

Northern Marianas College
ACADEMIC COUNCIL
Minutes of October 26, 2012

Approved 11/30/12

DATE: October 26, 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.
Cynthia Deleon Guerrero, Acting Director, School of Education (SOE)
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members Present:

Jacqueline Che, Director, Office of Institutional Effectiveness (OIE)
Jolly Ann Cruz, Student Senator, Associated Students of NMC (ASNMC) (Student Rep. on Academic Council)
Maria Aguon, Program Coordinator, Tinian Site (via Polycom)

Others Present:

Amanda Allen, Director, Distance Learning Education
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, OIE
Christopher Timmons, Director, Human Resources and Legal Counsel
Loly Kingzio, Admin. Manager, Academic Programs & Services, Recorder

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

1) Review and Adoption of October 26, 2012 Agenda

The following changes were made to the agenda:

Add under New Business: g) Online or Face-to-Face Courses for Rota and Tinian h) Program Advisory Council Procedures i) Discussion of Caps and Credits

James moved to adopt the agenda with changes. Cynthia seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

- a) July 20, 2012: **Add Amanda Allen under Others Present. James moved to adopt the July 20, 2012 minutes with changes. Rosa seconded the motion. Motion carried.**
- b) August 31, 2012: **James moved to adopt the August 31, 2012 minutes without changes. Rosa seconded the motion. Motion carried.**
- c) September 28, 2012: **Add Amanda's volunteer to sit-in if there is an attempt to relocate the CNMI Archives off campus. Chavel moved to adopt the September 28, 2012 minutes with changes. Rosa seconded the motion. Motion carried.**
- d) October 12, 2012: **Rosa moved to adopt the October 12, 2012 minutes without changes. Chavel seconded the motion. Motion carried.**

3) Announcements

The AC Chair thanked the Academic Council for doing a great job. The members of the WASC visiting team, who met with her, conveyed how impressed they were with the council. ***The main focus now is to be at the proficiency level for the student learning outcomes (SLOs) and program learning outcomes (PLOs).***

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4) Old Business

- a) Credit Hour Ad-Hoc Group (Update): No update.
- b) Procedures for BOR Policy 303.1 Program Guarantee: **Tabled**
- c) Staggered Course Assessment Schedule 2012-2014: **Tabled. Deadline to submit changes from SOE and SSFA is Wednesday, October 31st.**
- d) Learner's Handbook for School of Education: **Tabled. Cynthia will e-mail the handbook to the AC members for review and the handbook will be presented at the next AC meeting.**
- e) Faculty/Adjunct Handbook for School of Education: **Tabled. Cynthia will e-mail the handbook to the AC members for review and the handbook will be presented at the next AC meeting.**

5) New Business

- a) College Credit for Experience: How can we develop an equivalency of an experience so when students come to NMC they can equate to some kind of credit. **We need to research how our peer institutions are doing this so we can develop a policy and procedure. The AC Chair will do some research and bring this issue back to Academic Council. E-mail any feedback to the AC Chair.**
- b) Entrepreneurship Across the Curriculum: Entrepreneurship is not only for the Business department and can be embedded into other academic department's courses. Department heads were asked to start looking into this concept.
- c) Program Review Calendar: The program review cycle started with the academic year from 2007 to 2008 (Cycle 1). However, because it was getting more and more difficult to plan when the budget cycle was not coinciding with the program and planning review cycle, the Program Planning Review and Outcomes Assessment Committee (PROAC) decided to shift the cycle from academic year to fiscal year to align with the budget cycle from October 1st to September 30th of the following year. We are now in Cycle 5 (from October 1, 2012 to September 30, 2013). A program review calendar for the new cycle year will be created by Jacqueline. **Lisa will verify which cycle we are in. She asked that if departments had completed their Record of Dialogue, but it does not show on the matrix of compliance that it was completed, to resubmit it to her and she will include it in the matrix. James asked that a record of dialogue form and a Form 1 for program review be e-mailed to the departments so they can be filled out and submitted when they are due. Thomas made a motion to approve the program review calendar for the new cycle year. James seconded the motion. Motion carried.**
- d) Criteria for Qualification of Faculty: Chris stated that Dr. Gilbert Rodriguez, one of the WASC visiting team members, inquired how we determine minimum qualifications for faculty. Chris referred Dr. Rodriguez to Board Policy No. 4418 - Appointment of Fulltime Faculty. The policy does not apply to adjunct instructors. **We need to adopt procedures for setting the minimum qualifications or adopt a policy as to what the minimum qualifications are and we need to get the proposed procedures or the policy to the Board of Regents for review and approval and have something in place to provide to the Accrediting Commission for Community and Junior Colleges (ACCJC) before December 2012.** In Chris's discussion with President Hart about this issue, her view was that for fields in Liberal Arts - Associate in Arts (A.A.) degrees that can be transferred to a bachelor's degree at other colleges, courses under those degree programs should be taught by individuals with a master's degree. For the associate level programs that will not transfer to a bachelor's degree, courses under those degree programs can be taught by individuals with at least a bachelor's degree. Instructors, however, who have a

