

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 28, 2009

DATE: July 28, 2009

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Cynthia DLGuerrero, Chair, Dean of APS
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.
Larry Lee, Acting Chair, Business
Leo Pangelinan, Director, CPS

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder
Janice Tenorio, Dean, SS
Melena Slaven, Director, RHSP
Lourdes Villazon, Program Coordinator, RHSP

Meeting called to order at 9:45a.m by Dean Deleon Guerrero

1) Review and Adoption of July 28, 2009 Agenda

- a) Meeting place is N-5 and not BOR. Under announcements added: c) PROA Update, d) Professional Development Days (PDD). Under IDP Revisions: added a) Rehabilitation and Human Services Program IDP. Under Course Guide Review Modifications; Items Tabled: NU 107, NU 207, NU 212. Under New, added: RH 130, RH 150, RH 210, RH 220, RH 230, RH 240, RH 250 and BE 111. A motion was made to approve the agenda as amended. Motion was seconded. Motion carried.

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, 8, 2009

All minutes were tabled.

3) Announcements

- a) Department Chair Meetings:

The Chair asked to meet with department heads on a bi-weekly basis. She mentioned that communication is very important and that she would like to meet with faculty and staff as well. She asked that department chairs submit their available time so that she can schedule accordingly.

- b) Troops to Teachers:

- The Chair shared that some of our SOE students (Troops to Teachers) will be leaving for training and will miss classes. There are about 24 of them leaving. They will be leaving on or about Aug. 3 – Sept. 7. The Chair then asked Pam Buckingham for more information. Pam stated that SOE is willing to help these students with SOE courses but they can't with other courses. We need to identify who these students are and then look at the different courses. The troops using the GI bill to pay for their tuition only need number of credits, whereas those receiving scholarships must go full-time. It was made clear that remedial courses should not be done as independent study.
- It was recommended that they go through the CDI as a cohort or recommend that these students go part-time. The Chair will ask to meet with CDI to discuss this option.

Approved: 10/22/09

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- c) PROAC (Form 2)
 - i) The Chair informed AC that PROAC is still reviewing Forms 2. The Business Department does not have the manpower to work on all of their Forms 2. According to the Chair, data from the CNMI Scholarship Office is much more reliable than calling students and asking them.
 - ii) The Chair does not understand why governance bodies are not required to do Form 2. This includes AC. The Chair will update AC once the report from program review is finalized.
- d) Professional Development Days (PDD)

The Chair stated that the PDD will be on August 10-13, 2009. Tentatively our agenda will be as follows:

 - August 10 and 11 Dr. Steve Maradian.
 - Aug. 12-13 Assessment of Student Learning (Dr. Mary Allen & Dr. Fred Trapp)
 - Aug. 14 Early Registration.
 - Leo asked if he can get 2 hours for Academic Advising Orientation and during lunch have Poetry Presentations by students for the faculty.

4) Old Business

- a) New Immigration Requirements: No update by Rosaline Cepeda.
- b) Math Placement and Exit Exams (data & analysis) – SMHA
Glenn explained that he has reported to AC and did a written report to justify the need to incorporate Accuplacer. At this time, he says there has been no Accuplacer training given to any faculty member for either English testing or Math testing.
- c) Maximum Enrollment for Classes
Rosaline informed that she has the information on this because she had to provide this data for the student and Exchange Visitor Information System. After the AC meeting, Rosaline will email the maximum enrollment for each classroom.
- d) 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) Rehabilitation and Human Services Program
It was recommended to change the number of credits to 2 for fieldwork experience. It was noted that AC should approve the program courses first before approving the IDP. Therefore, the IDP is tabled at this time until the Course Guides are approved.

8) Course Guide Review

- a) **Cancellation**

- b) **Modifications**

- i) NU 107 - Tabled
- ii) NU 207 - Tabled
- iii) NU 212 - Tabled
- iv) TS 103 - Tabled
- v) HI 122: This Course Guide was last updated in Fall 1996.
 - (1) Motion to approve as amended
 - (a) M/S: Mark/Pas. Motion carried.

- c) **New**

- i) RH 110
 - (1) Motion to approve as amended (Melena made changes on hardcopy.)
 - (a) M/S: Glen/Mark. Motion carried.
- ii) RH 120
 - (1) Motion to approve as amended (Melena made changes on hardcopy.)
 - (a) M/S: Glen/Mark. Motion carried.

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- iii) RH130
 - (1) Motion to approve as amended (Melena made changes on hardcopy.)
 - (a) M/S: Glen/Larry. Motion carried.
- iv) RH 150
 - (1) Melena to get assistance from Larry with recommended changes.
 - (a) Recommendations/Changes noted by Melena. No approval at this time.
- v) RH210
 - (1) Changes noted by Melena on hardcopy. She will bring it back for further review and approval. No approval at this time.
- vi) RH220
 - (a) Changes noted by Melena on hardcopy. She will bring it back for further review and approval. No approval at this time.
- vii) RH230
 - (a) Changes noted by Melena on hardcopy. She will bring it back for further review and approval. No approval at this time.
- viii) RH240
 - (1) Motion to approve as amended (Melena noted changes on hardcopy.)
 - (a) M/S: Glenn/Mark. Motion carried.
- ix) RH250
 - (1) Changes noted by Melena on hardcopy. She will bring it back for further review and approval. No approval at this time.
- x) BE111
 - (1) Replaced BE110 (Frank and Melena noted changes on hardcopy). Frank will make changes and resubmit the Course Guide for approval at the next AC meeting.

9) New Business

a)

10) Adjournment

Meeting adjourned at 12:12pm.

Next Meeting: Aug. 4 at 9:30am in the Board of Regents Conference Room.

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