Northern Marianas College
ACADEMIC COUNCIL
Minutes of August 7, 2008

DATE: August 7, 2008
TIME: 1:00 p.m.
PLACE: BOR Conference Room

Voting Members Present:
Dr. Debra Cabrera, Dean of Academic Programs & Services, AC Chair
Mark Haag, Chair, L & H Dept., AC Vice Chair
Glenn D. Keaton, Chair, SMHA
Frank Sobolewski, Chair, SSFA Dept.
Larry Lee, Acting Chair, Business

Non-Voting Members:
Rosaline Cepeda, Director, OAR
William Castro, Director, OIE
Maria Aguon, Program Coordinator, Tinian Site

Others Present:
Joyce Taro, Recorder
Lisa Hacskaylo, Institutional Researcher, OIE
Lourdes Villazon, Program Coordinator, RHSP

Meeting called to order.

1) Review and Adoption of August 7, 2008 Agenda
   Under Announcement: add a) Professional Development Days
   Under Request to Place Programs on Inactive Status: add a) Construction Trades
   Under New Business: add b) Independent Study

2) Review and Adoption of the following Minutes:

3) Announcements
   a) Professional Development Days (PDD)
      The Chair handed out to members the Professional Development Days (PDD) Schedule of events. PDD
      will focus on assessment and program review. There will be meetings with dyads, and facilitators will be
      going to the departments. Donna Lewis will be working with academic programs. Every session or activity
      is designed to address accreditation. If instructional faculty don't sign up for a session, instructional it's
      assumed that faculty is should be working on updating course guides.

4) Old Business
   a) 2008-09 Catalog
      Please give the most updated course guide descriptions to the Dean of Student Services no later than
      August 22, 2008 to be included in the 2008-09 catalog.

   b) Assessment Update:
      PROAC reviewed the program requirements. Dyads should be providing feedback to programs either this
      week or next on strengths and weaknesses for the composite report.

   c) Program Requirement Statement on IDP
      School of Education (SOE) grade requirement on their Individual Degree Program (IDP) or Individual
      Certificate Program (ICP) will show that all courses must be passed with a “C” or higher. It is
      recommended that other programs revise their IDP/ICP to be consistent.

   d) NMC Online Issue (Adrian Atalig) Tabled

   e) Liberal Arts Program SLO & Description Change for 08-09 Catalog
      Leo sent something out on email but was not present at this meeting. The item was tabled.
5) Department Request to Place Program(s) on Inactive Status
   a) Construction Trades - Tabled

6) Course Guide Review
   a) EN 202 English Composition (Modification)
      Action: Approved with minor changes.
   b) MG 206 Business Communication (Modification)
      Action: Approved without changes.
   c) TS 101 Introduction to Travel & Tourism (Modification)
      Action: Approved without changes

7) New Business
   a) PC Users for Fall 2008 Semester Registration (Rosaline Cepeda)
      Rosaline asked that department chairs identify who will be assisting in entering courses into PowerCampus during registration. The Academic Programs administrative managers were identified as well as some faculty from the Business Department. Maria Aguon will ask Sue Palacios of NMC Tinian if she is willing to come to Saipan to assist as well. The Staff Senate and Faculty Senate donated to cover travel and lodging costs.

   b) Independent Study
      It was asked why we need approval for this? Why do we offer it for certain students, what do we expect students to achieve by taking this course. We need to justify the need to do independent study. Frank volunteered to do a proposal that will address this matter.
      - Requested by students (name)
      - Why
      - Chances for success (look at GPA)
      - Must have a syllabus
      - Schedule of the Independent Study (Days, Time & Place)

8) Adjournment
   Meeting adjourned at 10:00 a.m.

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