Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 1, 2010

DATE: November 1, 2010
TIME: 2:30 p.m.
PLACE: N-5

Voting Members Present:
Dr. Alfredo De Torres, Chair, SMHA Dept.
Thomas Sharts, Chair, SSFA Dept. and Acting Dean of APS
Dr. John Griffin, Chair Business Dept.
Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members:
Amanda Allen, Distant Ed Coordinator, IT (Proxy)
Cynthia Deleon Guerrero, Director, OAR

Others Present:
Joyce Taro, Recorder
Lisa Hacskaylo, Institutional Researcher, OIE
Frank Sobolewski, Instructor, SSFA Dept.

Meeting called to order at 2:35 p.m. Tom asked Dr. Griffin to facilitate the meeting since he was more familiar with Roberts Rules.

1) Review and Adoption of November 1, 2010 Agenda
   Under announcements: added b) Academic Advising Week and under new business; added b) Final Exam Schedule/Policy.

   Agenda was adopted as amended.

2) Review and Adoption of the following Minutes
   a) August 5, 2010
   b) August 26, 2010
   c) October 4, 2010 Tabled
   d) October 18, 2010 Tabled
   e) October 25, 2010 Tabled

   With no objections, the August 5 and August 26, 2010 meeting minutes were adopted as presented.

3) Announcements
   a) Spring 2011 Schedule of Courses (Due 11/5/10)
      Frank requested from the Acting Dean for all schedules for Fall 2010 from each department to be submitted to Tom as acting and Frank Sobolewski. This will give us enough time to get schedule out by Friday.

   b) Academic Advising Week
      Nov 15-19, 2010 was approved by AC previously. Cynthia asked that if there are any other meeting times set by departments to meet with students to provide information so that students can be informed by the office of admissions and records as well.

4) Old Business
   a) Co-Chair for AC
      It was noted that AC by-laws states Vice-Chair and not Co-Chair. This will be tabled until next meeting. Joyce will email the most recent AC by-laws to council for review.

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**
      i) **SO 218**
         It was recommended that terms be consistent. Asked to include human trafficking as well. Tom will make
         revisions and return to AC for action. (tabled until next meeting).
   d) **New** - None

9) **New Business**
   a) **Purchase of LASSI Surveys**
      It was recommended to include the cost as fees for students. Another suggestion was to have the department (SSFA)
      cover the cost. For nursing they wanted to buy an exam for their students and they included that in their budget and
      that is how they were able to purchase the tests. Tom will follow up with Henry on this process.
   b) **Fall 2010 Final exam schedule/policy**
      Frank made recommendations to change the final exam to accommodate students taking classes at 3:30 p.m. It was
      agreed that it would be best for students to take their exam at 4pm and not at 2pm.

      **Final Exam Policy:**
      Lisa believes that there is a policy that all classes must take their exams during the final exam week. To make any
      changes to that, you need to go to the Chair and the Dean. The policy should be in the 3000 Educational Program
      policy and this must be shared for faculty and adjuncts.

10) **Adjournment**
    Meeting adjourned at 3:12 p.m.

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