

Northern Marianas College
ACADEMIC COUNCIL
Minutes of January 7, 2010

DATE: January 7, 2010

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. (Hervin Jacinto for Pasquana)

James Kline, Chair, L&H Dept.

Frank Sobolewski, Chair, SSFA Dept.

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

Leo Pangelinan, Director, CPS

Non-Voting Members:

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Melena Slaven, Director, RHSP

Shirley Sablan, Marketing Manager, OIA

Meeting called to order at 1:10 p.m.

1) Review and Adoption of January 7, 2010 Agenda

A motion was made to adopt the agenda as amended. M/S: Barbara/Frank. Motion carried.

2) Review and Adoption of the following Minutes

a) May 29, 2008, June 26, 2008

b) January 5, 2009

c) January 16, 2009

d) March 20, 2009

e) April 3, 9, 2009

f) May 8, 2009 (**clarification and approval of item 4f only in the May 8, 2009 minutes**)

g) June 18, 24, 2009

h) July 1, 2009

i) September 11, 2009

j) October 7, 13, 2009

k) October 22, 2009

l) October 29, 2009

m) November 5, 19, 2009

n) December 17, 2009

Dec. 17, 2010 Minutes

The December 17 minutes were approved with changes.

3) Announcements

a) Introduction of Faculty & Staff:

- Shirley Sablan, Marketing Manager will be meeting with academic chairs to better understand the process of programs and any other developments. Other members of Academic Council that were present also introduced themselves to Shirley.

- Frank introduced James Kline as the newly hired Department Chair for the Languages and Humanities Dept. He will officially assume the duties after registration on January 19.

b) Registration Announcement

Frank Sobolewski stated that registration on Monday is only for those who have 30 credits or more.

Students will continue to get signatures for any English and Language courses from the department.

Copies of registration forms will be made to try and get data on where problems are regarding this issue of students registering for English courses that are above their English Placement Level. The Registration committee will use data for improvement. Also any students at 70's level must be advised in the L&H dept, as well as any Liberal Arts majors whose English level is below 90; these students will also be advised by

Approved: 04/08/10

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the L&H Dept. and those Liberal Arts majors who are at the 90's level or above in English will be advised by faculty in building K.

Leo reported that a new process this Spring 2010 registration is the clearance stations. Students will need to get clearance(s) before meeting with their advisors. These clearance stations will be set up outside buildings T, D, K, V, and N. This will save students the time going to get cleared after they see their advisor. Volunteers will man these stations. Frank notices the growth and improvement on process which takes time.

4) Old Business

- a) Election of AC Vice-Chair (**Tabled**)
- b) Academic Council By-laws (membership) (**Tabled**)
- c) English Language Institute – International Student Needs (**Tabled**)
 - i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero)

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) ED 432
Barbara made changes as recommended by Frank and others from the last meeting. Textbook should be in italics and not underlined. Course outline are not aligned. Math requirement for SOE majors is complete MA141. Even if student places at MA161, they still need to pass MA141. Noted also was that MA 132 is a pre-requisite for MA141, MA151, and MA161. Motion to approve ED432 course guide as amended was made. M/S: Frank/Pasquana: Motion carried.
- ii) HI 102
Motion to approve HI 102 course guide as presented (without changes) was made.
M/S: Barbara/Leo. Motion carried. Frank thanked Barbara and Pam Buckingham for providing training in the writing skills for SLO's and Assessment.

Frank shared some concerns regarding the student activities fees. This was raised in the Board of Regents meeting about paying students paying the fees. What are the students paying for when we say "student activities fees?" Mr. Orsini suggested in the board meeting that NMC should consider raising the fees because of the economic times.

c) **New**

9) New Business

a) **AC Council Representative on PROAC:**

Frank recommended that Jim Kline be the Academic Council representative on PROAC. This would be a learning environment for Jim. Frank also recommended that we institutionalize training for program review and assessment through the Office of Institutional Effectiveness. A motion to was made to appoint Jim Kline as the AC representative on PROAC was made. M/S: Frank/Barbara. Motion carried.

The Chair informed members of AC that PROAC training is Jan. 8, 2010 @ 10-11am.

10) Adjournment

Meeting adjourned 2:20pm.

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