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bachelor's degree, but have extensive knowledge in a certain field, may teach college-level courses in that field. For example, an instructor who is going to teach a marketing course must have 20 or 30 hours of graduate level marketing courses. Dr. Rodriguez also asked what our postsecondary act stated about this issue. Chris stated that the Board of Regents is the board of postsecondary education and the board policies govern which is why it is vital that we get a recommended policy to the board to adopt. ***The AC Chair will work with Chris and President Hart on this issue.***

- e) General Education SLO Codes: **Rosa moved to approve the General Education Student Learning Outcomes (SLO) Codes. Chavel seconded the motion. Motion carried. Velma will e-mail the codes to department heads to incorporate into their syllabi.**
- f) Liberal Arts PLO Codes: **Cynthia moved to approve the Liberal Arts Program Learning Outcomes (PLO) Codes. James seconded the motion. Motion carried.**
- g) Online or Face-to-Face Courses for Rota and Tinian: The AC Chair will meet with Amanda and Maria Aguon regarding this matter and present ideas to Academic Council for review and approval. If a department is going to offer one section of a course online, it must also offer the same course face-to-face because we need to provide students with options. Instructors, who will be teaching online courses, must go through training with Amanda.

Cynthia inquired about state authorization for online courses in terms of establishing our presence at other states. Amanda stated that we need permission from that particular state to offer online courses at that state.

Maria stated the need to upgrade the technology at the NMC Tinian site so that students can use the computer lab for online courses.

- h) Program Advisory Council Procedures: Cynthia stated that SOE will be re-establishing its program advisory council (PAC) and needs the procedures of how to set up a PAC. ***Velma will e-mail the procedures to her.***
- i) Discussion of Caps and Credits: It was agreed that the caps for the NDU and writing courses are going to be lowered. James received a request from Dr. Dean Papadopoulos to teach two combined sections of EN 101 English Composition I for spring 2013, but would like to receive compensation. An instructor receives 4 credits for EN 101 (3 credits for the course plus 1 additional credit). Dr. Papadopoulos would be willing to take 7 credits instead of 8 credits for the two combined sections. ***The AC Chair will bring this issue to the Management Team for feedback.***

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 SOE IDP was tabled until the next AC meeting. Cynthia will e-mail the draft SOE IDP to the council for review. Velma asked that SOE consider bringing back MA 141 Contemporary Mathematics or MA 161 College Algebra to include in the SOE IDP. Cynthia noted that there was a previous discussion about this issue between the SMHA department and SOE and it was determined that SOE needed a general math course and MA 132 Intermediate Algebra was the most suited to meet that need. The concern is that MA 132 is not a college-level math course and transferability may become an issue.

- 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) ED 493: **Tabled**
 - ii) HI 101: 3-year periodic update. **James moved to approve the revised HI 101 course guide with changes. Motion was unanimously approved. Motion carried.**
 - iii) HI 102: 3-year periodic update. The AC Chair asked that the student learning outcomes (SLOs) and course outline be reviewed again and consolidated. **The course guide was tabled until the next AC meeting.**
- d) New: None

8) Adjournment

Meeting adjourned at 3:00 p.m. Next meeting will be on Friday, November 9, 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.”