

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of April 9, 2009**

**DATE:** April 9, 2009

**TIME:** 11:00 a.m.

**PLACE:** BOR Conference Room

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**Voting Members Present:**

Dr. Debra Cabrera, Dean of Academic Programs & Services, AC Chair

Mark Haag, Chair, L&H Dept.

Cynthia I. Deleon Guerrero, Director, SOE

Pasquana Calvo, Acting Chair, Nursing Dept.

Larry Lee, Acting Chair, Business Dept.

Frank Sobolewski, Chair, SSFA Dept.

Leo Pangelinan, Director, CPS

**Non-Voting Members:**

Rosaline Cepeda, Director, OAR

**Others Present:**

Joyce Taro, Recorder

Melena Slaven, Director, RHSP

Meeting was called to order at 10:55 am.

**1) Review and Adoption of April 9, 2009 Agenda**

Under announcement: added a) Educational Campaign, b) SLO's

Under old business: tabled items c and f.

Under course guide review: added items c) xvii LI 150

Under new business: added: b) Developmental Education Program

Agenda was adopted as amended.

**2) Review and Adoption of the following Minutes:**

a) May 29, 2008, June 26, 2008, August 7, 2008, September 11, 2008

b) November 20, 26 2008

c) December 23, 2008

d) January 5, 16, 2009

e) March 6, 13, 20, 2009

f) April 3, 2009

**3) Announcements**

a) Educational Campaign

The WASC visit is scheduled for April 20-21, 2009. The team consists of Dr. Amador, Chairperson for this visiting team along with Dr. Negash. The Chair asked what changes do we need to make to improve from course level outcomes to program level outcomes. The Chair asked if departments can do a separate folder with examples prior to the PROAC meeting tomorrow. She also stated that each department should have a file of these examples in their departments as well.

b) Student Learning Outcomes (SLO)

Accreditation document from WASC was provided by Frank as an FYI for all.

**4) Old Business**

a) **AC Council Bylaws**

Under non-voting members on the Academic Council (AC) Bylaws, the following were changed.

2b) Changed the Registrar to the Director, Office of Admissions and Records

2d) Changed from the Associated Students of Northern Marianas College (ASNMC) President to the President of ASNMC.

b) Fall 2009 Schedule

The draft Fall 2009 schedule will be reviewed at the next meeting. Final submission is due by the end of April.

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- c) BE 110 College Life Skills (**Tabled**)
- d) Placement and Exit Exams (data & analysis) – SMHA  
None
- e) Maximum Enrollment for Classes  
The Chair will discuss with Roger Madriaga the safety of students before setting the required caps.
- f) Acceptable Faculty Overload (**Tabled**)
- g) Student Evaluation of the Course (Glenn & Cynthia)  
Glenn and Cynthia are still working on this issue.

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

- a) Hemodialysis Technician Certificate of Completion  
The Certificate of Completion for Hemodialysis Technician was approved for inactive status.
- b) Nursing Assistant  
It was noted that there was a need for one faculty to teach NU108 for this program.  
A motion was made to adopt the Certificate of Completion for Nursing Assistant for inactive status.  
M/S: Glenn/Mark. Motion carried.

**6) Course Guide Review**

- a) Course Guide Stop Out
  - i) NU 108 Nursing Assistant  
A motion was made to adopt the NU108 course guide to be on inactive status.  
M/S: Glenn/Mark. Motion carried.
  - ii) NU 109 Hemodialysis Technician  
A motion was made to adopt the NU 109 course guide to be on inactive status.  
M/S: Glenn/Mar. Motion carried.
- b) Course Guide Cancellation  
None
- c) Course Guide Update
  - i) ED 215 - Tabled
  - ii) CS 227 Larry was asked to update the Business Dept course guides and return for approval.
  - iii) CS 246 Larry was asked to update the Business Dept course guides and return for approval.
  - iv) EC 211 Larry was asked to update the Business Dept course guides and return for approval.
  - v) EC 212 Larry was asked to update the Business Dept course guides and return for approval.
  - vi) MG 232 Larry was asked to update the Business Dept course guides and return for approval.
  - vii) MG 233 Larry was asked to update the Business Dept course guides and return for approval.
  - viii) MG 250 Larry was asked to update the Business Dept course guides and return for approval.
  - ix) CJ 200
  - x) CJ 225
  - xi) LW 106
  - xii) MA 089 Glenn will make recommended changes and return for approval at the next meeting.
  - xiii) MA 091 Glenn will make recommended changes and return for approval at the next meeting.
  - xiv) CM 101
  - xv) CM 102
  - xvi) EN 111  
Frank will check with Judy and inform her of recommended changes on pre-req. He will resubmit for approval at the next meeting.

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xvii)LI 150

A motion was made to approve the LI 150 course guide as amended. Motion carried.

d) New Course Guide

i) TS 103 Introduction to the Hospitality Industry **(Tabled)**

**7) New Business**

a) COMPASS & APS

The Chair asked how can Academic Programs help the Community Development Institute (CDI) generate revenue for the College. Suggestions were made such as offer variety of courses, and assess community needs.

b) Developmental Education Program

Review the College of the Marshall Islands Report and see how we can improve our developmental courses for Math and English.

**8) Adjournment**

Meeting was adjourned at 12:53pm.

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