

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 19, 2009

DATE: November 19, 2009

TIME: 1:00 p.m.

PLACE: Board of Regents Conference Room

Voting Members Present:

Cynthia Deleon Guerrero, AC Chair, Dean of APS

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

Pasquana Calvo, Acting Chair, Nursing Dept.

Barbara Merfalen, Acting Director, SOE

Leo Pangelinan, Director, CPS

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Bertha Leon Guerrero, Distance Learning Coordinator???, IT

Lourdes Villazon, Program Coordinator, RHSP (Recorder)

Dean Deleon Guerrero called the meeting to order at 1:05 p.m.

1) Review and Adoption of November 19, 2009 Agenda

The following changes were made to the agenda:

- Tabled:** Under 2 Review and Adoption of Minutes: a through i.
Under Old Business: b) Accuplacer (Math) f) Proxy for Business and SMHA
Department g) Election of AC Vice Chair h) Academic Council By-Laws
(membership) i) Workload
Under 8 Course Guide Review: bii) Modifications: TS103
- Removed:** Under 4 Old Business: e) October 2009 Mid-Term Report (WASC)
- Added:** Under 3 Announcements: a) Cash for College b) IT Training
Under 8 Course Guide Review: bvii) Modifications: NU 209

Barbara made a motion to adopt the November 19, 2009 agenda as amended. Pasquana seconded the motion. Motion carried.

2) Review and Adoption of Minutes

- a) May 29, 2008; June 26, 2008
- b) January 5, 16, 2009
- c) March 20, 2009
- d) April 3, 9, 2009
- e) June 18, 24, 2009
- f) July 1, 2009
- g) September 11, 2009
- h) October 14, 22, 29, 2009
- i) November 15, 2009

All minutes were tabled.

3) Announcements

- a) Cash for College Workshop
The 2nd NMC Cash for College Workshop will be held this Saturday, November 21, 2009, in Building A from 9 a.m. to 3 p.m. Assistance for completing the following financial aid forms will be provided to students:
SHEFA - due December 1, 2009
CNMI Scholarship - due December 15, 2009
FAFSA – ongoing
College Access Challenge Project - due December 15, 2009

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Gates Millennium Scholarship - due January 11, 2010

Copying and notary public services will be available at the Cash for College Workshop. Rosaline suggested advising students who were ineligible for the CNMI or SHEFA scholarships to reapply for this semester in the event their GPAs have gone up, which may make them eligible to receive these scholarships.

b) **Information Technology Training**

Bertha reported that 50 individuals responded to a needs assessment survey she conducted for IT training. Training sessions are ongoing now and more will be set for this coming Spring semester.

The faculty are encouraged to take advantage of the Moodle and VTC training, to help build the foundation for distance education courses for Rota and Tinian. Various programs such as Silhouette and Flashlight surveys, useful for program review, are available. Atomic Learning for online professional development is also available. Basic training, for example, creating forms on Microsoft Word 2007 can be set. Bertha asked the Academic Council to let her know of a specific training they would like offered. The IT staff have the expertise to conduct various types of training.

4) Old Business

a) **New Immigration Requirement**

Rosaline reported that the College has officially received approval under the Student and Exchange Visitor Program (SEVP) to accept foreign students. She explained that foreign students must apply and be certified by an institution prior to leaving their country of origin. For example, when our Office of Admissions and Records receives all required documents from a student, an I20 form will be sent to that particular student. The student must then submit this form to the US Consulate Office in their country to begin their paperwork processing for their entry into the CNMI.

There are two classifications of student entries, an F and an M student. F students enroll for academic reasons, to pursue a degree or certificate. These students must declare a major at the time of their application. F students can stay up to the completion of their degree or certificate program. This also applies to students who need to take developmental English and Math courses. The institution is responsible for certifying the length of a student's program of study based on the results of their placement tests.

M students enroll on a vocational status, for example, students who enroll under the Community Development Institute, register to learn English and receive internship training at the hotels, without pay. M students are allowed to stay for up to one year.

The Chair asked what category students who are here to learn English fall under. Discussion took place and it was concluded that since there is no certificate or degree program for English, students would have to enroll as M students. Another question was raised on whether students can transition from an M student to an F student. This would be possible, but students would have to reapply to the Department of Homeland Security, the Department responsible for the SEV program.

b) **Accuplacer (Math) Tabled**

c) **Spring 2010 semester**

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i) Class Schedule (Draft)

The Chair informed the Academic Council that the community is requesting for more classes to be offered in the late afternoon and evening time. The Public School System Commissioner has communicated with the Chair to consider offering courses at these times to accommodate PSS employees' schedules.

The Chair also mentioned that there is a concern about several of the Troops to Teachers students who are at risk of losing financial assistance, because they have not been able to register for classes due to course timing or the limited number of seats available of courses offered in the late afternoon and evening. Troops to Teachers students are required to complete 18 credits per academic year, so this spring semester will be their final chance to make up the number of credits necessary.

