

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 22, 2010

DATE: April 22, 2010

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Frank Sobolewski, Chair, SSFA Dept., Vice-Chair

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

James Kline, Chair, L&H Dept.

Velma Deleon Guerrero, Acting Director, SOE

Zenaida Javier, Acting Director, CPS

Non-Voting Members:

Others Present:

Melena Slaven, Director, RHSP

Lisa Hacskaylo, Institutional Researcher, OIE

Lourdes Villazon, Program Coordinator, RHSP

Joyce Taro, Recorder.

Meeting started at about 1:10 p.m.

1) Review and Adoption of April 22, 2010 Agenda

Under announcements: added a) Summer 2010 Class Schedule, b) Fall 2010 Class Schedule and c) Update on Instructor and Department Chair Vacancies. Under old business: added g) English Placement Testing for High School Students. It was moved to approve the agenda as amended. M/S: Dr. Griffin/James Kline. Motion carried.

2) Review and Adoption of the following Minutes

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

b) April 8, 2010 **Tabled**

c) April 15, 2010

Under ELI:

Lisa wanted to make it clear that the information shared by SEVP last fall was addressed. Elena has submitted revisions to our petition to be certified by the US Department of Education (USDOE) to be able to give out the I-20 to international students for the ELI program (students just wanting to study English). Also that Elena Hofschneider is awaiting instructions on what to do next. Lisa will email Frank specific wording to reflect this in the minutes.

Under New Business, item 9c:

It was requested that it be made clear that student's PowerCampus ID numbers must not be used when posting grades. In addition, the list must not be in alphabetical order as they appear by name on the roster.

Motion to approve April 15, 2010 minutes as amended was made. M/S: Dr. Griffin/James. Motion carried.

3) Announcements

a) Summer 2010 Class Schedule

It was announced that the schedule is available is now available in admissions and records office.

b) Fall 2010 Class Schedule

The Vice-Chair reminded AC members that the deadline to submit the Fall 2010 schedule is May 4' 2010.

c) Update on Instructor and Department Chair Vacancies

Dr. Griffin distributed handouts on vacancies at NMC from NMC's website and presented the status of Academic Programs & Services vacancies. The information provided to Dr. Griffin was from the Human Resources Office.

i) Chair, Sciences, Mathematics, Health and Athletics (SMHA) Department

There were four applicants. Three were qualified but the position is being re-announced because there were not enough candidates.

ii) Instructor, Social Sciences (SSFA Dept)

Approved: 06/17/10

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According to the Human Resources Office, this is on hold by Dr. Moran. According to Frank, this is on hold by the Interim President as well.

- iii) Chair, Nursing (Nursing Dept)
No qualified applicants.
- iv) Instructor, English (L&H Dept)
This will be re-announced due to changes in the qualification requirements which is to remove the statement "or equivalent experience".
- v) Instructor, Nursing (Nursing Dept)
Applications were currently being reviewed. It was suggested that Johnny follow up on this.
- vi) Instructor, English (L&H Dept)
The closing date for this position is today.

It was highly recommended by Dr. Griffin that these positions and any other positions be announced elsewhere such as the Chronicle of Higher Education, newspapers and other means and not only on the NMC website.

- d) Added under announcements
Presentation on online registration by James Revilla of IT and Tracdat by Keane Palacios of OIE was postponed until next week.

4) Old Business

- a) English Language Institute – International Student Needs
 - i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero)
In the past, when students applied to NMC under ELI, they had to be a full-time student to meet CNMI Immigration requirement and not declaring a major, whereas, now they must declare a degree to meet student visa status. Foreign students who were admitted while under the CNMI Immigration status should be contacted and informed of the new requirement and make necessary changes now if they want to continue at NMC. It was also noted that we may not know the status of SEVP status until Elena Hofschneider of Admissions and Records Office (OAR) returns to work.

The Vice-Chair wanted to note that when people go off-island on official college business that the college be informed through a separate email from the Office of the President where they are going and for what reason or title of workshop or conference. This would be a separate email from the memo delegating an acting person.

- b) Math Exit Exam (SHEFA)
None
- c) Faculty Peer Review
No feedback from anyone but James Kline mentioned that he is using one of samples that were handed out.
- d) Course Assessment
Lisa stated that a couple meetings back, the Chair, Dr. Moran requested that Department Chairs submit and update on course level assessment. She stated that this is something that will need to be reported to ACCJC next month and was concerned that we might not follow through. Frank stated department chairs were not informed as to when to begin course assessment. It was stated that course assessment is faculty responsibility and that it should be done every semester without being told. Academic Council is responsible for addressing course assessment. Lisa mentioned that this is an accreditation issue and that we must continue to meet ACCJC standards regardless of issues we are faced with due to the recent vents that have occurred at NMC.

It was suggested that since there are WASC reporting requirement, that Galvin, the ALO and the Dean of APS send out deadlines for certain reports. The following ideas were to be placed on the agenda for further discussion and action:

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- Plan of action to address course assessments for Fall 2010 semester.
- Adjunct faculty and course assessment
- Schedule of course assessment throughout the year

e) First Week of Instruction for Adjuncts
None

f) Professional Services Contracts for Adjuncts
None

g) High School English Placement Testing
James Kline stated that he met with the counselors to discuss the high school students need to take the English placement test at the schools. He suggested that maybe the students can come to NMC instead. He stated that maybe we can schedule one day to bring about 100 students from Marianas High School (MHS). Lisa mentioned that in the past, the Languages and Humanities department certified individuals to proctor the placement test at the high schools and that it worked well. This may be a better option than to bring a big group of students to us. Frank suggested to James to contact the MHS principal for a meeting to see if the test can be done at their school.

5) **Department Request to Place Program(s) on *Inactive Status***
None

6) **Individual Certificate Program (ICP)**
None

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

- i) Change AA in Rehabilitation and Human Services to Bachelor of Science in Education - Human Services (Overview and Discussion)

Frank noted that no votes will be made on this issue today but we will still need to discuss the program. One issue brought up was the course guide procedure. We are modifying the course guides that begin with RH to HS. He stated that the school of education has made similar changes therefore he does not believe this would be a problem. Frank also met with Melena to ensure that we do not exceed the 50% change on the program as dictated by WASC. The result of his calculation was at 46%. Before the new IDP can be approved, all new course guides on the IDP should be approved first.

There was a concern about the course guide alphanumeric for the course guides. It was suggested that we verify with Elena at OAR that the HS alpha has not been used before.

Another concern was to do research on ED 480 course guide. Lisa also mentioned that a course under Business department, CS 103 Introduction to Computers should be Introduction to Microsoft Works. It was asked of Dr. Griffin to look into this recommendation and to look at the requirement of OT 101 to take CS 103. Now that the department has an administrative manager, that maybe implement a keyboarding test be part of the procedure to determine keyboarding ability for CS 103.

8) **Course Guide Review**

a) **Cancellations**
None

b) **Modifications**
i) RH 101
ii) RH 110
iii) RH 120
iv) RH 150
v) RH 230

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- c) New
None

9) New Business

- a) FERPA (Family Educational Rights and Privacy Act)
Melena provided sample of FERPA release form when doing reference letters for students especially if indicate grade point averages which is technically a grade. We are basically releasing information without authorization to release such information. It was suggested that we get a form approved to protect faculty and the institution. It was asked that the Dean of Student Services be invited to participate in this discussion.

10) Adjournment

Meeting was adjourned at 2:40 p.m.

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