

**Northern Marianas College  
ACADEMIC COUNCIL  
Minutes of February 25, 2011**

**DATE:** February 25, 2011

**TIME:** 2:30 pm

**PLACE:** N-5

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**Voting Members Present:**

James Kline, Chair, L&H Dept., Vice Chair  
Thomas Sharts, Chair, SSFA Dept, Member  
Dr. John Griffin, Chair, Business Dept., Member  
Rosa Tudela, Chair, Nursing Dept., Member  
Dr. Joseph Peters, Chair, SOE Dept, Member

**Non - Voting Members Present:**

Cynthia Deleon Guerrero, Director, OAR  
Amanda Allen, Proxy

**Others Present:**

Monalyn Camacho, Recorder  
Rosaline Cepeda, Registrar, OAR  
Teresa Sablan, Personnel Specialist, HRO  
Frank Sobolewski, Instructor, SSFA Dept.  
Lisa Hacskaylo, Institutional Researcher, OIE  
Shelly Tudela, Instructor, Business Dept.

Meeting called to order at 2:35 p.m.

**1) Review and Adoption of February 25, 2011 Agenda**

Motion to adopt the agenda with modifications was made, seconded, adopted by majority.

**2) Review and Adoption of the following Minutes:**

- a) November 08, 2010 (**Tabled**)
- b) November 22, 2010 (**Tabled**)
- c) December 06, 2010 (**Tabled**)
- d) December 20, 2010 (**Tabled**)
- e) February 18, 2010 (**Tabled**)

**3) Announcements**

- a) Dr. Peters read a Memorandum from PSS that all Teacher Aids and Instructors would not be released from work to attend classes at NMC. He was told to possibly offer more SOE classes in the evening for more working instructors.

**4) Old Business**

**a) Strengthening Students in Math at NMC (L. Chapap)**

This item was passed at the last meeting. Seminar was completed.

**b) Faculty Portfolios (Tabled)**

**c) Gen Ed SLO's**

There was a need to speak with the Dean Merfalen to get approval. It was discussed that input from faculty is needed. Faculty will need to submit their input before any approval is made. This will be discussed further in the next meeting.

**i) Chair for Gen Ed Committee**

No appointments made as of this time

**d) Course Assessment (Tabled)**

**i) Staggered Schedule**

**e) Summer and Fall 2011 Course Schedule**

**Northern Marianas College  
ACADEMIC COUNCIL  
Minutes of February 25, 2011**

Cynthia Deleon Guerrero expressed concern that to further delay the Fall Schedule would make it difficult to input data into PowerCampus. She suggested that all Department Chairs submit what they have despite the delay with Learning Community (LC) classes. After the schedule has been turned in it would be easier to modify LC course at a later time. Original Deadline was February 25, 2011. Motion was made to push back deadline to next week Monday, February 28, 2011. Motion seconded and approved.

**f) Book Orders**

Summer and Fall 2011 Book Orders Due Today, February 25, 2011.

There were some concerns over Learning Community (LC) classes. Geri Willis was not aware that the schedule was due today. Suggestions were made to extend the Book Order deadline for Fall Classes to next week. Summer 2011 Book Orders however must be turned in today. It was suggested to extend the deadline for Fall 2011 Book Orders to March 04, 2011. Motion seconded and approved.

**g) Workloads (Tabled)**

**h) Credits (Tabled)**

~~i) TOEFL Exam~~

Eliminated from Agenda.

~~j) Accuplacer~~

Eliminated from Agenda.

**k) Student Records Policies and Procedures**

The Interim President created task force to review Student Records Policies and Procedures and Cynthia Deleon Guerrero (Task Force Member) would like to get some feedback from AC and all other governing bodies before the policies and procedures are finalized. AC Council was asked to review and provide feedback on policies and procedures to Cynthia.

**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

b) Cancellations

c) Modifications

i) AC 220

ii) AC 221

iii) AC 226

Motion to adopt AC220, AC 221 and AC 226 course guides as written was made. No opposition made. Motion carried.

iv) AN 105 (Tabled)

v) CS 103 (Tabled)

vi) ED 205

vii) ED 211

viii) ED 282

**Northern Marianas College  
ACADEMIC COUNCIL  
Minutes of February 25, 2011**

Motion to adopt ED205, ED211 and ED 282 course guides as written were made. No opposition made. Motion carried.

ix) ED 319

Prerequisite added, needs to be cleaned up. Frank Sobloewski volunteered to revise Course Guide to be consistent with proper course guide format. ED 319 course guide was approved as amended.

There was some discussion as to the progression of courses to finish the Individualized Degree Plan for School of Education students. All students must take ED 200 level classes before going into ED 300 level classes. Tom Sharts rational for reducing placement level for ED 211 is that it would delay students another semester for developmental courses. If a student were serious in pursuing a Degree in Education it would be unreasonable to further delay their progress.

x) EN 093

Motion to approve EN 093 course guide as amended was made, seconded, and approved.

xi) LW 110 (Tabled)

xii) MU 106 (Tabled)

**d) New Course Guide**

None

**9) New Business**

~~a) Academic Advising~~

Eliminated from Agenda

b) APS Action Item – Mission Statements

Every Department must look at their own mission and modify it to show links on how each one is supportive of overall NMC Mission Statement. Mission statements can be modified as needed to show WASC. Send statements to Dr. Peters for the committee to review for consistency with overall NMC Mission Statement which cannot be changed.

Statements are due March 02, 2011 and will be reviewed by PROAC March 04, 2011. Notice was made that all current mission are included in the current catalog and if changes are needed it must be approved by department before final submission to PROAC.

**10) Adjournment**

Meeting adjourned at 3:40pm.

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