

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 6, 2011

Approved 7/13/11

DATE: July 6, 2011

TIME: 10:00 a.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Chair, Academic Council, Dean of Academic Programs & Services
James Kline, Vice Chair, Academic Council, Chair, Languages & Humanities Dept. (LH)
Florita Cabanes, Acting Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Roy Greenland, Acting Director, School of Education (SOE)
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members Present:

Cynthia Deleon Guerrero, Director, Office of Admissions & Records (OAR)
Galvin Deleon Guerrero, Director, Office of Institutional Effectiveness (OIE)
Martin Mendiola, Program Coordinator, Rota Site (via VTC)
Amanda Allen, Distance Learning Coordinator, Proxy, Information Technology (IT)

Others Present:

Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, OIE
Loly Kingzio, Admin. Manager, Academic Programs & Services, Recorder

Meeting called to order at 10:05 a.m.

1) Review and Adoption of July 6, 2011 Agenda

The following changes were made to the agenda:

Under Announcements: Add Liberal Arts Program Coordinator

Under Old Business: Delete Individualized Degree Plans and Non-Teaching Assignments. Add update of fall 2011 changes.

Roy moved to adopt the agenda with the changes. Rosa seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

- a) May 27, 2011 **Tabled**
- b) June 22, 2011 **Tabled**
- c) June 29, 2011 **Tabled**

3) Announcements

- a) Liberal Arts Program Coordinator: Effective July 1, 2011 Velma Deleon Guerrero became the Liberal Arts Program Coordinator.

4) Old Business

- a) Update of fall 2011 changes: Fall 2011 schedule as of 4/25/11 was distributed. Department heads asked to review the schedule and e-mail any changes to the Dean of APS; changes will be forwarded to OAR. Any changes to LinC courses should be worked out with Geri Willis who is in charge of the Learning in Communities (LinC) Program before being e-mailed to the Dean of APS.
- b) Graduating Student (Definition) **Tabled**
- c) Staggered Course Assessment Schedule
 - i) Evidence: Spring 2011 course assessments and evidence should have already been submitted to the office of the Dean of APS. The Evaluation Committee of the Academic Council (ECAC) will be evaluating the course assessments and evidence.
- d) Evaluation Committee of the Academic Council Report (Rosa): Although the committee had no quorum at their recent meeting, the members continue their committee work and a report from the committee is forthcoming.

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5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plan/Individualized Certificate Plans: None
- b) Department Request to Place Program(s) on Inactive Status: None

6) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications: None
- d) New:
 - i) HI 115 **Tabled**

7) New Business

- a) Manual for Institutional Self Evaluation: Galvin distributed the manual in the meeting. The manual could help us with our upcoming college-wide self evaluation. *Recommendation: Schedule a professional development day (PDD) before fall 2011 semester begins to distribute and discuss the manual.*

The Dean of APS met with Jessica Taylor of the Public School System (PSS) regarding the creation of a Teacher Academy which will offer SOE courses to high school students. The dean and the SOE director and faculty still need to meet about this matter. Establishing the Teacher Academy would require a request for substantive change. In addition, a memorandum of understanding (MOU) between PSS and the College will need to be created. Use of the College's facilities, utilities, and resources will need to be considered. The Community Development Institute (CDI) may be asked if it can assist with this program. The Teacher Academy is similar in concept to the Northern Marianas Academy (NMA), except high school students will be learning to become teachers in a specific area (e.g., Reading).

- b) Records: OAR does not have copies of syllabi and some of the updated course guides on file. This becomes a problem when OAR receives requests for copies of these documents from other schools and it cannot obtain copies from departments.

Recommended solutions:

- 1) *Each department submits to OAR updated course guides from the past three years and electronic copy of all syllabi beginning fall 2011.*
- 2) *Create one folder, possibly on the N: drive, for syllabi and course guides.*

There is supposed to be a syllabus template – what is supposed to be on a syllabus; syllabus requirements. ***Roy was asked to e-mail a sample syllabus to AC members before the next meeting.***

- c) Registration:

Fall 2011 Early Registration for SOE seniors and other graduating candidates: August 12 9:00 a.m. – 6:00 p.m.

Fall 2011 Regular Registration: August 15-19 9:00 a.m. – 6:00 p.m.

Fall 2011 Late Registration: August 20 9:00 a.m. – 12:00 p.m.

Students who wish to change or add an advisor must complete the change of advisor/degree form so that they are aware who their advisor is. The form must be submitted to OAR to update the student's record.

Cynthia will e-mail each department a list of its advisees according to what OAR has on record and each department is asked to update the list and submit it to OAR. She requests that each department also submits an updated list of its full-time faculty members to OAR.

8) Adjournment

Meeting adjourned at 11:20 a.m. Next meeting will be on Wednesday, July 13, 2011, 10:00 a.m. in N-5.

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