Northern Marianas College
ACADEMIC COUNCIL
Minutes of March 13, 2009

DATE: March 13, 2009
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
Pasquana Calvo, Acting Chair, Nursing Dept.
Frank Sobolewski, Chair, SSFA Dept.
Cynthia DLGuerrero, Director, SOE
Leo Pangelinan, Director, CPS

Non-Voting Members:
Rosaline Cepeda, Director, OAR

Others Present:
Joyce Taro, Recorder
Lisa Hacskaylo, Institutional Researcher, OIE

Meeting called to order at 1:20pm.

1) Review and Adoption of March 13, 2009 Agenda
   a) Moved and adopted the agenda as amended (see notes)

2) Review and Adoption of the following Minutes:
   b) November 20, 26 2008
   c) December 23, 2008
   d) January 5, 16, 2009
   e) February 20, 27, 2009

   July 10th Minutes: Motion to adopt with no changes. M/S: Glenn/Mark. Motion carried.
   Feb 20th Minutes: Motion to adopt as amended. Motion carried.
   Feb 27th Minutes: Motion to adopt with no changes. M/S: Glenn/Mark. Motion carried.

3) Announcements
   None made

4) Old Business
   a) AC Council Bylaws (Tabled)
   b) Academic Calendar
      i) Summer 2009: Need to update before Tuesday for registration committee.
      ii) Fall 2009 – will be discussed later

5) Department Request to Place Program(s) on Inactive Status
   a) Hemodialysis Technician Certificate of Completion
      Pas reported on her findings. She stated the program cost and personnel cost. It was recommended that she include cost analysis in report. Re-submit for action the next meeting.
   b) Nursing Assistant
      The same recommendations were made for this program. Pas will re-submit for action in the next meeting.

6) Course Guide Review
   a) Course Guide Stop Out
      i) NU 108 Nursing Assistant
         Will be acted on next week when the two programs are placed on inactive status.

      ii) NU 109 Hemodialysis Technician
         Will be acted on next week when the two programs are placed on inactive status.
b) Course Guide Cancellation

c) **Course Guide Update (TABLED)**
   i) ED 215
   ii) CS 227
   iii) CS 246
   iv) EC 211
   v) EC 212
   vi) MG 232
   vii) MG 233
   viii) MG 250
   ix) CJ 200
   x) CJ 225
   xi) LW 106

   **All course guides tabled**

   - All course guides tabled

   d) New Course Guide
   i) TS 103 Introduction to the Hospitality Industry **(Tabled)**

7) **New Business**

   a) COMPASS & APS **(Tabled)**
   b) Policies, Procedures & Practices in Hiring of Faculty in APS

   This issue will be discussed with department chairs separately and not in AC. The Chair has made suggestions to HR regarding **these the** issue. There **in is** inconsistency with practice vs policies and procedures in regards to job vacancies.

   c) BE 110 College Life Skills

   No action at this time regarding this course.

   d) Placement Exit Exams (data & analysis) – SMHA (Glenn)

   Page 2 from 2004. – see report emailed by glenn.

   Is the test reliable? Is it valid? Is it used appropriately? Placement exam: is it valid? External validation of the instrument requested by the Chair. Is it measuring what it's supposed to measure? Frank was willing to look at the mapping for the math department. We are doing this to improve.

   e) Acuplacer – L&H (Mark):

   Mark provided a report regarding accuplacer. He will continue to ask for more testing.

   f) Student Learning Outcomes for Memo 1 Rubric

   i) Column 2 of memo 1. Programs submit one type of SLO or submit a variety? PROAC wants AC’s input on whether to submit one type of SLO or a variety.

   g) PROA Strategic Plan 2008-2012 - Operational Plan Action Plan for Year 1

   The goal that pertains to APS is student learning and success. Think about a departmental mission that is inline with PROA **strategic Strategic** Plan and with the institutional mission.

   h) Maximum Enrollment for Classes

   Caps on classes to be increased but class size will depend on availability of seating and the learning environment. Is there room to increase caps? Where do we go to get these guidelines?

   i) Acceptable Faculty Overload

   Memo or letter about going over 6 credits overload was discussed. How does this affect the quality of teaching of faculty? Where do we draw the line? What do we do because of student demand? The Chair asked that department chairs share with faculty and return for more discussion and possibly recommendation.

   j) Student Evaluation of the Courses
The Chair is not in support of online evaluation. Many classes have low responses to the online evaluation. Let's revise the process. She suggested to have it in two parts, midterm and at the end of the semester. For the midterm, it can be done informally. What counts for the institution is the end of the semester. It was also recommended to assess the instrument and revise it.

k) Student Complaints on Academic Matters (Policies & Procedures)

What is your understanding of student complaints being addressed? They are encouraged to speak with faculty to address any concerns.

8) Adjournment

Meeting adjourned at 3:18pm.

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