.
  
  - b) Course Guide N:Drive and web templates - Nothing new to report. However, Lynne notified us that her Mac cannot access the N:Drive. Larry stated she is not alone. It was believed that most Macs cannot access the N:Drive. Glenn will check if his department is able to. It was also mentioned that NMC will lose two valuable employees, James Santos and James DeLeon Guerrero, in Information Systems.
  
  - c) Course Guide Reviews
    - i) GE 101 course guide  
Glenn pointed out two changes: remove **(Group 2)** from Purpose, and revise the last paragraph in Institutional Goals. It was then **moved, seconded and unanimously approved to recommend the modification of GE101 course guide with changes.**

At this point, the visitors for item Old Business 3l (should be New Business 4a) arrived. A motion was made to move item 4a) up to the present.

Danny and Brante introduced Dr. Kundu, Dan Hopkins, and Leon Thornton of the US Department of Education Rehabilitation Services Administration. NMC had been awarded a \$1.1 million grant (\$225k per year for the next five years). NMC is very fortunate to have obtained the assistance of these consultants together with Brante, Acting Coordinator, who holds a BA in Rehabilitative Services.

This grant was geared towards colleges serving minorities. NMC is the first postsecondary two-year institution in the Pacific to be awarded this grant. NMC will be

THE college of the Pacific to prepare students for careers in the rehabilitative and human services areas.

The plan is to have NMC offer a Rehabilitative Services degree at the Associate of Arts level. A handout drafted the list of courses needed for the AA degree. A total of 10 course guides need to be written. They realize the IDP needs to be in the proper format, presented to the Academic Council again, then on to the College Council, the Board of Regents, and finally a substantive change report to WASC before classes begin.

The target semester to begin this program is Fall, 2006. Michael Nurmi asked if he would need to request two additional English classes. To enroll, students would need to be at the EN101 and MA161 levels. On-going students may have already taken some courses. Brante will actively recruit students with disabilities for this degree. The plan is to graduate 40 students.

A little bit of history: Tony and Jerome attended a 2001 grant writing workshop. Dr. Kundu came to Saipan in 2002. The first attempt in securing this grant was unsuccessful. A subsequent grant application was awarded.

This grant will pay for a project director, 100% of instructors' pay for the first two years and 50% for the third through fifth years, and student stipends.

Lynne of Nursing stated the need for this degree, and welcomed and thanked the visitors. Kathy also welcomed them and offered her help in any way she could. The AC members then introduced themselves. The visitors were thanked, and left.

Continued 3) Old Business

- ii) SO 297 course guide – **tabled**
- iii) HI 121 course guide – **tabled**

d) AC Procedural Rules

Glenn read both policy and administrative procedure for Policy 3008, comparing the current to the revised. Changes on the policy added the periodic review and update of course guides to ensure quality and appropriateness, and that new programs are submitted to the Dean of AP&S for approval by the President and the Board of Regents. Changes on the administrative procedure included format consistencies, correction of the SOE Director's title, and the election of Chairman and Vice-Chairman at the beginning of every Fall semester. **Action:** Glenn will revise both documents and bring them to next week's meeting.

The question about whether a Vice-Chairman was needed was raised. When the other voting members are present, the issue will be addressed.

Larry then followed up on last week's mention of the College Council's (CC) approval of NMC's governing bodies. He was informed that the

President appointed Ivan to revise the list. So far, it appeared that NMC's governing bodies are CC, BOR, Faculty Senate, Staff Senate and the ASNMC. The Academic Council may well be an advisory body.

- e) Disability Statement information  
Kathy asked exactly what was being questioned. She provided copies of the Test Proctoring Form. Michael Nurmi questioned the doubling of test time, and the idea of students being read to in a reading class. Kathy believed the problem may be the way the instructors interpreted the form. There is a fine line difference between assisting and enabling students. She asked what would be good for the instructors. Michael Nurmi said he did not think any of the instructors had a problem. Michael Reber shared with the AC members that in his college days, a person, an assistant, was assigned to a student with disabilities. Larry saw one of his instructors enlarging work by 300% for a student with vision problems, and Larry said that was extra work. It was recommended that this issue be presented to the College Council, and also be **continued** next week with the AC as an agenda item identified as Disability Issues.
- f) Liberal Arts IDP – **tabled**
- 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) Math Requirements for BS in Education Degree  
Glenn informed the AC members that he is creating MA141, a liberal arts math class for students who need a math course to transfer to another college or university. He stated that students who are not Science / Engineering / Math majors do not need to take MA161, College Algebra, but for most colleges and universities they will need a college-level math course in order to graduate. Glenn said he would continue working on this new course guide. This item is **complete**.
- j) Student Performance Evaluation Policy Review  
This item was **tabled** and moved up on next week's agenda to Old Business 3c) so that all voting members may be present for action.
- k) Grading policy on degree requirements  
This item was **tabled** and moved up on next week's agenda to Old Business 3d) so that all voting members may be present for action.
- m) Department Final Exam Policy – **tabled**

- 4) New Business
- 5) Other Issues
  - a) Lynne said her nursing students had difficulty doing clinical math. She asked if the math department could teach clinical math to her nursing students. Glenn asked her to write up a course guide because she knew the required content. She could review old textbooks, find the needed content, and use that information to write up a course outline. He offered her textbooks for her perusal but she said she had “dozens.” Wow. This item is **complete** until such time that the new course guide is brought before the AC.
- 6) Schedule of next meeting  
Monday, February 13<sup>th</sup>, 3:00 pm, HRO Conference Room.

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 4:39 pm.

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