

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of December 14, 2012**

Approved 2/27/13

**DATE:** December 14, 2012

**TIME:** 1:00 p.m.

**PLACE:** N-5

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**Voting Members Present:**

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services  
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)  
Charlotte Cepeda, Acting Director, School of Education (SOE)  
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)  
Chavel Green, Chair, Business Dept.  
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)

**Non-Voting Members Present:**

Jackie Che, Director, Office of Institutional Effectiveness (OIE)

**Others Present:**

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

Meeting called to order at 1:20 p.m.

**1) Review and Adoption of December 14, 2012 Agenda**

The following changes were made to the agenda:

Add under New Business: j) PROAC k) Protocol for Academic Events l) Procedures for Complaints or Issues Regarding Students m) Dress Code for Students and Faculty

**Chavel moved to adopt the agenda with changes. Charlotte seconded the motion. Motion carried.**

**2) Review and Adoption of the following Minutes**

a) November 30, 2012 Table

**3) Announcements**

None

**4) Old Business**

a) Office Hours (on syllabus and office door): Office hours for faculty is required under Policy 4020a. Department heads are asked to ensure instructors are including office hours on their syllabus as well as posting office hours on their office doors. Chavel noted that sometimes students are coming in to see instructors when it is not their office hours or it is their class time.

**5) New Business**

a) Structure of the U.S. Education System: Credit Systems: Department heads are encouraged to share this document with their faculty. Kagman High School has requested for copies of course guides of our English courses because it is getting ready to adopt the early enrollment for its students – students may take an EN 101 course at NMC and it will be accepted at the high school.

b) Credit for Course Preparation: The AC Chair is gathering all the previous faculty workloads to check which ones show faculty receiving credit for course preparation. There is evidence that some faculty did receive one credit for course development while other faculty did not receive the one credit for course development. What the AC Chair is looking for is the determination for the equivalency of the one credit. She is reviewing previous Academic Council minutes and is working with HR on this issue. In relation to this issue, the faculty workloads for the past six years from 2006 to 2012 will need to be reviewed. We cannot go back earlier than 2006 because the statute of limitation is six years.

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The AC Chair asked department heads to review the faculty workloads for these years and bring forth any workloads that show faculty receiving credit for developing a new course or teaching a course for the first time. There are inconsistencies between departments. The AC Chair stated that she was reminded that there is nowhere in the contract or policy that states that faculty have to be given the one credit. Then why has it been done previously and inconsistently overtime? Lisa asked if a workload document has been found that shows what is to be given for what activity. Yes, but the AC Chair stated that the method by which the faculty workloads are completed varies and assigning credits for activities is inconsistent. What needs to happen now is what are we going to do from this point forward? It is in the best interest of NMC that the Academic Council makes a recommendation. Policy and contract does not state that the College has to give credits for anything, but President Hart and Christopher Timmons, HR Director/Legal Counsel, are willing to work with the AC Chair on this issue and if NMC needs to it will [give credits]. Dean David Attao reminded President Hart, Mr. Timmons, and the AC Chair that this was not planned for but if a program reviews its budget and determines that it has the funds to do it then it needs to take ownership of making that decision. Department heads were reminded, however, that if they use funds for expenditures that were not planned for it may affect their overall budget. Academic Council may be able to make a recommendation to remove from the policy the section which states "newly developed or extant which a current faculty member teaches for the first time". It should only state "new development of courses". Lisa asked if any reference was found to the limit of preparations. Policy states that "except by the request of the faculty member, no one employed under an instructional faculty contract may be assigned to two new courses in any semester". A faculty should also be given a full semester's notice that he/she will be assigned a new course. The AC Chair recommended that department heads refer to Board Policy 4020a regarding faculty responsibilities. ***The AC Chair will bring this issue back to Academic Council for a recommendation to be made.***

c) Faculty Workload/Overload:

A full-time faculty member should fulfill the 15 credits per semester in his/her department before accepting to teach a course for other departments. Department heads should consult each other when their faculty is asked to teach for another department to avoid overloading the faculty and ensure the faculty is fulfilling his/her other responsibilities in his/her department. Lisa suggested that we look at examples of faculty workloads from other colleges.

