

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of May 27, 2011**

**DATE:** May 27, 2011

**TIME:** 2:30 p.m.

**PLACE:** N-5

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**Voting Members Present:**

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

James Kline, Chair, L&H Dept. *Vice Chair*

Dr. De Torres, Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Rosa Tudela, Chair, Nursing Dept.

Dr. Joseph Peters, Director, SOE

Tim Baker, Director, CPS

**Non-Voting Members:**

Galvin Deleon Guerrero, Director, OIE

Cynthia Deleon Guerrero, Director, OAR

Amanda Allen, Distance Ed Coordinator, IT

**Others Present:**

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Daisie Camacho, Computer Lab Supervisor, IT

**1) Review and Adoption of May 27, 2011 Agenda**

Under Review and Adoption of Minutes: Tabled a) April 29 Minutes not May 13, 2011 Minutes.

Under Announcements: added a) Non-Teaching Workload

Under Course Guide, Modifications: c) MU 107

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

a) April 29, 2011 This item should have been tabled and not May 13, 2011 minutes.

b) May 13, 2011 (**TABLED**)

The May 13, 2011 meeting minutes was approved as amended. M/S: Dr. Griffin/Tim. Motion carried.

**3) Announcements**

a) Non-teaching workload

Chair reminded everyone that non-teaching workload may not be allowed due to budget shortfall and for the department heads to inform faculty. She asked that as much as possible to avoid having faculty assigned additional workload that are non-teaching, i.e. committee work. This is part of cost saving because our 2011 and 2012 budget does not look good.

**4) Old Business**

a) Staggered Course Assessment Schedule

i) Evidence

Collection of evidences for Spring 2011 course assessments (Form 1) was due May 20, 2011. Some have completed their Form 1 but no evidence. Therefore when submitting Form 1 to please include or attach the evidence. The Academic Council Evaluation Committee (ACEC) gave a report. Chairperson for the committee is Rosa Tudela. Dr. Peters has completed evaluating the SOE Fall 2010 course assessment. The committee is now reviewing the Fall 2010 course assessment to be presented to AC and the Spring 2011 course assessment be evaluated in Fall 2011.

b) AC Evaluation Committee Report

Rosa Tudela who is the Chair for the Academic Council Evaluation Committee (ACEC) gave an update to Academic Council. There are seven members of the committee and they are:

1. Dr. Joseph Peters, Director, SOE
2. Dan LaMarche, Instructor, L&H Dept.
3. Florita Cabanes, Instructor, SMHA Dept.
4. Judy Torres, CJ Program Coordinator, SSFA Dept.

**APPROVED: 8/3/11**

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5. Michael Nurmi, Instructor, L&H Dept.
6. Rosa Tudela, Chair, Nursing Dept.
7. Barbara Merfalen, Dean of APS

In their last meeting, they elected officers and Rosa was elected Chair and Florita was elected Secretary.

Prior to electing officers, it was recommended that the committee develop a staggered course assessment evaluation rubric and a checklist. With the rubric, the committee will be looking at all the Form 1s and evidence submitted. There are categories with ratings with 3) being proficient, 2) not fully complete and 1) insufficient and the checklist will help guide in this process. The committee will report to AC but also will work with the department heads on the Fall 2010 scheduled course assessment. The following are findings from their meetings:

1. Faculty were using the Form 1 (5 column model) from PROAC and they believe that another form be developed just for course assessment because the one sent out by PROAC is for program review.
2. The work of the academic council evaluation committee is somewhat repetitive where this should be the department chairs duties. Thus department chairs should review their courses, work with their staff or faculty and report to ACEC where they will write in their recommendation.

AC Chair shared that the reason why there were comments made that this should be the department chairs responsibility. This was a result of a faculty who felt strongly that the department chairs should be responsible for reviewing the course assessments. She reminded the faculty that academic council actually is responsible for evaluate the course assessments but because a majority of the voting members of AC are department chairs AC decided to include faculty in the evaluation process by putting together an Ad Hoc committee. The faculty still felt strongly that the evaluation process was still the responsibility of the department heads and that this would be reported back to AC. Ultimately AC would be the one that determines how this evaluation will proceed. The Chair also wanted to mention that the two assessment tools were developed by ACEC.

Galvin stated that about addressing issues that may come up in columns form and five which deals with course completion rates and monitor progress as well therefore may take 3-4 years as data are collected. Cyndi shared that AC does have the role but actions must be taken at the department level. Dr. De Torres states that at all levels forms are being required in the program review process, from PROAC, to departments and BAFC and AC forms. Rosa continues as team members have department chairs be available for questions from the ACEC for any questions.

Judy reviewing Business Department  
Dr. Peters SOE  
Floritas – Sciences  
Dean Bobbie for L&H

First 4 courses will be evaluated. These will be done in Summer and do Spring 2011 in the Fall. No credits given to these members.

AC must look at the SLOs in the course assessment by Dr. Trapp. What does AC do with those form 1s after the evaluating process has been done. Also that how courses from different departments support gen ed so that the college meets its mission.

**5) Degree and Certificate Program Review**

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
- b) Department Request to Place Program(s) on *Inactive Status*

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**6) Course Guide Review**

- a) Inactive Status
- b) Cancellations
- c) Modifications
  - a) MU 107 – to include which semester it will be offered (Spring). Has been approved therefore more additional changes made. John/James: Motion carried as corrected with changes.
- d) New

**7) New Business**

- a) Nursing Program Clinical/Practicum Hours (Related Learning Experience)  
Nursing students who have graduated, they would get their transcript to take the NCLEX. To report clinical hours is part of the requirement to take the NCLEX. The process indicates a form for past graduates and one for graduates from this time on. When students request for transcript for NCLEX, these documents will be also included when transcript is mailed. Dr. Griffin/Tom. Motion carried.  
Discussion: Add notes or remarks in the board.
- b) Volunteers  
A volunteer was assisting the instructor in the lab. Volunteers are not allowed in the classroom according to HR. The individual was actually teaching the course and not on contract. Suggestion to ask PSS about their process. Issue about quality was also brought up.
- c) Spring 2012 College Hour  
Make the time and have everyone not fill that hour. The recommendation would get you the foot traffic such as noon -1pm. Dr. Griffin/Tim. Wednesdays 12-1pm. Motion carried to bring this to College Council.
- d) Change of Advisor  
Cyndi shared that this was brought before and met with Dean of APS on determining who is their actual advisor. Procedure include the advisor be within the program of study.

Galvin shared the visiting team report: Met all ERS and Recommendations.

The Chair also asked that when Chairs need to take leave, to keep the Dean informed.

Galvin also shared the linking of program with budget.

No AC until June 17, 2011.

**8) Adjournment**

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