

Northern Marianas College
ACADEMIC COUNCIL
Minutes of October 25, 2010

DATE: October 25, 2010

TIME: 2:30 p.m.

PLACE: N-5

Voting Members Present:

Barbara K. Merfalen, Dkean 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.

James Kline, Chair, L&H Dept.

Velma Deleon Guerrero, Acting Director, SOE

Leo Pangelinan, Acting Director, CSP

Non-Voting Members:

Amanda Allen, Distance Ed Coordinator, IT (Proxy)

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Edward Camacho, CJ Program Coordinator, SSFA Dept.

1) Review and Adoption of October 25, 2010 Agenda

Under announcements; added a) Criminal Justice Program-Ed Camacho b) Learning Communities, and c) Leo Pangelinan.

A motion was made to adopt the agenda as amended. M/S: Griffin/Dr. De Torres. Motion carried.

2) Review and Adoption of the following Minutes

- a) August 5, 2010 **Tabled**
- b) August 26, 2010 **Tabled**
- c) October 4, 2010 **Tabled**
- d) October 18, 2010 **Tabled**

3) Announcements

- a) Ed Camacho wanted to inform AC about the classification of instructional programs code for the instruction. This is only for informational purposes and does not need AC approval. The code for the Criminal Justice Program at NMC was 43.099 and now it is 43.0103. Coding is more for other colleges to determine what programs CJ/Law Enforcement program falls under. This will be very helpful for the Chair on her PPEC trip. This is also for IPEDS reporting.
- b) Learning Communities
Lisa wanted to give the council a heads up that the Learning Communities Work group will be making presentation on Learning Communities on Friday Dec. 3rd at 9am. This will be a presentation on learning communities and pilot project in Spring 2011.
- c) Leo P: MT met today on the draft closure plan. The plan is to get the report out to the campus tomorrow for feedback and have an assembly on Friday to present the report. He also highlighted some events regarding Student Activities.
 - i) Recruitment activities are now in the planning.
 - (1) Cash for College and Start Smart scheduled for December 2010.
 - (2) We lost the SSS Grant Funding. We weren't competitive enough for the grant.
 - (3) Online Registration: Dean Leao, Lisa, Cynthia, Dean Bobbie, and James Revilla are currently meeting to test online-registration. Testing will be done with a small group of students only.
 - (4) Leo encouraged Department Chairs/Director to utilize counselors when students are missing classes (attendance requirements) or any other issues to help our students maintain the learning environment. You can contact Chrislaine Pangelinan for Early Intervention.

4) Old Business

- a) Moodle Training for Faculty (IT)

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- i) In the last meeting, Amanda was asked to come up with a proposal for moodle. She distributed the proposal and she is willing to set up by department as well. We need to utilize moodle as a whole. Come up with schedule for the Spring 2011. Only 13 using now also includes adjuncts. Again, training is this Friday. There is a sign-up sheet for the different times. She asks that instructors bring their own laptop for training. What is AC looking at to make this happen? Department Chairs/Directors will be responsible for communicating this option to faculty and make the decision. As a student, Lisa believes that this can greatly help students.

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

SO 216 was added to the agenda by the Chair for cancellation. M/S: Dr. Griffin/Leo: Motion carried as presented.
John/Leo: Motion carried as presented.

c) Modifications

i) EN 093

The revision is to allow instructors a variety of choices on books for the course. The instructors will be responsible for ordering which book they will be using for their class.

The course is also used in the English Language Institute (ELI). For the purposes of immigration, it's understood that the course is part of ELI however we have to be careful because if we treat it as a program we will have to go through substantive change. It was recommended that the statement reflects ELI program. All other courses will have to be updated to reflect this change.

A motion was made to approve EN 093 course guide as amended. M/S: John/Tom: Motion carried.

ii) MG 238

A motion was made to approve the MG 238 course guide as amended. M/S: Tom/Dr. De Torres. Motion carried.

The Chair would like to inform everyone that she will be firm about when the courses will be offered. Please ensure you identify what semester the course will be offered when updating course guides.

d) New

i) SO 210

A motion was made to approve SO 210 course guide as amended. M/S: John/De Torres: Motion carried.

9) **New Business**

a) **Student Achievement Data (Galvin DLG)**

- OIE's efforts to meet with governance bodies was to share the student achievement data (past 5 year data) that covers the degree programs only (associates and bachelors).
- Low graduation rate for NMC
 - o half of national rate
- Course completion rate:

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- o Course completion rate is lower than the average of the graduation rate.

Galvin feels that we need better alignment with the public school system. Leo brings the issue of basing the passing rate on the developmental math on the one test at the end of the semester.

- b) Co-Chair for AC

Nomination for Co-Chair or Volunteer for Co-Chair for AC will be addressed at the next meeting.

10) Adjournment

Meeting adjourned at 4:05pm.

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