An ad-hoc committee has been appointed to address WASC Recommendation #3 on faculty minimum qualifications. The committee will be working with Mr. Timmons to review policy, the current full-time faculty contracts, other resources, and make recommendations on how to address this issue. The committee members are Lorraine Cabrera, Cynthia Deleon Guerrero, Chavel Green, Eric Johnson, Dean Papadopoulos, and Barry Wonenberg.

d) Return Date for Spring for Fulltime Faculty: Faculty will return on Thursday, January 10, 2013. There was an inquiry as to why the faculty had to return on January 10<sup>th</sup> instead of the original return date of January 7<sup>th</sup>. President Hart granted three days of administrative leave from December 26-28 provided that an employee either works on a Standard Committee assignment or performs a different assignment (such as tree planting, beautification work on campus, etc.). Faculty, therefore, will be given additional three days to prepare for the spring semester and do not have to return to work until January 10<sup>th</sup>. There was a disagreement on the type of assignment for the three days of administrative leave and ***the AC Chair stated that she will clarify this issue.***

e) Professional Development on January 10, 2013: Professional development is mandatory for faculty. Professional development will consist of the Family Educational Rights and Privacy Act (FERPA) training and Sexual Harassment Awareness training. Mr. Timmons will conduct a supervisor's training for all department chairs, coordinators, and directors. There will also be training by Noel-Levitz.

f) Final Exam Schedule: Department heads are asked to ensure instructors are conducting final exams during final exam week. If there are scheduling issues, department heads should consult with each other to resolve conflicts.

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- g) Math Placement Test and Math Exit Exam: COMPASS is not ready for the math placement test. It will be ready for spring 2013. COMPASS did not approve the contract for NMC to use their site or program. The AC Chair asked Eric Johnson, math instructor, to continue manually conducting the math placement test and exit exam. Velma asked that the math exit exam schedule be included on the final exam schedule with a note to students to contact Mr. Johnson if their final exam conflicts with their math exit exam. Lisa noted that there was good feedback from the registration survey from students for the math and English placement tests.
- h) Institutional Excellence (IE) Guide: The guide will be distributed on Monday, December 17<sup>th</sup> for feedback. Deadline to submit feedback is Friday, January 4, 2013.
- i) Academic Council Reporting Procedures to Management Team: There needs to be documentation as to what Academic Council is reporting to Management Team (MT). The AC Chair will start documenting what is reported to MT from Academic Council this spring semester.
- j) PROAC: Forms for Academic and Non-Academic Programs. Amanda noted that we will need to submit a yearly report on SLOs (Student Learning Outcomes) to the ACCJC (Accrediting Commission for Community and Junior Colleges). This is the 6<sup>th</sup> cycle for Academic Programs for program review and submission of Form 2. The deadlines for the Record of Dialogue (ROD) are: December 31, 2012, March 31, 2013, June 30, 2013, and September 30, 2013.

PLO codes for Criminal Justice, English Language Institute (ELI), Natural Resources Management (NRM), and Adult Basic Education (ABE) have not been presented to Academic Council for approval.

Velma announced that the chairperson of the General Education Committee is Matthew Crane, science instructor. The department heads were asked to check with their faculty to determine who from their department will participate on the committee.

Lisa distributed the registration survey results. **Jackie will e-mail the registration survey results once they are finalized.** The department heads are encouraged to share and discuss the results with their faculty.

- k) Protocol for Academic Events: As a matter of protocol and professional courtesy, the NMC President needs to be informed when an NMC event is being planned. The AC Chair will ask to put something in place as a protocol about this matter.
- l) Procedures for Complaints or Issues Regarding Students: Follow proper procedures on complaint issues. The procedures are in the current NMC catalog.
- m) Dress Code for Students and Faculty: Chavel has noticed some students are not dressing appropriately for class. Her faculty members noted that there should be a dress code for faculty and that faculty should also dress properly if we are going to ask students to dress appropriately. **The AC Chair will bring this issue to the Management Team as a concern from Academic Council.**

**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 revised SOE IDP was tabled.**

- 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) EN 082 (Approved via e-mail): **The revised EN 082 course guide was unanimously approved by AC members.**
- iii) EN 092 (Approved via e-mail): **The revised EN 092 course guide was unanimously approved by AC members.**

- d) New: None

**8) Adjournment**

Meeting adjourned at 2:36 p.m. Next meeting will be determined after the start of the Spring 2013 semester.

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