

Northern Marianas College
ACADEMIC COUNCIL
Minutes of March 11, 2010

DATE: March 11, 2010

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Dr. Patrick Moran, Acting Dean of Academic Programs & Services, *AC Chair* and Acting Chair for Nursing Dept and SMHA Dept.

Frank Sobolewski, Chair, SSFA Dept. *Vice-Chair* and Acting Chair for Languages and Humanities Dept.

Dr. John Griffin, Chair, Business Dept.

Barbara Merfalen, Acting Director, SOE,

Zenaida Javier, Acting Director, CPS

Non-Voting Members:

Galvin Deleon Guerrero, Director, OIE

Others Present:

Joyce Taro, Recorder

Melena Slaven, Director, RHSP

Alaysha Muna, Bookstore Manager

1) Review and Adoption of March 11, 2010 Agenda

Added under new business: c) Faculty Peer Review

Motion to adopt the agenda as amended, M/S: Dr. Griffin/Zenaida. Motion carried.

After the adoption of the agenda, another motion was made to include the February 18, 2010 minutes and the Natural Resources Management Program (NRM) on the agenda, M/S: Frank/Barbara. Motion carried.

2) Review and Adoption of the following Minutes

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

b) March 20, 2009 Tabled

c) April 3, 9, 2009 Tabled

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

e) November 5, 19, 2009 Tabled

f) January 7, 28, 2010 Tabled

g) February 18, 2010

Motion to approve the February 18, 2010 minutes as amended was made.

M/S: Frank/Dr. Griffin. Motion carried.

3) Announcements

a) Accreditation Visit

Galvin stated that he received a fax from ACCJC over the weekend informing us of their visit. Visit will be April 13-15, 2010. Visiting Team members are Dr. Steve Maradian, Dr. Victoria Morow and Dr. Douglas Houston. He is not certain but he thinks that there may be a fourth member. The composition of the team indicates that they will be looking at leadership issues. Frank suggested that this information be emailed to all at NMC. Galvin agrees but states that he is awaiting the Interim President's direction regarding the visit.

It was asked how soon after the visit will we get a report. Galvin stated that based on the ACCJC meeting schedule, their report will probably come out after their June 9-11, 2010 meeting at which time we will know what kind of actions are taken.

b) Book Order Process (Alaysha Muna)

The bookstore manager, Ms. Alaysha Muna was asked to explain the process of ordering textbooks for courses. This was a request from James Kline, the Chair of the Languages and Humanities Department due to delayed arrivals of textbooks. She stated that the deadline to submit Fall semester book orders is April 12, 2010. She then explained clearly what the process was. (see attachment for detailed explanation as requested by AC members). AC members also agreed and recommended that the Bookstore email notices of when orders will be mailed out and that no orders will be accepted after the stated deadline. A good cross reference will be to update department chairs on a weekly basis on who has or has not submitted their orders.

Approved: 04/08/10

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For instructor's copies, it was mentioned that instructors can communicate and request directly with the publishers and can also place orders through the bookstore. It was recommended that the bookstore prepare and action plan as part of their program review to determine how they can be more effective and efficient in providing services. She also stated that the ISBN that starts with 987 bar code is what they need in placing orders.

4) Old Business

- a) English Language Institute – International Student Needs
 - i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero)
The issue here according to Elena is the certification of the program. The I-17 is not the problem.
- b) Summer 2010 Schedule
SOE will not be offering any courses in the summer. Joyce will email a draft of the Summer 2010 Schedule for review.
- c) Natural Resources Management (NRM)
Frank explained that there are 7 courses in the program. When the program was being developed in Spring 2003, the course guides were issued with an alpha code of BI. In Fall 2003, they were changed to NR (Natural Resources) to reflect the program name. Frank recommends that we update the course guides once again before we offer the program.

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

b) Modifications

None

c) New

- 1. ED 341 Formatting issues and alignments for 10 thru 12 noted. A motion to accept ED 341 with changes was made. M/S: Frank/Dr. Griffin. Motion carried.

9) New Business

- a) FERPA (Family Educational Rights and Privacy Act) – Tabled until next meeting.
- b) Math Exit Exam (SHEFA)
Zenaida expressed students' concern about the P & NP grade for Non-Degree Unit courses in Math. Students morale has been affected but SHEFA also is questioning why letter grades are not given and that SHEFA do not accept P or NP as a grade because they require a letter grade. SHEFA must understand that NDU courses are not college level.

It was mentioned that SHEFA has to decide whether to accept our policy on grades as is and that NMC should not lose its power over this issue by changing our policy. If we do so then we ultimately fail the students.

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The question here is regarding the exit exam. What is on the exit exam may not be applicable to what the students are learning in class. Galvin volunteered to work with the NDU Math program to address the exit exam issues.

c) Faculty Peer Review

Frank recommended that we institutionalize faculty peer evaluation as required by WASC Standards (Standard 3). Dr. Griffin will research standard formats and templates for peer review. School of Education also has a good format to follow. Barbara of SOE and Galvin will share some as well for discussion in next AC meeting.

10) Adjournment

Meeting adjourned 2:46pm.

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