

Northern Marianas College
ACADEMIC COUNCIL
Minutes of June 22, 2012

Approved 9/28/12

DATE: June 22, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

Voting Members Present:

Velma Deleon Guerrero, Acting Dean, Academic Programs & Services, Program Coordinator, Liberal Arts Program
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Roy Greenland, Acting Director, School of Education (SOE), Acting Chair, Business and Nursing Depts.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Timothy Baker, Director, Counseling Programs & Services

Non-voting Members Present:

Galvin Deleon Guerrero, Director, Office of Institutional Effectiveness (OIE), Accreditation Liaison Officer (ALO)

Others Present:

Amanda Allen, Director, Distance Learning Education
Eugene Foels, Instructor, Social Sciences, SSFA Dept.
Lisa Hacskaylo, Institutional Researcher, OIE
Julene Santos, Admissions Coordinator, Office of Admissions & Records (OAR) (Proxy for Rosaline Cepeda, Acting Director, OAR)
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:03 a.m.

1) Review and Adoption of June 22, 2012 Agenda

The following changes were made to the agenda:

Add under Announcements: b) Projector Director from University of Hawaii at Manoa

Add under New Business: e) Course Assessment Data f) Hybrid vs. Online Definition

James moved to adopt the agenda with changes. Dr. De Torres seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) June 1, 2012

James moved to adopt the June 1, 2012 minutes without changes. Tim seconded the motion. Motion carried.

3) Announcements

a) Bookboon.com: Amanda introduced the Bookboon website which offers free e-books to college students. A handout about the website was distributed. The e-books are downloadable PDFs (portable document format) which can be accessed by registering on the website. Departments should consider inviting Amanda to a department meeting to present this resource. A cost analysis could be done to see which is more cost efficient – buying textbooks or purchasing/owning a laptop/computer and having Internet access to register on Bookboon and acquire free e-books.

b) Projector Director from University of Hawaii at Manoa: The project director is visiting NMC as one of the network community college doing the partnership in advance marine and environmental science training. The SMHA department received a message that there will be an extension of the grant at no cost while the department is submitting another 3-year project proposal to NSF. The project director will be reviewing the department's plans and programs. A projection of 15-20 students will be graduating in Spring 2013.

4) Old Business

a) Teacher Candidacy Application (SOE) Table

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5) New Business

- a) Online Course Offering Request Form: Amanda distributed the form. The acting dean asked that departments include the form as an agenda item in their department meeting to inform the faculty about the form. The form must be filled out when a department is planning to offer an online course. Amanda will conduct training for instructors who are planning to teach online courses. **James moved to approve the Online Course Offering Request Form. Tim seconded the motion. Motion carried.**

- b) New Federal Regulations on Credit Hour: Galvin stated that the U.S. Congress and government are paying more and more attention to higher education. It is their opinion that so much money is spent on higher education, but the return on investment is low – low graduation and job placement rates, and high default rates for student loans. The new federal regulations on credit hour are the federal government's attempt to respond to their own concerns by standardizing credit hour. For the longest time, higher education has been unregulated and that is where accreditation stepped in. The federal government has come forth with clear definitions of federal credit hour. The Junior Commission's new policy includes formula. In the current summer session, we must ensure that we are following the new federal regulations.

- c) ACCJC Policies
 - i) Policy on Institutional Degrees and Credits:
 - ii) Policy on Award of Credit:

A semester hour must include at least 37.5 clock hours of instruction. On a quarter system it is 25 clock hours of instruction. A credit hour, according to the federal government, is 1 hour of classroom or direct faculty instruction and a minimum of 2 hours out of class student work. The 37.5 clock hours of instruction includes the 2 hours out of class student work.

NMC does not have a policy that clarifies what happens if we shift from a semester system to a quarter system. It is possible to have two policies and two current schedules, but we need to be clear on which system we are using. If we are going to go to a shorter, more intensive schedule, we should maintain the semester credit hour. So whether we run on a regular semester schedule or a shorter schedule the credit hours are the same.

A bigger concern is the Accreditation Standard 2, Eligibility Requirements 8 & 9 commission policy which requires institutions to meet generally accepted practices when awarding credit hour. These practices require evidence of assessment results which provide sufficient evidence that students are achieving key institutional and program learning outcomes. The ACCJC has to report an institution directly to the U.S. Department of Education who does not comply with the credit hour policy.

Galvin and Lisa will compile student achievement data that will be presented to the Academic Council.

Galvin stressed that it is important that we comply with the ACCJC policies. The accreditation visiting team may look at documented discussions of this issue of 2 hours out of class student work. What is most important is evidence of assessment.

Roy stated that the 2 hours of out of class student work cannot be measured. One student may finish 15 minutes while another may take 5 hours to do the same homework assignment. Galvin guesses that the Commission may look at the average and we need to gather some data to provide evidence that we are complying with the policies. James stated that another way to attempt to document out of class hours for students to work on assignments is to build in each assignment a way for students to write down the number of hours spent on each assignment.

Current NMC policy may have to be revised to comply with the ACCJC policies. ***Galvin recommended that Dean Merfalen drafts a policy to comply with the ACCJC policies. The acting dean recommended that a focus group be created to address concerns on this matter and do research on the current NMC policies to come into compliance with the ACCJC policies.***

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- d) Liberal Arts IDP Advising Guide with NMC Articulation: The acting dean distributed the revised advising guide. The departments are asked to review the guide and e-mail any concerns, questions, or recommendations to her. The guide will be published in the NMC catalog. **Request for adoption of the guide will be done at the next meeting.**
- e) Course Assessment Data: James reported that hard copies of course assessment data are piling up in the department and there is concern about insufficient space to keep storing all the data. The acting dean suggested that the data can be e-mailed to Dean Merfalen instead of providing hard copies. **Discussion regarding this matter will continue at the next meeting.**
- f) Hybrid vs. Online Definition: Amanda distributed a handout with different accredited colleges' definitions of hybrid courses versus online courses – if 50% or more of the class is offered online, then it is an online course, if less than 50% of the class is offered online it is a hybrid course. We have to define what we are going to call a hybrid course. Amanda needs to clarify what does AACJC considers a hybrid course in the calculation of up to 50% for online courses. **The hybrid vs. online definition handout will be presented for AC approval after Amanda has an advisory committee work on it.**

6) Degree and Certificate Program Review

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

7) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
 - i) BI 251 Table
 - ii) BI 252 Table
 - iii) NU 105 Table
 - iv) NU 124 Table
 - v) NU 209 Table
 - vi) MG 239 Table
- vii) GE 201: Textbook edition update. Additional revisions recommended for assessment measures and student learning outcomes (SLOs). **Tim moved to approve the GE 201 course guide with additional changes with the stipulation that the course guide will be e-mailed to the AC members for review to allow for additional revisions to be made if needed. Roy seconded the motion. Motion carried.**
- viii) PS 110: Assessment measures update. Additional revisions recommended for assessment measures. **Roy moved to approve the PS 110 course guide with additional changes. James seconded the motion. Motion carried.**
- d) New
 - i) CJ 133: Change cost to the student from None to "Tuition for a 3-credit course, cost of the textbook, and any applicable fees". Instructional resources may include, but not be limited to, whiteboard....etc. **Tim moved to approve the new course guide for CJ 133 with additional changes. James seconded the motion. Motion carried.**
 - ii) CJ 203 Table
 - iii) CJ 233 Table

8) Adjournment

Meeting adjourned at 10:50 a.m. Next meeting date will be determined by the AC Chair.

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