

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of April 15, 2010**

**DATE:** April 15, 2010

**TIME:** 1:00 p.m.

**PLACE:** N-5

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**Voting Members Present:**

Dr. Patrick Moran, Acting Dean of Academic Programs & Services, and Acting Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA), Chair

Frank Sobolewski, Chair, Social Sciences & Fine Arts Dept. (SSFA), Vice Chair

Dr. John Griffin, Chair, Business Dept.

James Kline, Chair, Languages & Humanities Dept. (LH)

**Non-Voting Members Present:**

Elena Hofschneider, Registrar, and Acting Director, Office of Admissions & Records (OAR)

**Others Present:**

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)

Melena Slaven, Director, Rehabilitation & Human Services Program (RHSP)

Lourdes Villazon, Program Coordinator, Rehabilitation & Human Services Program (RHSP)

Loly Kingzio, Administrative Manager, Social Sciences & Fine Arts Dept., Recorder

Meeting called to order at 1:05 p.m.

**1) Review and Adoption of April 15, 2010 Agenda**

Added under Announcements:

- a) ~~Keane and James~~ Presentations by James Revilla and Keane Palacios
- b) Announcement about Academic Council

Added under New Business:

- b) Faculty overloads and workload
- c) Posting grades

**The Vice Chair made a motion to adopt the April 15, 2010 agenda as amended. Dr. Griffin seconded the motion. Motion carried.**

**2) Review and Adoption of the following Minutes**

- a) May 29, 2008, June 26, 2008 **Tabled**
- b) April 8, 2010 **Tabled**

**3) Announcements**

- a) ~~Keane and James~~ Presentations by James Revilla and Keane Palacios: Lisa informed AC members that James Revilla of Information Services will talk about online registration for NMC in the next AC meeting. In the following week's AC meeting, Keane Palacios of OIE will talk about using TracDat for course assessment.
- b) Announcement about Academic Council: The Vice Chair stated that despite the problems and challenges at NMC, the students are still learning. **WASC and the general public of the CNMI need to know this.** ~~Instead of focusing on our problems,~~ Let us focus on what we do best – providing quality education. The Academic Council as a governance body is still functioning and is ~~one~~ **part** of the “glue” that keeps NMC together and going.

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**4) Old Business**

- a) English Language Institute – International Student Needs
  - i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero): **NMC must submit certain documents to the U.S. Department of Homeland Security in lieu of accreditation of its ELI program. Lisa distributed a Student and Exchange Visitor Program (SEVP) fact sheet that explains what documents are accepted. As previously communicated to the Academic Council, Elena Hofschneider, the Acting Director of OAR and the Primary Designated School Official for NMC for the Student and Exchange Visitor Program (SEVP), has updated NMC's petition to the U.S. Department of Homeland Security for certification to include the English Language Institute (ELI) at NMC. Elena is still waiting to hear back from the Department of Homeland Security as to the next step. If NMC must follow what was explained by the SEVP representatives to NMC in Fall 2009, NMC will need to submit certain documents to the Department of Homeland Security in lieu of accreditation of our ELI program (that is, in lieu of specialized accreditation for our ELI). Lisa distributed an SEVP fact sheet that explains what documents are needed in lieu of accreditation.**
- b) Math Exit Exam (SHEFA) **Tabled**
- c) Faculty Peer Review **Tabled**
- d) Course Assessment **Tabled**
- e) First Week of Instruction for Adjuncts **Tabled**
- f) Professional Services Contracts for Adjuncts **Tabled**

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

None

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

None

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

- a) Change AA in Rehabilitation and Human Services to Bachelor of Science in Education - Human Services (Overview and Discussion): Melena discussed the reason behind the move to change the AA in Rehabilitation and Human Services to a Bachelor of Science in Education - Human Services. AC members will review the documents relating to the **this** BS degree program. **This item will remain on the agenda for discussion in the next AC meeting.**

**8) Course Guide Review**

- a) Cancellations  
None
- b) Modifications  
All revised RH course guides are **Tabled** until the next AC meeting.
  - i) RH 101
  - ii) RH 110
  - iii) RH 120
  - iv) RH 150
  - v) RH 230
- c) New  
None

**9) New Business**

- a) FERPA (Family Educational Rights and Privacy Act): **Tabled**

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- b) Faculty overloads and workload: After justifying the need to change the maximum number of overload credits per semester for full-time instructional faculty, **the Vice Chair made a motion to change the maximum number of overload credits per semester from 21 credits to 22 credits. Dr. Griffin seconded the motion. Motion carried.**
  
- c) Posting grades: Some faculty members need clarification regarding posting of grades. Elena clarified that it is permissible by FERPA to post grades if there is a code established between the instructor and student. The code ~~should also~~ **must** be unique for the student for each course the student is enrolled in. **In posting grades, instructors cannot use a student's Social Security number or a student's PowerCAMPUS ID number. In addition, the students cannot be listed in alphabetical order.**
  
- d) **NMC Catalog:** A sample of how the University of Guam (UOG) and Guam Community College (GCC) list their faculty and staff in their general catalog was distributed to AC members. All degrees and/or certificates earned by each faculty and staff are listed. NMC's current general catalog lists only the highest degree earned by each faculty and staff. A recommendation was made that NMC follow UOG and GCC's format in how they list their faculty and staff in their catalog.
  
- e) **Fall 2010 Class Schedule:** The **deadline** to submit the **Fall 2010 Class Schedule** to the office of the Acting Dean of Academic Programs & Services is **May 4, 2010**. E-mail will be sent to remind department heads of the deadline.

**10) Adjournment**

Meeting adjourned at 2:15 p.m.

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