

Northern Marianas College
ACADEMIC COUNCIL
Minutes of October 12, 2012

Approved 10/26/12

DATE: October 12, 2012

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services (APS)

James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)

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

Chavel Green, Chair, Business Dept.

Jose Herrera, Acting Director, School of Education (SOE)

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

Rosa Tudela, Chair, Nursing Dept.

Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

Jae Hee Kim, Student Senator, Associated Students of NMC (ASNMC) (Proxy for Jolly Ann Cruz, Student Senator and Student Representative on Academic Council)

Leo Pangelinan, Dean of Student Services and Acting Director, Office of Admissions & Records (OAR)

Others Present:

Amanda Allen, Director, Distance Learning Education

Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program

Zerlyn Taimanao, Instructor/Program Coordinator, Criminal Justice Program (under SSFA)

Loly Kingzio, Admin. Manager, Academic Programs & Services, Recorder

Meeting called to order at 1:10 p.m.

1) Review and Adoption of October 12, 2012 Agenda

Dr. De Torres moved to adopt the agenda without changes. Jose seconded the motion. Motion carried.

The AC Chair welcomed Jae Hee Kim who is attending the meeting as a proxy for Jolly Ann Cruz.

2) Review and Adoption of the following Minutes

a) August 31, 2012 Table

b) September 28, 2012 Table

3) Announcements

a) Amanda announced that during College Hour on October 17th, pictures of the ACCJC visiting team, information, and questions will be distributed. Academic Council will be meeting with the team on Wednesday, October 24th at 3:30 pm in N-5. She will e-mail the interview questions to the AC members and asks that AC members familiarize themselves with the Standard II and Standard IV reports in the self evaluation report. The team will have an exit interview with the whole institution on Thursday, October 25th, at 11:30 am in D-1.

4) Old Business

a) Credit Hour Ad-Hoc Group (Update): **Tabled**

b) Intersession 2012 Schedule: There was discussion about the Intersession schedule. **Jose made a motion to approve the Intersession 2012 schedule pending changes from the Business department. James seconded the motion. Motion carried. *Deadline to submit all changes for the Intersession schedule to Dean Merfalen is Wednesday, October 17th. The schedule will then be distributed campus wide and posted on the NMC website.***

c) Procedures for BOR Policy 303.1 Program Guarantee: **Tabled**

d) BOR Policy 302 Transfer of Credit (Feedback from departments): The AC Chair received feedback from several departments. The policy was introduced in an earlier College Council meeting. The AC Chair will follow up with College Council.

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- e) BOR Policy 303 Policy and Credit Hour (Feedback from departments): **Tabled**
- f) Staggered Course Assessment Schedule 2012-2014: Course assessment and evidence for Spring 2012 must be submitted to Dean Merfalen's office. Fill out the assessment schedule for 2012-2014 that was e-mailed earlier to all department heads and submit it to Dean Merfalen's office. **Chavel made a motion to approve the staggered course assessment schedule pending submissions from all departments. Jose seconded the motion. Motion carried.**

5) New Business

- a) Student and Faculty Handbook for School of Education: AC members were asked to review the handbook and provide feedback to Jose. **Jose will forward an electronic copy of the handbook to Loly to forward to all AC members and will also forward a copy to Chris Timmons, HRO Director/Legal Counsel, for review. The handbook will be ready for approval at the next AC meeting.**
- b) Nursing PLO Codes: Rosa presented the Nursing Program Learning Outcome (PLO) codes. There was a lengthy discussion. Revisions were made. **Tim made a motion to approve the Nursing PLO codes with changes. James seconded the motion. Motion carried.**

Added to the agenda:

- c) Registration Committee Meeting Update: Dean Pangelinan gave an update on the registration committee meeting. New students will be admitted for Intersession 2012. New international students will not be allowed to enroll in the Intersession because they must maintain a full-time student load and the processing time for documents for international students who are entering Saipan is lengthy. Conditions for enrollment: Students must have MA 089 placement level or higher and EN 083/084 placement level or higher. **December 6th is the admission application deadline for Intersession 2012.** The committee is requesting that **departments submit the final Intersession and Spring 2013 class schedules to OAR by November 9th.**

Of the committee members that were present, 13 voted to stop the use of the Entry to a Closed Class form and 2 voted to continue using it. One reason to stop using the form is that we have increased the cap sizes of some of the courses. Another reason is that it hinders the add/drop process because students who are trying to add a course that is closed would need to fill out the form. Instructors also do not keep track of who they allow to enroll in their closed class and risk violating the fire and safety code of how many people can fit safely into a classroom.

There was a concern about having one day of add/drop for the Intersession because of the condensed schedule. It was suggested that it be left to the instructor's discretion to either allow or not allow a student who is trying to add his/her course for the Intersession.

6) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) B.S. in Education IDP – Elementary Education concentration
 - ii) B.S. in Education IDP – Early Childhood Education concentration
 - iii) B.S. in Education IDP – Rehabilitation and Human Services concentration
 - iv) B.S. in Education IDP – Special Education concentration

The reason for revising the IDPs again is that programs must not have more than 50% change in their degree programs and SOE realized that it is at 88% change. All four concentrations and courses were presented on one document for easier reading. Courses were combined and course guides will be created and presented for review and approval. **SOE is recommending that BE 111 College Success not be required as a core course for their degree programs but incorporated into ED 211 Introduction to Teaching as a component.**

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Jae Hee shared her experience about taking BE 111 for one day and then taking the ED 211 course and stated that the two courses were similar. It was recommended to include the NDU course progression at the back of each IDP. Another recommendation was to include the SOE course sequencing on each IDP. The AC approval date must be on the IDP as well as the effective semester of the IDP. The revised IDPs will be effective Spring 2013.

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) ED 493: **Tabled**

d) New

i) CJ 203: This new course is created in collaboration with the Transportation Security Administration (TSA). **Tim made a motion to approve the new CJ 203 course guide with changes. Tom seconded the motion. Motion carried.**

ii) CJ 233: This new course is created in collaboration with the Transportation Security Administration (TSA). **James made a motion to approve the new CJ 233 course guide with changes. Tim seconded the motion. Motion carried.**

Velma announced that she will present the articulation agreement packet with University of Hawaii (UH), Hilo at the APS Leadership meeting for final review and approval.

8) Adjournment

Meeting adjourned at 3:05 p.m. Next meeting will be on Friday, October 26, 2012, at 1:00 p.m. in N-5.

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