

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of July 6, 2012**

**Approved 9/28/12**

**DATE:** July 6, 2012

**TIME:** 9:00 a.m.

**PLACE:** BOR Conference Room

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**Voting Members Present:**

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services

Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)

Roy Greenland, Acting Director, School of Education (SOE)

Michael Nurmi, Instructor, English, Acting Chair, Languages & Humanities Dept. (LH) (Proxy for James Kline)

Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)

Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.

**Non-voting Members Present:**

Rosaline Cepeda, Registrar, Acting Director, Office of Admissions & Records (OAR)

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE) (Proxy for Galvin Deleon Guerrero)

**Others Present:**

Amanda Allen, Director, Distance Learning Education

Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program

Meeting called to order at 9:00 a.m.

**1) Review and Adoption of July 6, 2012 Agenda**

The following changes were made to the agenda:

Add under Announcements: a) Application Deadline for Fall 2012

Add under New Business: e) Guide to Liberal Arts f) English Placement Test Fee

Under Course Guide Review: c) Modifications i) BI 251 Remove "Table" ii) BI 252 Remove "Table"

**Thomas 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 22, 2012 **Tabled**

b) June 29, 2012 **Tabled**

**3) Announcements**

a) Application Deadline for Fall 2012: Rosaline stated that the NMC application deadline has always been in the catalog. The application deadline in the current catalog is July 31, 2012. The deadline is for regular students, not international students, and will be enforced. Any application received after the deadline will be accepted for Spring 2013. OAR staff has been downsized and when applications are submitted during registration it puts undue pressure and stress on the staff to work extra hours to get the applications in the system. Frankie Eliptico, Director of External Relations Office, has been advised to publicize the July 31<sup>st</sup> application deadline.

**4) Old Business**

a) Teacher Candidacy Application (SOE): Roy presented the revised Teacher Candidacy Application. **Roy moved to approve the revised Teacher Candidacy Application. Dr. De Torres seconded the motion. Motion carried.**

b) Course Assessment Data (continue discussion from June 22<sup>nd</sup> AC meeting): As discussed in the June 29<sup>th</sup> AC meeting, departments will electronically store course assessment data and e-mail the data to the Dean of Academic Programs & Services as requested.

c) Fall 2012 Class Schedule: Submit schedule changes. The AC Chair asked Roy to work with SOE faculty members to determine which education courses can be stacked. Roy commented that he met with the President several months ago to discuss the fall schedule before the initial Fall 2012 schedule was submitted. As a result of the discussion, he rearranged the education courses and increased class caps from 15 to at least 20 for all education courses. The AC Chair stated that increasing the caps for courses was keeping in line with the fact that we now have bigger classrooms. Roy noted that although we have bigger classrooms does not mean we can put more people in the classes.

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Having a bigger classroom and putting more people in a classroom is unrelated to the number of people you need to have in a classroom to have a successful class. Roy noted that the President stated that there could be exceptions in terms of increasing caps. The AC Chair stated that because of our current budget circumstances we have to make hard decisions and with the increases in class cap sizes we need to review how we plan and teach our courses.

Starting Fall 2013 departments will follow what the course guides state in terms of when courses are offered. For example, if a course guide states that a course is offered fall and spring, it will be offered in fall and spring. If a course guide states that a course is offered fall, it will be offered in fall only; and if it states that a course is offered in spring, it will be offered in spring only. The AC Chair set the deadline for next year fall to give departments time to plan and schedule their courses accordingly and give academic advisors time to create an academic plan with their advisees that is in line with the class schedule.

Because of the numerous changes to the Fall 2012 schedule, Thomas suggested that the department heads submit a completely new Fall 2012 schedule for their department as opposed to submitting schedule changes. There was discussion regarding this issue and it was decided that **each department will submit a new Fall 2012 schedule.**

**5) New Business**

- a) School of Education Mission Statement: Roy presented the revised SOE mission statement. There was discussion about the mission statement. Additional revisions were made. **Roy moved to adopt the revised School of Education Mission Statement with additional changes. Dr. De Torres seconded the motion. Motion carried.**
- b) Nursing Department Grading System: Rosa found a memo dated 2004 from the Nursing department chair to the Academic Council about the Nursing grading system. She also found another memo dated March 5, 2007 notifying Nursing students about the Nursing grading system. There was discussion regarding this issue. **Thomas moved to adopt the following grading scale for the Nursing Department: 92-100 = A; 84-91 = B; 75-83 = C; 60-74 = D; Less than 60 = F. Roy seconded the motion. Motion carried.**
- c) Technology Access and Online Course Fees: Amanda presented the proposed technology access and online course fees. The recommended technology access fee is \$5 per credit hour per student. The recommended online course fee is \$25 per online course. During her research Amanda found that the recommended \$25 online course fee is the highest of our sister schools; the \$5 technology access fee is in the norm. These recommendations came from the Tuition and Fees Ad-Hoc Group. Comments and recommendations from the Academic Council are welcomed. Roy suggested that all fees are reviewed before making any decision. E-mail any additional feedback to Amanda.
- d) Creation of Focus Group to Address New Federal Regulations on Credit Hour: The AC Chair is looking for volunteers for the focus group. Lisa, Rosa, and Rosaline volunteered to be on the focus group. The AC Chair will also be a member of the group.
- e) Guide to Liberal Arts: Velma distributed the guide and asked that it also be included in the 2012-2014 general catalog. There was discussion about the guide and changes were made. **Thomas moved to approve the Guide to Liberal Arts with changes. Rosa seconded the motion. Motion carried.**
- f) English Placement Test Fee: Michael stated that the \$25 English placement test fee is usually waived and recommends that instead of waiving the whole amount, waive only \$5. He also recommended raising the placement test fee to \$30 or \$50. **The AC Chair will bring this issue to the attention of the Management Team (MT) and the Tuition and Fees Ad-Hoc Group.**

**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

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**7) Course Guide Review**

- a) Inactive Status: None
- b) Cancellations: None
  
- c) Modifications
  - i) BI 251: **Roy moved to approve the revised BI 251 course guide. Rosa seconded the motion. Motion carried.**
  
  - ii) BI 252: **Rosa moved to approve the revised BI 252 course guide. Roy seconded the motion. Motion carried.**
  
  - iii) NU 105: **Roy moved to approve the revised NU 105 course guide with additional changes. Rosa seconded the motion. Motion carried.**
  
  - iv) NU 124: **Roy moved to approve the revised NU 124 course guide with additional changes. Rosa seconded the motion. Motion carried.**
  
  - v) NU 209: **Roy moved to approve the revised NU 209 course guide with additional changes. Rosa seconded the motion. Motion carried.**
  
  - vi) MG 239 Table
  - vii) HI 101 Table
  - viii) HI 102 Table
  
  - ix) SO 297: **Rosa moved to approve the revised SO 297 course guide with additional changes. Roy seconded the motion. Motion carried.**
  
- d) New
  - i) CJ 203 Table
  - ii) CJ 233 Table

**8) Adjournment**

Meeting adjourned at 11:00 a.m. Next meeting will be on Friday, July 13, 2012, at 9:00 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.”**