

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 9, 2012

Approved 11/30/12

DATE: November 9, 2012

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

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

Charlotte Cepeda, Acting Director, School of Education (SOE)

Chavel Green, Chair, Business Department

Zerlyn Taimanao, Instructor/Coordinator, Criminal Justice (under SSFA dept.) (Proxy for Thomas Sharts, Chair, Social Sciences & Fine Arts Dept.)

Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

Jolly Ann Cruz, Student Senator, Associated Students of NMC (ASNMC) (Student Rep. on Academic Council)

Others Present:

Amanda Allen, Director, Distance Learning Education

Cynthia Deleon Guerrero, Instructor, SOE

Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program

Meeting called to order at 1:25 p.m.

1) Review and Adoption of November 9, 2012 Agenda

The following changes were made to the agenda:

Add under Course Guide Review: c) Modifications: iv) HI 102

The agenda was unanimously adopted with the change.

2) Review and Adoption of the following Minutes

a) October 26, 2012: **Tabled**

3) Announcements

None

4) Old Business

a) Learner's Handbook for School of Education: AC members have been asked to review the handbook for action at the next AC meeting.

b) Faculty/Adjunct Handbook for School of Education: AC members have been asked to review the handbook for action at the next AC meeting.

c) Spring 2013 Class Schedule: Departments still have time to submit updates and/or changes to the spring class schedule to the dean's office by today, November 9th.

5) New Business

a) Academic Council Form 1: **Tim made a motion to approve the revised Academic Council Form 1. Zerlyn seconded the motion. Motion carried. The form will be implemented January 22, 2013.**

b) Office Hours: Amanda reported that a student brought a concern to her regarding a new fulltime instructor not having scheduled office hours indicated on his/her syllabus or posted on his/her office door. It was noted that there is a policy/procedure about which requires faculty to post and maintain office hours during the semester.

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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

There was discussion about BE 111 College Success. SOE will revise the ED 211 course guide to incorporate the BE 111 student learning outcomes and present it to Academic Council for review.

- 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 397: **Tabled**
 - ii) ED 456: Course guide will be returned to SOE for additional revisions.
 - iii) ED 493: **Tabled**
 - iv) HI 102: Additional changes were made. Course guide will be returned to the SSFA department for additional revisions. Cynthia discussed about how some of the outlines state exactly what the textbook says, but it should be about teaching the course, not teaching the textbook.
- d) New: None

Cynthia asked what data was given to determine holding Intersession 2012. It was noted that it was SOE that requested to have an intersession.

8) Adjournment

Meeting adjourned at 2:46 p.m. Next meeting will be on Friday, November 23, 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.”