

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 20, 2011

Approved 7/27/11

DATE: July 20, 2011

TIME: 10:00 a.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Chair, Academic Council, Dean of Academic Programs & Services
Florita Cabanes, Acting Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Roy Greenland, Acting Director, School of Education (SOE)
Dr. John Griffin, Chair, Business Dept.
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
Dawn Chrystal (DC) Revilla, Budget Officer, Budget Office
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

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

1) Review and Adoption of July 20, 2011 Agenda

The following changes were made to the agenda:

Under Announcements: Add Fall 2011 Academic Calendar and Tech. Committee.

Under Course Guide Review: Add d) New: HI 215

Under New Business: Add Liberal Arts and Budget

Roy moved to adopt the agenda with the changes. Thomas 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

d) July 13, 2011: **Roy moved to adopt the minutes of July 13, 2011 without changes. Dr. Griffin seconded the motion. Motion carried.**

3) Announcements

a) Week of August 8 – 12, 2011: Department heads were asked to inform their faculty to keep the week of August 8 – August 12 open for department and institutional needs. August 8 is the first day back for faculty for the fall semester. No professional development is scheduled for this day. August 9 & 11 are professional development days. August 10 is new student orientation and academic advising. August 12 is fall 2011 early registration from 8:00 a.m. to 5:00 p.m. ***The AC Chair will be meeting with others to plan for professional development days.***

b) Fall 2011 Academic Calendar: August 10 is student orientation. August 12 is fall 2011 early registration. Although August 19 is going to be an austerity Friday, Cynthia received information from the Dean of Student Services that fall registration will proceed as planned for that day. August 20 is fall 2011 late registration from 9:00 a.m. to 12:00 p.m. ***The Dean of APS has been asked to work with department heads to determine how work hours can be staggered to meet the needs for registration and observe the work hour reduction schedule. The APS Leadership will be meeting about this issue. The AC members are asked to review the academic calendar, either in the current NMC catalog or the college web site, to ensure there are no conflicts and to see if there needs to be any updates.***

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 20, 2011

- c) Tech. Committee: The IT department is working to revive the Tech. Committee. Eric Abragan, Acting IT Director, will e-mail information about the committee. When the committee was created, its purpose was to have the IT department and academic departments work together to promote technology through the academic programs. Input from academic faculty is vital. E-mail any suggestions to the IT department.

4) Old Business

- a) Graduating Student (Definition): The AC Chair received from Roy the definition of a graduating student. Other AC members may submit their input. **All information submitted will be shared at the next meeting.**
- b) Academic Council Policy and Procedure: It was noted that the current membership of the Academic Council does not match what is in the board administrative procedure for the Academic Council. Policies are approved by the board. The president shall establish and/or approve procedures. Policies and procedures should change to reflect current institutional needs and organization. The Institutional Excellence (IE) guide, however, was established as a procedural guide and approved by the board to respond to all board policies. We need to understand the intent of the IE guide and we need the legal counsel to determine the weight of the guide regarding this matter. **The AC Chair will refer this matter to the president for the legal counsel's review. As the chair of the governance review task force, Galvin will also bring this matter to the attention of the president. This item will stay on the agenda until it is resolved.**
- c) Academic Council By-laws: Some areas of the by-laws are vague and some areas extend beyond the scope of the AC policy and procedure. **This item will stay on the agenda until it is resolved with the Academic Council policy and procedure.**
- d) Recommendation for minimum student enrollment: Dr. Griffin was asked to make an analysis and share his recommendation for the minimum student enrollment with the Academic Council. There was a recommendation to look at increasing enrollment caps to reduce the number of overload credits and adjuncts. The policy of 10 minimum student enrollment is outdated. We need to review this policy and the costs associated with running courses now to determine if this policy is still feasible. **Dr. Griffin will e-mail the analysis and recommendation to AC members. The AC Chair will forward the information to Cynthia, Amanda, and DC.**

The Chief Financial & Administrative Officer (CFAO) presented a breakdown of the monies received from tuition and fees this past academic year to the Management Team. **The AC Chair will make a copy of the report available to department heads.**

- e) Syllabus Template: Sample syllabus template was distributed. AC needs to decide what should be the minimum syllabus requirements. Once this is determined, the faculty could then use the template and make additions to meet specific course needs. **AC members will review the syllabus template and decide on the minimum syllabus requirements at the next meeting.**
- f) Academic Programs/Courses Off-Saipan Site: Regarding Commission Concern #2, there are no academic programs or courses that are currently offered on Rota and Tinian or off-site from the Saipan Campus. If we are going to reactivate academic programs and student services or offer distance education on Rota and Tinian, we need to obtain approval first from the Commission.

