

Northern Marianas College
ACADEMIC COUNCIL
Minutes of August 26, 2010

DATE: August 26, 2010

TIME: 2:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara K. Merfalen, Dean of Academic Programs & Services, AC Chair

Dr. Alfredo De Torres, Acting Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

Dr. Patrick Moran, Director, SOE

James Kline, Chair, L&H Dept.

Zenaida Javier, Acting Director, CPS

Non-Voting Members:

Barbara K. Merfalen, Acting Director, IT Dept.

Galvin Deleon Guerrero, Director, OIE

Martin Mendiola, Program Coordinator, Rota Site

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Amanda Allen, Distance Learning, IT

Meeting called to order at 2:07 p.m.

1) Review and Adoption of August 26, 2010 Agenda

Under new business, added d) Draft Accreditation Reaffirmation Action Plan (ARAP)

Motion was made to adopt the agenda as amended. M/S: Dr. Griffin/Johnny. Motion carried.

2) Review and Adoption of the following Minutes

a) July 15, 2010 **Tabled**

b) July 22, 2010 **Tabled**

c) July 29, 2010 **Tabled**

d) August 5, 2010 **Tabled**

3) Announcements

a) Program Review Narrative

i) Cycle 3 Form 2 due September 10, 2010

(1) Social Sciences & Fine Arts and Business Department have submitted their form ones for cycle 3. We also will be working on cycle 3 form 2 and that is due September 10, 2010.

ii) Cycle 4 Form 1 should have started this school year. We have not officially started but can start thinking about it. Program review is looking at courses that meet the particular cycle and the department determines those courses. For clarification, the forms for program and course level are the same but the scope is different.

iii) TRACDAT

Will faculty be given access to tractdat? Galvin will discuss this with Keane to clarify accessibility. Maybe identify another person and not just admin managers would be good.

4) Old Business

a) Updated IDPs and/or ICPs

i) The Chair asked that departments take a look at their IDPs and update as needed. Any changes must go through approval in Academic Council. Course guides for courses on the IDP should be approved already. Discussions on whether course guides should be approved before placing them on an IDP. Galvin explained that courses on an IDP/ICP must already have an approved course guide. Dr. Moran agreed however for four a year degree

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program, courses that are offered at the end of the program (300/400 level courses) can be identified without an approved course guide. This is because changes are on-going in the field therefore such changes will happen as students get to that level of the program. It was pointed out though that a course title cannot be on an IDP without an approved course guide. This will need to be discussed further however at this time IDP/ICPs must be updated as needed. The Chair also shared that course guides by policy must be updated every three years and she suggested that maybe council can decide to do the same with our IDPs/ICPs.

b) Updated Course Guides

The Chair asked that the admin managers for the departments get copies of course guides located at the dean's office and begin updating those that are due.

Cynthia, Dr. Griffin and the Chair met to discuss further the TS288 course guide and resolved issues that were raised. It was suggested that when course guides are being updated, that the old course guide be provided as well as reference.

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

None

6) Individual Certificate Program (ICP)

None

7) Individual Degree Program (IDP) Revision

None

8) Course Guide Review

a) Inactive Status

None

b) Cancellations

None

c) Modifications

None

d) New

None

9) New Business

a) Curriculum Mapping between NMC and PSS

Galvin shared that he believed that there is a need to build better links between NMC and PSS. One idea is to map our respective curriculum to see if there are any gaps and that we should get rid of those gaps; we can probably align assessment and then explore a joint program in modifying curriculum. PSS and NMC Math and English teachers should get together to begin this linking. The Chair asked enrollment data for NDU courses. Data will be needed to work with PSS. It was recommended that the Chair, Ms. Bobbie meet with Jackie Quitugua of PSS to begin communication and discussion. James Kline will provide the English data to the Dean sometimes next week. The Chair will contact Jackie at PSS and will inform council of any discussions and updates.

b) Missing/Incomplete Course Descriptions for SOE Programs

This has already been discussed in under old business.

c) Book Club

Galvin suggested that maybe AC can have its own book review club. The Chair requests that members think about this and vote on whether to proceed or not at the next meeting.

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d) Draft Accreditation Reaffirmation Action Plan (ARAP)

Galvin shared that Management Team (MT) which also serves as the steering committee decided to solicit more input from the college on the ARAP. Assemblies for the different constituents are scheduled for tomorrow to address this need. Standard II focuses on confidentiality and 7a which relates to faculty. Standard II team will present in Faculty Assembly tomorrow. Deadline for MT to get input is Monday and then the report will go before the Board of Regents for action. The issues we had were isolated incidences with faculty using the classroom as a soap box. How do we know if this really happened? A suggestion was made for a comprehensive evaluation and that OIE will be in charge of doing the evaluation in the classroom because of past events that have taken place that were reported to Dr. Moran when he was the acting Dean at the time.

Instructor evaluations must be used to share with the instructor for improvement if or when needed. The Chair will work with the admin managers and the department chairs/director to look into the evaluation process. Mid-term evaluation was also suggested. It was also noted that course syllabus identifies a process or reference for students to follow when they are dissatisfied with the instructor. It was recommended that we revisit the procedure for the evaluation process.

It was mentioned that there is a need to purchase a scanner if we are to ensure that evaluation results are provided to faculty on a timely manner. This will give instructors time to prepare for the next semester. The bookstore copier was identified as being able to do the job.

10) Adjournment

Meeting adjourned at 3:18pm.

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