

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 20, 2012

Approved 10/26/12

DATE: July 20, 2012

TIME: 9:00 a.m.

PLACE: Board of Regents Conference Room

Voting Members Present:

Lisa Hacskaylo, Institutional Researcher, OIE
Michael Nurmi, Acting Department Chair, L&H
Rosa M. Tudela, Department Chair, Nursing
Velma C. Deleon Guerrero, Acting Dean, APS (Facilitator)
Dr. Alfredo De Torres, Department Chair, SMHA
Thomas Sharts, Department Chair, SSFA
Roy Greenland, Acting Department Chair, SOE

Non-Voting Members:

Rosaline Cepeda, Acting Director, OAR

Others Present:

Amanda Allen, Director, Distance Learning Education
Lawrence "Larry" Lee, Instructor, Business Dept.
Shirley Blas, Admin. Manager, Business Dept., Recorder

Meeting was called to order at 9:15 a.m.

1) Review and Adoption of July 20, 2012 Agenda

Motion to adopt as amended: Rosa M. Tudela

Seconded: Thomas Sharts

2) Review and Adoption of the following Minutes

- a) July 6, 2012 - Tabled
- b) July 13, 2012 - Tabled

3) Announcements

None

4) Old Business

- a) Creation of Focus Group to address new Federal Regulations on Credit Hour (update)
Lisa Hacskaylo distributes copies of the policy but announces that the group has not had the time to meet till next week but will email the council with any updates.

5) New Business

- a) Review of Distance Education Section for the NMC Catalog
No discussion. Lisa Hacskaylo recalled this was adopted in the previous meeting.
- b) SOE Mapping
Roy Greenland distributes copies of the newly revised SOE Program Review Mapping and announces that mapping has been updated to include the Spring 2013-2017 Academic Years. Learning outcomes have been reduced from forty-five to only nine. He also shares that they've been working on it since last November and have met and discussed with the WASC team the mapping now in place. WASC was pleased and approved with minor changes. All present were asked to review the mapping and to make comments. Mike Nurmi notes that under item #5, Managing Classroom, 1.4 should be 1.2 Roy agrees and will make the change. Action was taken with Rosa M. Tudela motioning to adopt with changes while Thomas Sharts seconded the motion.
- c) Languages & Humanities Positions
Mike Nurmi inquires on the status of vacancy announcements. Velma Deleon Guerrero explains that she's been keeping up with emails but HRO may be experiencing some hold up. Larry Lee shares that HRO has

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 20, 2012

a list of requirements on filling a vacant position and suggests that Mike may want to see HRO for the process. Velma will follow-up with HRO and inform Mike of the status.

- d) **Math Placement Test**
Dr. De Torres announces the plan to standardize the math placement test but also shares that although scheduling has been finalized, it may be too soon for the Fall 2012 semester. He then states that Eric Johnson was not able to attend meeting because he is teaching a Summer class but also shares that he has urged Eric to attend future meetings to present and discuss the changes in detail. Lisa Hacskaylo recommends piloting the test first before actually implementing it while Velma Deleon Guerrero suggests that further discussion take place when Dean Merfalen returns from her leave. AC's recommendation was to pilot first the test before implementing to prove its effectiveness.
- e) **Policy on Award of Credits**
Introduction and discussion will be held next meeting.

6) Degree and Certificate Program Review

- a) **Revisions to Individualized Degree Plans/Individualized Certificate Plans**
Roy Greenland distributes copies of IDP's from SOE and announces that changes made were to meet the needs of returning students who have already earned an Associates degree and in which course substitutions may apply. For example: BE 111 – students returning with an X amount of credits may be able to substitute their course with College Success. Action was taken with Dr. Alfredo De Torres motioning to adopt while Rosa M. Tudela seconded the motion.
- b) **Department request to place Program(s) on Inactive status**
None to report.

7) Course Guide Review

- a) Inactive Status
None
- b) Cancellations
None
- c) Modifications
- i) **MG 239:**
Larry Lee distributes copies of the revised MG 239 course guide and announces that reason for modification is change of textbook. Thomas Sharts asks why the change and Larry explains that new book is much better for the course. The book offers more information about the course and includes activities and exercises for students. Roy Greenland notes that on Page 2, #5, we should strike out "computer system" as one of the resources needed by the Instructor. He reminds everyone that Amanda Allen has announced that we do not issue computers to Adjuncts and therefore, should be eliminated from this section. Action was taken with Thomas Sharts motioning to adopt with changes while Roy Greenland seconded the motion.
- ii) **ED 247:**
Roy Greenland distributes copies of the course guide and announces that course is actually inactive and is modifying to activate. He also informs everyone that this class uses a handbook instead of a textbook and that it will most likely be offered online or hybrid (blended). Course is strictly a special education course and COHORTS are small with probably no more than three or four students enrolling at the same time. Roy informs everyone that he may bring back this course guide in future meetings for modification depending on the results of the research done on ED 456. Action taken with Dr. Alfredo De Torres motioning to adopt while Rosa M. Tudela seconded the motion.

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 20, 2012

iii) RH 400:
Roy Greenland distributes copies of the course guide and informs everyone that modification is only on the Math Placement Level. MA 132 is now the required placement level. Action taken with Rosa Tudela motioning to adopt and Thomas Sharts seconded the motion.

iv) HI 101 - Tabled
v) HI 102 - Tabled

d) New
i) CJ 203 - Tabled
ii) CJ 233 - Tabled

8) Adjournment

Motion to adjourn was made at 10:40am.

Motioned: Thomas Sharts
Seconded: Rosa M. Tudela

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