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# Academic Council Meeting Minutes

**Friday, January 26, 2018**

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## **Call to order**

A regular meeting of the Academic Council was held at 9:00am in Building J-1 on January 26, 2018.

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Barbara “Bobbie” Hunter, Ermelinda Oneto, James Kline, Jesse Pangelinan, Kathy Winkfield, Lisa Lunde, Manny Castro, Marji Tarope, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao.

Voting members not in attendance: Beylul Solomon, Christine Inos, and Jesse Pangelinan (Proxy = Rose Cepeda).

Non-voting members in attendance: Keane Palacios

Guests: Dean Barbara “Bobbi” Merfalen and Lisa HacsKaylo.

Meeting was called to order at 9:05 am.

## **Adoption of Agenda and Minutes**

The agenda was presented to the council by Ajani Burrell. A request was made by Dean Bobbi Merfalen to table the Fall 2018 schedule under New Business (d) since there were still academic units making changes to the schedule. Ajani Burrell added Announcements (a) and (b). A motion to adopt the agenda with changes was made by Velma Deleon Guerrero. The agenda was adopted unanimously.

There were no minutes to review from the December 1<sup>st</sup> meeting since the Academic Secretary, Beylul Solomon, was out on maternity leave.

## **Announcements**

- a. Welcome to new IT Director & Registrar
  - a. Ajani welcomed new IT Director Adrian Atalig to the council. Manny Castro introduced the new Registrar, Marji Tarope, to the council. Dean Bobbi also introduced the Cengage representative Theresa Aures to the council meeting
- b. Technology & Education Committee
  - a. Adrian Atalig stated that in order to address technology concerns of staff, faculty, and students, a Technology & Education Committee that has been formed. The committee was formed to discuss the IT services on campus and prioritize what needs to be done. He stressed the importance of faculty in the NMC mission in addition to family involvement in order to develop a 3-year strategic plan for IT. He asked the council for support to discuss what faculty wants with regard to technology at NMC. He also added that the committee needs to involve all stakeholders of the institution – faculty, students, and the community. He reiterated the need for NMC

to be on the cutting edge of technology and that the institution is currently lagging behind PSS, thus urged for faculty involvement in this committee. There will be a formal announcement from the president regarding the formation of this committee.

## Reports

- a. There were no new reports for the meeting.

## Old Business

- a. Course Assessment Plan Proposal
  - a. Ajani Burrell reported that he has begun gathering information for the NMC course assessment plan but was not ready for input or feedback yet. He hopes to have it completed by the next Academic Council meeting in order to discuss and make modifications. The document is based on a course assessment plan from Kapi'olani Community College in Hawaii which was discovered through discussions with Amy Driscoll during Professional Development. She suggested the community college since they were doing great work with course assessment.
- b. Proposal to discuss independent study compensation
  - a. Dean Bobbi stated that the president is in support of independent study compensation being instituted but needs a proposal in place and a procedure as well. Dean Bobbi reported that NMC currently has a procedure in the catalog and is asking Academic Council to review it and see if there is anything that we can suggest, add or delete to the document. She asked the council to make that a task so that NMC is responsible when applying independent study to the curriculum.

## New Business

- a. Academic Council Meeting Schedule Spring 2018
  - i. Ajani Burrell confirmed that Academic Council will continue meeting on alternate Fridays from 9am – 11am in Room J-1.
- b. Site license for MindTap – [Teresa.aureus@cengage.com](mailto:Teresa.aureus@cengage.com)
  - i. The Cengage Representative, Teresa Aures, presented an explanation of MindTap – a supplemental instructional portal for online courses. There was a discussion regarding the issue English 095 students were having difficult purchasing access to MindTap and Ms. Aures explained that she's working with the bookstore to get e-textbooks or alternate access. In addition, she gave various packaging options for MindTap and Dean Bobbi noted the courses that would be interested in using MindTap.
- c. Summer 2018 Schedule
  - i. Dean Bobbi presented a draft of the Summer 2018 schedule to the council and stated that President Fernandez wants to have more details added to the schedule. She said that the nursing department has already submitted their schedule and she will be working with the Social Science and Fine Arts Department on their schedule.
  - ii. Additional changes made to the schedule include: EN 101 Section 1 M-F Mike Nurmi, EN 095 Section 1, Date TBA, Staff.
  - iii. Dean Bobbi also reported that courses that are offered in the summer are dependent on the program and she will check on the number of students required to enroll in order for the class to run. She stated that the number of students needed in Tinian and Rota is 6 students, but will check the

number of students in Saipan. The current length of classes for summer courses is 6 weeks.

