

**NORTHERN MARIANAS COLLEGE**  
**Academic Council**  
**Minutes of September 13, 2007**

Approved 09.20.2007

**Date** : September 13, 2007  
**Time** : 1:00-3:00pm  
**Place** : Human Resources Conference Room

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**Members Present:**

Danny Wyatt, Dean of Academic Programs & Services, AC Chair  
Mark Haag, Chair, Languages & Humanities  
Leo Pangelinan, Director, Counseling Programs & Services  
Dr. Debra Cabrera, Instructor, Social Sciences & Fine Arts Representative  
Larry Lee, Instructor, Business Department Representative  
Dr. Michael Reber, Director, School of Education  
Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics  
Pat Taylor, Acting Chair, Nursing  
Lisa Hacskeylo, Institutional Researcher, Office of Institutional Effectiveness

**Members Absent:**

**Frank Sobolewski, Instructor, Faculty Senate President**  
Office of Admissions & Records Representative  
ASNMC Representative

**Others Present:**

Maryann Campo, ILT, Member, Liberal Arts Program Committee

- 1) **Review and Adoption of the September 13<sup>th</sup> Agenda**
  - a) **Under New Business add:**
    - i) 1 credit for online teaching
    - ii) ED 351
  - b) **Under Other Issues add:**
    - i) Faculty Workload
  - c) **ACTION:** September 13<sup>th</sup> 2007 Agenda approved with changes.
  
- 2) **Review and Adoption of the March 15, 22, & 29 Meeting Minutes and September 6<sup>th</sup> Meeting Minutes**
  - a) To include the question that's on agenda into the minutes.
  - b) September 6<sup>th</sup> Minutes approved with changes.
  - c) Minutes of March 15<sup>th</sup> & 22<sup>nd</sup> 2007 are with Angel. The AC Chair or Recorder will follow-up with her.
  
- 3) **Old Business**
  - a) **Course Guide Updates**
    - i) L & H Chair will be updating their course guides soon.
  - b) **Liberal Arts Program Review Update**
    - i) The committee was unable to meet this week pending materials needed for the meeting. One thing that the committee needs to do is come up with a course to use research papers as evidence since the current one (BI 101) does not require research papers at present.
    - ii) The next meeting is scheduled for Tuesday, next week (09/18/07).
    - iii) **ACTION: Need to come back with another course as evidence.**

## Academic Council

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c) **Adjunct Instructor Certification – Update**

- i) The AC chair received one from Bobbie of HRO. If you have people in mind to teach as adjunct, start the certifying process now for Spring Semester.
  - ii) Is there a problem with adjunct instructors teaching for free?
    - (1) It should not be a problem if adjuncts volunteer to teach without compensation. However, they have to be certified to teach and must waive their rights for compensation by signing a waiver form.
- 4) **New Business**

a) **“TEN QUESTIONS FOR COURSE ASSESSMENT FOR ADJUNCT INSTRUCTORS?”**

- i) SOE Mapping Template for Assessment
  - (1) The SOE Director introduced what they are currently using to assess their courses which is their mapping template for assessment. They would like to use this in place of the “10 Questions...”. It was expressed to Dr. Reber that the 10 questions serve to get a general response regarding the college as a whole. These are simple questions and should not take too much of the adjuncts’ time.
  - (2) **ACTION:** No action taken on the proposal from SOE.
- ii) It was stated that if this process were carried out properly, we can add this into our portfolio of quality control for Tinian and Rota in terms of trying to improve, ensure and document quality of instruction institution-wide. These are tools that can be used by all. Providing these tools to our adjuncts will allow them to take part in providing feedback to address problems delivering courses taught.
- iii) It was noted that all adjuncts, including those teaching on a voluntary basis, have to do the “10 question course assessment”.
- iv) M. Campo shares that the information collected from adjuncts is great for data based decision-making. If we use the feedback from this, we can use this as evidence in the decision-making process. Maryann is willing to work on the survey with OIE.

b) **Math Placement Exam Items**

- i) The Chair for SMH&A re-introduced a revised version of the Math Placement Test Policy for students wanting to place in MA090 without taking the placement test. After questioning the policy, it was recommended to the Chair for SMH&A to rewrite the policy again and present it for AC’s approval.
  - (1) **ACTION:** No action taken at this time for the Math Placement Test Policy
- ii) \$2.00 fee for Math Placement Slips
  - (1) This is a result of students not being responsible in keeping their placement test results as then during registration they come requesting another trying to get into a higher math level. The fee will be paid at finance office. It was asked if there was a way to address the problem other than charging students this fee.
  - (2) Suggestions and ideas on this matter:
    - (a) Find a way to get data without having to take so much time.

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- (i) Create a database
  - (ii) Have it in PDF format and make it available online.
  - (iii) Students must be admitted before taking the placement test
- (3) **ACTION:** Due to limited time, no action was taken. This will be addressed at the next meeting.

**c) Advanced Placement (AP) Procedures**

- i) The AC Chair handed out results or samples of how other community colleges give credit for scoring high in the Advanced Placement tests. These are National Standardized Tests. We should not have a problem providing credit to students from these test results. If we do this, we will boost our enrollment tremendously.
- ii) **ACTION:** Work on procedures for subsequent meetings and AC consideration.

**d) Academic Council Assessment**

- i) Turned in extension stating the AC will turn in columns 2 & 3 later. We need to come up with AUOs and SLOs. A good place to start on this will be the AC by-laws. It was suggested that some topics for inclusion would be processing and approval of course guides and IDP.
- ii) AC Chair suggests to start with 6-10 AUOs/SLOs and then choose three-five for the first cycle of assessment.

**e) 1 Credit for Online Instruction**

- i) To develop an online course it takes about 220 hours and more for development and delivery. The dean recommends that instructors get compensated 1 credit for teaching online courses because they take so much time. Maryann shared that with other colleges, they give 1 credit to instructors for teaching online. AC has approved the definition of online from Maryann.
- ii) The asynchronous format is getting away from quality online instruction. Highly recommend that we do not do this.
- iii) **ACTION:** No action at this time. Will be addressed at a later time (approx. 2 weeks).

**f) ED 351**

- i) Need to change textbook only.
- ii) **ACTION:** ED 351 Course guide – **approved** without changes.

**5) Other Issues**

**a) Academic BOR Policies and Procedures Committee Update**

- i) Still working on it.

**b) FY 2008 Budget**

- i) On-going now

**c) Book Orders for Spring 2008**

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- i) Book orders due tomorrow, 09/14/07. There will be no changes to book orders after tomorrow. The Bookstore will not be responsible for wrong books ordered.
- ii) **ACTION:** Joyce will work with admin. Managers on this issue.
- d) EN 092 Proposed Change - **Tabled**
- e) Tinian and Rota Course Delivery - **Tabled**
- f) Tinian and Rota Registration Protocol - **Tabled**
- g) Gen Ed Assessment Committee Reformation - **Tabled**
- h) Monthly Reports**
  - i) AC Chair has received some monthly reports and requests that those who have not, send get in the habit of sending them now.
- i) 10-66/Annual Report**
  - i) Business, Nursing, and SOE need to turn in the 10-66 Report. If you have completed the 10-66 Annual Report, send it now to AC Chair.
  - j) Student E-mail System the question, "What can faculty do to assist in establishing email accounts for students?" - **Tabled**
    - i) Request to assist in reminding students about the Registration Survey.
- k) Faculty Workload**
  - i) There is not a clear understanding why faculty should be paid extra for doing the work that they are already being paid for.

Meeting adjourned at 2:09 p.m.