Frank indicated that this would also meet different career development types of needs or categories of needs and not only traditional students or regular full-time students. Bertha commented that this is another reason why distance education is important. If courses were offered online, NMC will be able to reach more individuals in the community who have to work. Bertha said she could help instructors with the course design. She will need the subject matter from instructors and can help post them online.

The Chair asked all departments to review their schedules one more time to see if more classes can be offered in the late afternoon and evenings.

ii) Maximum Enrollment

The Chair reminded the department chairs to consider the content of courses and the number of students who will need to enroll in these classes when deciding the maximum enrollment for each class, in order to maximize classroom capacity. She recognized that some courses need to remain at 15 or 16 maximum enrollment.

Galvin mentioned that the recent study completed by Becka, the contractors for the facilities master plan, discovered that the College uses less than 25 percent of usable rooms on campus, concluding that the College is underutilizing classroom space. So there is still the possibility of creating more classroom space.

The Chair said that she and Joyce are looking at each course submission to find an available and suitable room that can hold a class with a maximum enrollment of 25 at the particular time being requested, as opposed to utilizing the usual classroom that limits the number of students.

Frank said that in regards to computer labs, the first step is to identify what is available. We need to know what types of computers are available and how many are working.

The Chair requested for the departments to review their schedules and reconsider course caps and communicate with her office if courses can have a cap of 20 to 25, so that they can locate a suitable room.

d) Catalog

Leo reported that the content of the catalog has been completed. He is now working with the printing company and the artist on the design for the catalog cover. He mentioned that student images are being considered as opposed to original artwork. It was recommended that if

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student images become the final choice, to recognize nontraditional students as well. The catalog should be completed by early next year, but before the end of the month downloadable sections of the final version will be on the NMC website.

The Chair pointed out that in her discussion with Lisa Hacskeylo regarding the IPEDS federal requirement of linking course information to textbook information, the Chair was wondering how this could work with the catalog because it has all the course descriptions, aside from the schedule that will provide a link to textbook information and cost. Discussion followed and it was recommended that it

would be best to link the information to the class schedule instead of the catalog, because of the frequency of book changes.

- e) October 2009 Mid-Term Report (WASC) **Removed**
- f) Proxy for Business and SMHA Department **Tabled**
- g) Election of AC Vice-Chair **Tabled**
- h) Academic Council By-laws (membership) **Tabled**
- i) Workload **Tabled**

j) Policy on Plagiarism

The Chair pointed out that the School of Education has an attendance policy and a code of conduct. Galvin mentioned that a separate but related matter event is the no-smoking policy. He said that there seems to be a lack of gradual disciplinary or corrective procedure or process for students who violate this policy. He was wondering if there was a policy or procedure for offenses in between a warning and expulsion. It was mentioned that the no-smoking law gives the institution the authority to develop and enforce its policies and procedures.

Galvin stressed that the college needs to consider developing a disciplinary policy that can apply to all sorts of misconduct and not only to a specific issue such as plagiarism.

Leo said that normally there is a student conduct officer, a disciplinarian, who works with the various degrees of offenses. Before a student is placed on suspension, the conduct officer intervenes and comes up with ways for corrective action, or if mediation is needed, the conduct officer will bring the parties together. Barbara mentioned that these need to start with policy followed by procedures. Currently the college does not have a policy or procedure in place. Leo and Galvin will work on a plan/proposal and bring to AC for discussion.

k) Policy on Course Guide Updates

The Chair is asking the members to share the policy on course guide updates with others and bring feedback to the next AC meeting. A vote will be taken at that meeting on the intervals for when course guide updates will be required. Barbara mentioned that the School of Education would like updates done every four years, but is open to three or five years. Frank explained that if the vote is for three years then no further action by AC is needed.

l) PPEC Palau Protocol “Rael” – Articulation Agreements

The Chair has shared the articulation agreement with others and has received feedback from Frank.

She asked the council to send her any other comments by Monday morning. She will be sending out a summary of the recommendations to Dr. Patrick Tellei by that afternoon.

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

None

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6) Individual Certificate Program (ICP) Revisions

7) Individual Degree Program (IDP) Revisions

8) Course Guide Review

a) Cancellations

None

b) Modifications

i) NU 212

Pasquana noted recommended changes for NU 212. She will bring the course guide back for further review and approval.

ii) TS103 **Tabled**

iii) ED 240 Tabled until the next meeting

Barbara distributed copies of the ED 240 course guide to AC members to review.

iv) ED 316 Tabled

Barbara distributed copies of the ED 316 course guide to AC members to review.

v) ED 401 Tabled

Barbara distributed copies of the ED 401 course guide to AC members to review.

vi) ED 432 Tabled

Barbara distributed copies of the ED 432 course guide to AC members to review.

vii) NU 209

Pasquana noted recommended changes for NU 209. She will bring the course guide back for further review and approval.

c) New

i) ED 246 Tabled

Barbara distributed copies of the ED 246 course guide to AC members for review.

9) New Business

None

10) Adjournment

The meeting adjourned at 2:22 pm. The next meeting will be held on Wednesday, November 25, 2009 at 2:22 pm.

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