

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of July 8 and 14, 2009**

**DATE:** July 8, 2009

**TIME:** 1:00 p.m.

**PLACE:** N-5

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**Voting Members Present:**

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

Larry Lee, Acting Chair, Business

**Others Present:**

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Melena Slaven, Director, RHSP

Lourdes Villazon, Program Coordinator, RHSP

Meeting called to order at 1:13pm.

**1) Review and Adoption of July 8, 2009 Agenda**

All minutes tabled. Under announcements, added: a) Use of TracDat in Course Assessment, b) Catalog.

Tabled all items under old business. Under 7.b. added: AA Rehab & Human Services IDP. Under 8.b.: moved RH 110 and RH 120 to 8.c.

**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, 9, 24, 2009

g) May 8, 15, 2009

h) June 5, 12, 24, 2009

i) July 1, 2009

All minutes were tabled.

**3) Announcements**

a) Use of TracDat

b) Catalog: Deadline to submit information for the catalog is July 17. Frank and Lisa will be working on the Course Guide for BE 111. This may not be ready for the catalog but will be ready for the Fall 2009 semester.

**4) Old Business**

a) AC Form 1 - Tabled

b) New Immigration Requirements (Rosaline Cepeda) - Tabled

c) Math Placement and Exit Exams (data & analysis) – SMHA - Tabled

d) Maximum Enrollment for Classes - Tabled

Lee Bowen is working on measuring the classrooms for maximum capacity.

e) Student Evaluation of Courses (Glenn & Cynthia) - Tabled

**5) Department Request to Place Program(s):**

a) On Inactive Status

**6) Individual Certificate Program (ICP) Revisions**

a)

**7) Individual Degree Program (IDP) Revisions**

a) A.S. in Natural Resources Management

Approved: 10/22/09

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MA 161 will be the alternative course for the MA 151 requirement. The proposed new IDP lists specific science elective courses for the required 16 credits of science electives. These are all 100-level science courses. For example, students can three biological and one physical science courses to meet the science electives.

- Motion was made to approve the IDP as requested with changes. M/S: Frank/Cynthia. Motion carried.

b) Rehabilitation and Human Services IDP

- Frank will provide Melena a copy of what is stated on the Criminal Justice IDP in reference to the statement about requiring a minimum grade of "C" for all core, general education, and program course requirements. Melena stated that she added a fine arts class so that the general education courses will be transferrable. It was suggested to set up MOU's with other institutions to accept our courses. Another suggestion was to contact other institutions and determine if they will accept the courses when students transfer. It was recommended to indicate the date of revision on all IDPs/ICPs. Melena will make the changes as recommended for approval at the next AC meeting.

8) **Course Guide Review**

a) **Cancellations**

- i) BI 120 Human Biology is a course that is not needed for any degree program and has not been taught for 7 years.
  - A motion was made to cancel the course. M/S: Frank/Cynthia. Motion carried.
- ii) PE 280 is not required for any degree program and has not been taught due to low or no enrollment since it was created.
  - A motion was made to cancel the course. M/S: Frank/Cynthia. Motion carried.

b) **Modifications**

- i) NU 107
- ii) NU 207
- iii) NU 212
- iv) TS 103

c) **New**

- i) RH 110 – is a new Course Guide. Melena noted changes as recommended by AC. She will make the changes and return the Course Guide for approval at the next AC meeting.
- ii) RH 120 Melena will make changes to the Course Guide and return it for AC approval.
- iii) RH 130 same as above.
- iv) RH 150 same as above.

9) **New Business**

- a)

10) **Adjournment (Recess until Monday July 13 at 1pm)**

Meeting was recessed until Monday July 13 at 1pm in N-5.

July 13, 2009: Meeting of AC to reconvene on July 13, 2009 at 1pm in N-5 was postponed until the Rehabilitation and Human Services Course Guides that needed revisions are completed. Meeting postponed until July 14 at 1pm in N-5.

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**Academic Council Meeting**  
**July 14, 2009 1pm in N-5**  
**Reconvened from July 8, 2009 Meeting**

Present: Mark Haag, Chair, L&H (AC Vice-Chair)  
Frank Sobolewski, Chair, SSFA  
Pas Calvo, Acting Chair, Nursing Dept.  
Larry Lee, Acting Chair, Business Dept.

The Rehabilitation and Human Services Course Guides are still tabled. Melena is out sick today.

Frank handed out the justification to change the AAS in Criminal Justice IDP. Justification was evident in the Form 2 program mapping in the second cycle of program review.

- A motion was made to adopt the revised AAS in Criminal Justice IDP. M/S: Larry/Pas. Motion carried.

Meeting adjourned at 1:24 p.m.

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