

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 26, 2008

DATE: November 26, 2008

TIME: 2:00 p.m.

PLACE: N-5

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
Leo Pangelinan, Director, CPS
Pasquana Calvo, Acting Chair, Nursing Dept.
Cynthia DLGuerrero, Director, SOE
Frank Sobolewski, Chair, SSFA Dept.

Non-Voting Members:

Rosaline Cepeda, Director, OAR
Adrian Atalig, Director, IT
William Castro, Director, OIE

Others Present:

Joyce Taro, Recorder
Lisa Hacskaylo, Institutional Researcher, OIE
Melena Slaven, Director, RHSP
Larry Lee, Instructor, Business Dept.

Meeting called to order at 2:15pm.

1) Review and Adoption of November 26, 2008 Agenda

Add under announcements:

- a) Saturday [Thanksgiving](#) Picnic, b) Final Exam Schedule and c) Department Inventory

2) Review and Adoption of the following Minutes:

- a) May 29, 2008 – Tabled
b) June 26, 2008 – Tabled
c) July 10, 2008 – Tabled
d) August 7, 2008 – Tabled
e) September 11, 2008 – Tabled
f) November 20 & 26, 2008 - Tabled

3) Announcements

- a) Thanksgiving [Saturday](#) Picnic
This picnic is scheduled for [Nov. 29](#) at Pau Pau beach beginning at noon.
- b) Final Exam Schedule
Please review the final exam schedule for Fall 2008.
Action: [The Fall 2008 Exam Schedule](#) [was](#) approved and will be distributed to all.
- c) Department Physical [Assets](#) Inventory
Deadline for inventory for all physical assets is 12/15/08. The Chair asked that a person be assigned to do this for each department. Please submit names of those assigned by end of the day today.
- d) Christmas Party
Tentatively scheduled for [Dec. 13](#) at the Hyatt.

4) Old Business

- a) 2008-09 Catalog Update:
Leo stated that changes are still being submitted. We hope to have the final version to the printers by next week. We are looking at [printing](#) about 250 copies and if additional funds are available, we may get another 200. There were suggestions to have it available through other means such as online, website and on CD.

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b) Transfer in of Foreign Language Courses

There was some question on the last sentence of the recommended wording. This proposal would only be to meet a graduation requirement. Members were asked to review this further, make recommendations and address it at the next meeting.

c) Advanced Placement Policy

Leo passed out a brief write up based on the most current policy on this issue. Departments need to work on this based on current policy.

ACTION: Leo to send e-copy of this for AC to review and make more recommendations.

5) **Department Request to Place Program(s) on Inactive Status**

6) **Course Guide Review**

a) Course Guide Stop Out

b) Course Guide Cancellation

c) Course Guide Update

i) ED 141 and ED 215 **Tabled**

ii) CS 227 and CS 246 **Tabled**

iii) EC 211 (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

iv) EC 212 (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

v) MG 232 (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

vi) MG 233 (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

vii) MG 250 (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

viii) TS 101 (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

ix) TS 185 (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

x) CJ 103 **Tabled**

xi) CJ 150 **Tabled**

xii) CJ 200 **Tabled**

xiii) CJ 225 **Tabled**

xiv) CJ 251 **Tabled**

xv) LW 106 **Tabled**

xvi) JA 100, JA 101, JA 102, and SP 101 **Tabled**

d) New Course Guide

i) TS 103 Introduction to the Hospitality Industry (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

ii) TS 182 Courtesy and Guest Relations (Eric, email revised [Course Guide](#) as recommended for next AC meeting) **Tabled**

7) **New Business**

a) AC Council Bylaws

Action: It was approved to change the Registrar to the Director as a non-voting member of AC from the Office of Admissions and Records.

b) IDP Template

With the new developmental math courses, it was asked to make the necessary changes on the IDP as well. Thus MA 090 will be removed and replaced with the new courses MA 088 and MA 089. A motion was made to make changes on the IDP template, seconded and approved by majority vote.

Action: It was approved to reflect the new math courses on the IDP Template.

8) **Adjournment**

Meeting adjourned at 3:16pm.

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