

Northern Marianas College
ACADEMIC COUNCIL
Minutes of October 29, 2009

DATE: October 29, 2009

TIME: 1:00 p.m.

PLACE: BOR

Voting Members Present:

Cynthia I. Deleon Guerrero, Dean of Academic Programs & Services, AC Chair

Cynthia I. Deleon Guerrero, Acting Chair, Business Dept.

Cynthia I. Deleon Guerrero, Acting Chair, SMHA Dept.

Frank Sobolewski, Chair, SSFA Dept. and Acting Chair, Languages and Humanities Dept.

Barbara Merfalen, Acting Director, SOE, AC Vice-Chair by appointment

Leo Pangelinan, Director, CPS

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

1) Review and Adoption October 29, 2009 Agenda

Items 8.b.i-ii were tabled. Under new business added e) Course code. Agenda was adopted with amendments.

2) Review and Adoption of the following Minutes:

a) May 29, 2008, June 26, 2008 **(Tabled)**

b) January 5, 16, 2009 **(Tabled)**

c) March 20, 2009 **(Tabled)**

d) April 3, 9, 2009 **(Tabled)**

e) June 18, 24, 2009 **(Tabled)**

f) July 1, 2009 **(Tabled)**

g) September 11, 2009 **(Tabled)**

h) October 14, 2009 **(Tabled)**

i) October 22, 2009 **(Tabled)**

3) Announcements

4) Old Business

a) New Immigration Requirement **(Tabled)**

b) Accuplacer (Math) **(Tabled)**

c) Maximum Enrollment for Classes (Spring 2010)

Recruitment efforts will be on-going with PSS. The Chair and Dean Janice Tenorio asked that we come up with class schedules for Spring, Summer and Fall 2010. This will get us into the cyclical plan of courses. One of our goals is to have course schedules available in advance. The Chair also asked that we reconsider enrollment caps. One way is to look at sequence of courses by sections. She would like to schedule a time to meet with the departments to discuss and work on this matter. It was mentioned that a new requirement about textbook information be available when the schedule of courses are out and so textbook information needs to be available too.

Another issue discussed was adjuncts teaching if they were under federal programs. The concern is the possibility that the federal programs may not be flexible to allow their employees to work outside of their duties but if they do allow it then documentation needs to be provided.

The Chair then asked that department chairs take the Spring 2010 class schedule back to be discussed with others. The Chair would like to have the 1st draft of **Spring 2010 schedule by Nov. 5 to include caps on classes.**

d) Catalog

According to Dean Janice Tenorio the catalog will be going to the printers next week. Frank will need to make some changes to include CJ 206 before it gets to the printer. The Chair asked that Frank work directly with Rosaline and Dean Janice Tenorio on these changes.

e) October 2009 Mid-Term Report (WASC) **(Tabled)**

f) Proxy for Business and SMHA Department **(Tabled)**

g) Election of AC Vice-Chair **(Tabled)**

h) Academic Council By-laws (membership) **(Tabled)**

Approved: 02.18.2010

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

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

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

8) **Course Guide Review:**

a) **Cancellations**

b) **Modifications**

- i) NU 212 (Tabled since no one available to present)
- ii) TS 103 (Tabled since no one available to present)

c) **New**

9) **New Business**

a) **Faculty Workload**

The Chair would like to find out how faculty workloads are done departments. There are currently different methods of calculating workloads and so the Chair would like to ask departments to explain their understanding of how workloads are calculated. The Academic Council needs to review this so that we can be consistent. The Chair also informed that the maximum of 6 overload credits will be adhered to.

In previous years, the Academic Council approved certain methods of calculating workloads for certain programs. There is no uniformity at this time. Lisa strongly advised to have NMC join CUPA and look at national standards for evidence to support these decisions.

This overload issue was very much a concern by the senior commission for SOE. Any overload above 21 will need the approval of the Dean. **Deadline for report is Nov. 19th.**

b) **Policy on Plagiarism**

Need more feedback on this policy. In the 2006 Self-study, the Academic Council was going to look into this policy. How do we address procedures for this issue? The Chair asked that members think about it for future discussion. Being part of Gen Ed we can see it as academic integrity and use it as a Gen Ed outcome. There is nothing concrete from Student Services but there were discussions about it. If instructors have been handling this issue on their own, it was recommended that they report it so that we can have data. It would be good to have a common understanding across the board.

c) **Policy on Course Guide Updates**

Current policy is 3 years for course guides to be updated. In a previous meeting of the Academic Council, it was moved and approved to change review period from 3 years to 5 years. However, updates if of Board of Regents policy and so to change it, it will need to go through the governance bodies for review and approval by the Board of Regents.

d) **PPEC Palau Protocol "Rael" – Articulation Agreements:** The Chair reported what the articulation agreement was about in collaboration with Guam Community College (GCC). Palau Community College reported what their articulation agreement was with GCC. The Chair has already e-mailed the Palau Protocol to AC members and will e-mail it again upon request. She would like to get comments and feedback from faculty regarding the Palau Protocol Articulation Agreement. Barbara Merfalen requested if they could ask about looking at articulation for four-year institutions for School of Education.

e) **Course Code**

10) **Adjournment**

Meeting adjourned at 2:13 pm.