- iv. Ajani Burrell requested to remove “6 weeks” from notes section since all the summer classes are 6 weeks, but to keep the notes for courses that are accelerated.
- v. A motion to adopt the summer 2018 schedule with changes made by Velma Deleon Guerrero. The motion was adopted unanimously.

d. Fall 2018 Schedule – Tabled

e. Procedure No. 3016.1 – Criteria for Grading & for a Grade of “Incomplete”

- i. Dean Bobbi presented on Procedure No. 3016.1 (Criteria for Grading & for a Grade of Incomplete). She stated that she had a student who was challenging a 50% grade as passing because there is conflicting information in the catalog, procedures, and syllabus. She reiterated the need to be clear in communicating the expectation of NMC classes. She also reported that currently the grading criteria is not in the catalogue but can be found in syllabi. She wants the grading system to be a part of the procedure.
  - 1. Manny Castro indicated that different departments are working in silos thus procedures implemented in one department may not be communicated to other departments.
  - 2. Dean Bobbi added that a grade of “UW” wasn’t in the procedure. Manny Castro explained that “UW” is reviewed and approved by the Office of Admissions and Records, but it truly belongs under Finance. He stated that the revision to the procedure came through Finance although the department that was responsible for it was in College Council.
  - 3. Discussion centered on the need for the course catalogue to be uniform in procedures across all programs and departments. Furthermore, Dean Bobbi stated that she removed NDU from the procedure since it’s not a criterion for grading and placed it at the end of the definition.
  - 4. Ajani Burrell asked what happens to students who are given a “UW” but have just cause? Manny Castro stated that the college doesn’t have the resources to cover all students who have a UW. They look at it case by case with the help of Financial Aid and the President’s approval since the college has to pay back Pell Grants if a student stops showing up to classes but received funding. If a student receives a “W” it shows up on the transcript but Manny Castro will check what happens when a student receives a UW.
  - 5. Dean Bobbi urged faculty to reach out to Early Intervention under Learning Support Services prior to withdrawing a student from a course. She also added that TF (Technical Failure) is used for a pass-no pass course to show a distinction between students who attended classes but didn’t meet the requirements of the course versus students who weren’t doing the work or not showing up to class. Thus changes to the procedure are as follows: insert the percentage equivalent for letter grades, clarify and add UW, add a description for TF, and remove NDU under grades insert it at the end.
  - 6. James Kline also requested to changes the sentence that states “yet to complete a small part of the course” to “yet to complete an

important part of the course” under *Criteria for a Grade of Incomplete*. In addition, TR should be used for all advanced placement credits as well as any transfer credits.

7. A motion adopt with changes was made by Lisa Lunde. The motion was adopted unanimously and Dean Bobbi will send the changes to Ajani Burrell to share with the council.

f. Communication of Council Business to the College Community

- i. Ajani Burrell presented the topic on how to communicate council business to the college community. He asked whether the records of AC meetings (minutes) should be posted publicly and where? He also asked whether the minutes should be posted on the NMC website, as well as sent to the entire NMC community or only council members. Lisa Hacskeylo stated that in the past, meeting minutes would be sent to all Academic Council members for information purpose. Rose Cepeda added that it would be great to send it out to the NMC community.
- ii. Ajani Burrell will send to the wider community.

### **Course Guides and Individualized Degree Plans for Review**

- a. No course guides of IDPs for review.

### **Adjournment**

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Beylul Solomon

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April 6, 2018

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Secretary

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Date of approval

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