

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 22, 2010

DATE: July 22, 2010

TIME: 2:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Chair

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

James Kline, Chair, L&H Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Non-Voting Members:

Cynthia Deleon Guerrero, Director, OAR

Others Present:

Lisa Hacskaylo, Institutional Researcher, OIE

Amanda Allen, Distance Learning, IT

Julene Santos, Recorder

Shirley Blas, Recorder

Christlaine Pangelinan, Counseling Dept.

Meeting was called to order at 2:10 p.m.

1) Review and Adoption of July 22, 2010 Agenda

a) Amanda requests for the Nursing Assistant Certification review to be tabled till next meeting

b) Dean strikes out 9 b) Placement tests for Fall 2010 (English)

Motion to approve the agenda as amended was made. M/S: Thomas Sharts/James Kline.

Motion carried.

2) Review and Adoption of the following Minutes

a) July 01, 2010 -Tabled *

b) July 15, 2010 -Tabled *

c) July 22, 2010 -Tabled *

*Dean Merfalen announces that she expects all AC meeting minutes to be adopted on time.

3) Announcements

a) Registration committee meeting

Cyndi announces meeting will be on Tuesday, Aug.03. Time and location will be announced at a later date.

b) Registration training

Cyndi announces training to be held from Aug. 04-06. Training is mainly for Administrative Managers who will be registering students this Fall Semester. OAR and IT staff will be visiting departments for individual training.

4) Old Business

a) First Week of Instruction and Professional Services Contracts for Adjuncts- Bobbie Hunter (HRO) -**TABLED**

b) Liberal Arts Program – Temporary Advisor?

Cyndi stresses the urgency of assigning a temporary or permanent Advisor. And since there are several students who have declared Liberal Arts as their major, Cyndi asks Dean Merfalen if she is willing to accept the assignment of temporary advisor until such time a Program or Liberal Arts coordinator is identified.

Dean Merfalen agrees to Cyndi's request and will meet with the Interim President to discuss the approach on the situation. Dr.De Torres welcomes the advising responsibility under the NMR Department.

c) Updated Advisor-Advisee Listing

Cyndi announces that Lisa H. has agreed to assist in putting together an Advisee/Advisor list for each Department Chair to update. She also stresses the importance of making sure that OAR is provided the updated list. Admin. Managers will also receive a cc copy of the list since they are also familiar with the Departments Advisors.

Approved: 10/18/10

Page 1 of 3

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 22, 2010

d) **Fall 2010 Class Schedule**

Cyndi announces that she has received the schedules and OAR is currently creating the courses. She also reminds everyone that for future changes on the schedules, to please follow the usual procedure in order to prevent any confusion. It is understood and agreed that an email format for any changes will be more appropriate rather than an updated schedule as an attachment. All changes must be approved by the Dean and must be also submitted to OAR by the Dean's office.

Dean Merfalen announces that a memo has been issued to the Department Chairs notifying them of the deadline for the Spring 2011 Schedules. Deadline is December 03, 2010.

e) **Cyndi reminds the council that it is critical that approved, signed, and finalized version of all IDPs and ICPs be submitted to OAR for updates in the system.**

f) **Updated Course Guides (courses that will be offered in 2010)**

Dean Merfalen shares that a Dept. Chair brought to her attention that some of the sections (specifically for the NRM Dept.) written in the current catalog may not possibly coincide with the course guide. Department heads are reminded to be diligent in verifying the information in the most recent catalog and make sure that it corresponds to the course guides.

Course Guides are reviewed every three years. Discussion leads to program review. Galvin shares the whole point of Program Review such as, providing a lot of the assessment data and considering test practices in the field. In addition to changing textbooks, consider if theories are also changed in that field. And although not always included in the program review but can be found under course assessments, students not passing courses could be looked into and maybe have SLOs. Galvin uses Math Department as an example where a lot of students are not passing MA90 and therefore, was divided into two Sections calling them MA88 and MA089. He also shares that they are a number of factors to look into but also reminds everyone that they must review at ground level and should start by consulting with the Instructors to find out what's working and what is not working and to see what can be done about it.

Dean Merfalen announces that Lisa has actually disseminated some information on passing rates and requests for her to elaborate more on it. Lisa explains that all Programs have received a copy of the Desk Completion Rates but will be getting a more refined version that breaks down by departments.

Dean Merfalen then shares with the Department Chairs to look into the data provided and to also look into the activities happening in the classroom that may need changes and maybe apply some new strategies. She also reminds them that this all part of the course guides process.

James Kline asks if assessments must be done every semester on every course offered. Galvin responds that during the last AC meeting he attended, he recommended that assessment be done on a staggered basis but also notes that he doesn't remember volunteering to come up with a schedule but rather, thinks that it should be something AC can look into. Ideally, course assessment happens every semester every year but the review at this level should be staggered.

Dean Merfalen at this point requests for the course assessment to be placed on next week's agenda. Cyndi recalls that it was stated by the Institution in the self-study that Programs were to use a certain schedule from PROAC but the course assessments was to be guided by the Academic Council. Dean Merfalen then clarifies that this is something that never pulled through and didn't come about and should now be tackled and AC should come up with a consensus.

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**

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 22, 2010

NONE

- a) Inactive Status
- b) Cancellations
- c) Modifications
- d) New
- i) LI 260
 - a) James Kline shared that one of the concerns in regards to this new addition is whether it is transferable to other universities. Did research on various universities and found out that there are comparable courses that are allowed to transfer.

9) New Business

- a) Nursing assistant certification **TABLED**
- b) Student concerns

Cyndi informs the Council that there were a few students who were upset for not being allowed to take the placement test only because they were not planning to take courses during the Summer Semester. She informs everyone that regardless of whether the student will be enrolling in the upcoming semester or not, that placement tests are open to anyone interested. Cyndi states that she just wants to verify if everyone still has the same understanding when it comes to the placement tests requirements otherwise, if there are changes, then OAR should be notified. James Kline confirms that there are no changes. Cyndi also addresses the issue of students who wish to remain with their current advisors when they have requested for a change of major. OAR faces a challenge if allowed only because the previous Advisor is not as versed as to the one who is actually the appropriate Advisor. It is highly recommended that when a student changes a major, it should follow through with a change of Advisor form. If a student is double majoring, then they should work with the new Advisor while continuing as well with the Previous Advisor.
- c) Cyndi Announces a Credit for the Advance Placement which is indicated in the catalog. It is for students in high school who have passed the AP English with a 4 or higher score. This will allow the student to have their English 101 waived when enrolled in college. The student does not need to take the English Placement Test as well.

10) Adjournment

Motion to adjourn was made. M/S: Thomas Sharts/Dr. Alfredo De Torres: Meeting adjourned at 3:00p.m.

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