

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 29, 2010

DATE: April 29, 2010

TIME: 1:00 p.m.

PLACE: HR Conference Room

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

Johnny Aldan, Acting Chair, Nursing Dept.

Pam Buckingham, Acting Director, School of Education (SOE)

Dr. John Griffin, Chair, Business Dept.

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

Non-Voting Members Present:

None

Others Present:

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 1:07 p.m.

1) Review and Adoption of April 29, 2010 Agenda

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 (The Vice Chair stated that these minutes were approved in the 04/22/10 AC meeting)

d) April 22, 2010 **Tabled**

3) Announcements

a) None

4) Old Business

a) English Language Institute – International Student Needs

i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero) **Tabled**

b) Math Exit Exam (SHEFA) **Tabled**

c) Faculty Peer Review/Instructor Evaluation (Pam Buckingham): Pam distributed SOE's observation packet for their faculty. She discussed how SOE does their faculty peer review/instructor evaluation. The Chair encouraged the other department heads to look over what is in the packet and follow SOE's lead in faculty peer review/evaluation. It was recommended to have this faculty peer review/instructor evaluation be a part of Professional Development Days (PDD) to ensure that the information is shared with all faculty members.

d) Course Assessment: James wanted to know what is the process of doing course assessment. Cycle 1 for ~~program reviews~~ **course assessment** was done in Fall 2008, but not all ~~of course assessments for~~ the courses that were taught in Fall 2008 **had course assessments that** were submitted to the ~~Program Review and Outcomes Assessment Committee (PROAC)~~ **Academic Council**. It is too late to start doing course assessment this Spring 2010, but James was advised to check with his department's other faculty members about the process of doing course assessment.

e) First Week of Instruction for Adjuncts: It is important to prepare adjuncts before classes start each semester – inform them about course assessment, faculty peer review/instructor evaluation, etc.

Approved: 05.06.2010

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- f) Professional Services Contracts for Adjuncts **Tabled**
- g) English Placement Test for High School Students: An English Placement Test is scheduled for April 30, 2010.
- h) FERPA (Family Educational Rights and Privacy Act): Melena asked if other departments put a student's letter grade on a recommendation letter that they are writing for the student. AC members stated that they do not put a student's letter grade on a recommendation letter – they use other ways of describing a student's academic/personal achievement. Melena will draft a letter to have AC review and approve for distribution to all faculty. **This item will remain on the agenda for discussion in the next AC meeting.**

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): This item is **tabled** until the next AC meeting to allow Pam the opportunity to review with Melena the IDP and other documents relating to 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) Dr. Griffin mentioned that it would be good to have a course for students about personal finances.

10) Adjournment

Meeting adjourned at 2:25 p.m.

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