

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 5, 2009

DATE: November 5, 2009

TIME: 1:00 p.m.

PLACE: N-5

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.

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept. and Acting Chair, L&H Dept.

Barbara Merfalen, Acting Director, SOE

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Meeting called to order at 1:20pm.

1) Review and Adoption November 5, 2009 Agenda

Under course guide (new) added: i) ED 240, ii) ED SP1

Under new business, added: a) course evaluations for Fall 2009, table NU 212 & TS103 and b) Emmanuel College courses.

Under old business: table catalog

Motion to adopt agenda as amended. M/S: Barbara/Pasquana. Motion carried

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, 22, 29, 2009 **(Tabled)**

3) Announcements None

4) Old Business

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

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

c) Spring 2010 Semester

i) Class Schedule (Draft): The School Of Education (SOE), Business Department and Sciences, Math, Health & Athletics (SMHA) Department will email their schedule soon. Pasquana stated that the schedule for the Nursing department will be the same as what they offered in Spring 2009. Joyce will email the Spring 2010 schedule no later than Monday, November 30, 2009.

ii) Maximum enrollment: This will be a new requirement on the schedule. The maximum enrollment shall be added onto the schedule. Barbara informed council that SOE has tentatively scheduled November 16-20 as green sheet week and November 30-December 4 as pink slip week.

d) Catalog **(Tabled)**

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

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

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

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

i) Workload

The Academic Council proposed and accepted a 21 maximum credit limit on faculty workload. The calculation was based on 15 credits per semester with 6 additional credits that will also include administrative duties. Therefore, total workload per semester must not exceed 21 credits. According to the Chair, the President did mention to PROAC or College Council that this issue needs to be reviewed. There is a need to look at this for Spring 2010 semester. Frank explained this proposal and shared that the Languages and Humanities Department has a huge overload and recommends the need for 4 additional full-time faculty. It was also mentioned that there should be a blanket calculation for all workloads across departments because of discrepancies.

It's necessary that we set standards and note the different needs of departments and faculty. Barbara stated that this is needed for uniformity but be sensitive to department needs. Departments should also continue evaluating themselves as part of program review. The Chair proposed that an ad hoc committee look into the workload issues. Barbara, Pasquana and Rosaline will take the lead on this issue. The ad hoc committee must first determine how workloads are calculated. The ad hoc committee will bring their findings to the December 10 Academic Council meeting. Barbara asked the Chair to send an email to departments to inform them the purpose of the Ad Hoc Committee.

j) Policy on Plagiarism

In the last meeting, council members shared the need to work closely with whoever is in charge of the catalog section on plagiarism and academic dishonesty. School Of Education was asked to share what they have in place.

k) Policy on Course Guide Updates

The Academic Council proposed and accepted to extend reviewing of course guides to five years. However, the Educational Programs Policy 3009 states that course guide updates must be every three years. The Chair asked council members their thoughts on this. Frank agreed with the Chair about keeping it at 3 years because we don't want to wait too long to review course guides. At this time, the Chair asked academic departments to follow policy and update their course guides every three years. We have not been following the policy and we need to do so now.

Joyce will email database to department chairs to start updating their course guides. The Chair thanked the Office of Admissions and Records for taking the lead in updating PowerCampus as well.

l) Pacific Postsecondary Education Council (PPEC) Palau Protocol "Rael" (Articulation Agreements)

The Chair stated that we need to look at our General Education courses and incorporate SOE courses as well such as that of College of Micronesia (Pohnpei) where they offer courses for 4 year education programs. We can also look at Guam Community College which goes through University Of Guam. Frank mentioned that the course descriptions are more important than the course ID. This discussion will be good during the training in Hawaii. Travel Authorizations are being processed by the administrative managers through Becky and Joyce.

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

None

6) Individual Certificate Program (ICP) Revisions

None

7) Individual Degree Program (IDP) Revisions

None

8) Course Guide Review:

a) **Cancellations** None

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b) Modifications

- i) NU 212 - Tabled
- ii) TS 103 - Tabled

c) New

d) ED 240

This is an elective course to supplement the degree in Bachelor's degree in Education Emphasis in Elem Ed. The format will need to be corrected. Need to correct the English and Math Placement to EN101 and MA091. It was recommended to make changes and return for action at the next meeting.

e) ED SP1 – recommend to address formatting and return for action at the next meeting.

9) New Business

a) Course Evaluation for Fall 2009

Clarification on evaluation was needed for Fall 2009 semester. Cynthia & Glenn Keaton were asked to look into a new evaluation template. In Spring 2009, Dr. Deb stated that SOE did not have any problem with the online evaluations and agreed that they could continue to use this method of evaluation. The Nursing Department preferred the online method as well. Dr. Debra Cabrera clarified that if online is working well for a department then they can continue using online. Departments that prefer to do paper based can continue to use that method as well. The policy for course evaluation states that the Dean has the responsibility to dictate the process.

b) Emmanuel College Transfer Courses

One of the instructors from Emmanuel College emailed Pasquana stating that the information that they received from NMC is that their courses can transfer because they are in US territory. Pasquana was concerned about this because in nursing, the situation relates to life and death situations. Until management decides to act on it, the department chair is still responsible for making the decision.

It was also shared that the International Business and Professional College (IBPC) was asking if their courses can transfer to NMC but were told that their courses can't be accepted by NMC. It is really the decision of the institution to determine acceptance of credits from other institutions. This will be a WASC issue if we are not careful. Once precedence is set, we open doors for more issues that may arise.

10) Adjournment

Meeting adjourned at 3:24 p.m.