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) A.A.S. in Hospitality Management IDP: **This item is tabled until the designated instructor is available to attend an Academic Council meeting to address the changes to the IDP.**
- b) Department Request to Place Program(s) on Inactive Status: None

6) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 20, 2011

- c) Modifications
- i) BI 225: The BI 225 course guide was presented again with the recommended changes. Additional changes were recommended. **Roy moved to adopt the BI 225 course guide with changes. Thomas seconded the motion. Motion carried.**
 - ii) ED 300: Minor formatting correction needs to be made. **Rosa moved to adopt the ED 300 course guide with changes. Roy seconded the motion. Motion carried.**
 - iii) ED 316: Minor revisions and formatting correction need to be made. **Rosa moved to adopt the ED 316 course guide with changes. Roy seconded the motion. Motion carried.**
 - iv) ED 351: Minor revisions and formatting correction need to be made. **Thomas moved to adopt the ED 351 course guide with changes. Roy seconded the motion. Motion carried.**
 - v) ED 450: Minor revision needs to be made. **Rosa moved to adopt the ED 450 course guide with changes. Roy seconded the motion. Motion carried.**
 - vi) ED 480: Minor revisions need to be made. **Rosa moved to adopt the ED 480 course guide with changes. Roy seconded the motion. Motion carried.**
 - vii) ED 492: Minor revisions and formatting corrections need to be made. **Thomas moved to adopt the ED 492 course guide with changes. Rosa seconded the motion. Motion carried.**
 - viii) ED 493: Minor revisions and formatting corrections need to be made. **Rosa moved to adopt the ED 493 course guide with changes. Thomas seconded the motion. Motion carried.**
 - ix) NS 101: The NS 101 course guide was presented again with the recommended changes. **The NS 101 course guide was tabled until the AC Chair clarifies the department's grading policy. It will be presented again at the next meeting.**

For consistency, the AC Chair will also review the grading policy in the BI 225 course guide.

- d) New
- i) HI 215 **Tabled**

7) New Business

- a) Articulation of Courses (PPEC) **Tabled**
- b) Office Hours of Faculty and Adjuncts: A faculty needs to post his or her office hours so that students and others know when he or she is in the office. **The policy on office hours will be disseminated to department heads.**
- c) Liberal Arts **Tabled**
- d) Budget: DC distributed the Encumbrance Budget Reports (EBR) for all academic departments. Payment for instructors has been completed for summer 2011. To ensure summer courses paid for themselves, the 4th quarter allotments were redistributed. Only money for the summer session was restored. In addition, reprogramming was approved to redistribute the personnel funds in the account of the Dean of APS to the other academic departments to allow purchases of supplies and materials for the fall because some departments are over their budget due to personnel costs. Personnel funds from the dean's account, however, are insufficient to cover all the deficits in the APS division. DC will ask Thomas if a reprogramming can be done to move available personnel funds from his budget to the dean's account to assist in covering the deficits.

Thomas asked about the compensation for the instructor who is teaching the BE 111 course under the College Access Challenge Program (CACCP) this summer. Cynthia and the AC Chair both confirmed the tuition and fees collected from the students under the grant will be used to pay the instructor.

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 20, 2011

DC recommended that SOE reprogram funds within its budget to cover the shortfall in its personnel budget.

Payment for overloads and adjuncts for fall 2011 will be charged to the FY 2012 budget.

Appropriations budget for next fiscal year is just under \$4 million. We were not appropriated money for utilities payment so we need to get the payment for utilities from tuition and fees.

8) Adjournment

Meeting adjourned at 12:05 p.m. Next meeting will be on July 27, 2011 at 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.”