

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 24, 2012

Approved 3/2/12

DATE: February 24, 2012

TIME: 9:00 a.m.

PLACE: HR Conference Room

Voting Members Present:

Barbara Merfalen, Chair, Academic Council, Dean of Academic Programs & Services
James Kline, Vice Chair, Academic Council, Chair, Languages & Humanities Dept. (LH)
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept.
Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

None

Others Present:

Charlotte Cepeda, Instructor, Education, School of Education (SOE) (Proxy for Roy Greenland)
John Cook, President, Faculty Senate
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Marcelo González, Instructor, Languages & Humanities, LH Dept.
Daniel Kintol, Program Coordinator I, Office of the Dean of Student Services
Mike Nurmi, Instructor, Languages & Humanities, LH Dept.
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:05 a.m.

1) Review and Adoption of February 24, 2012 Agenda

Tim moved to adopt the agenda without changes. Rosa seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) February 17, 2012

Dr. De Torres moved to adopt the February 17, 2012 minutes without changes. Tim seconded the motion. Motion carried.

3) Announcements

Dr. De Torres reported that the training for the mentors for the Step-Up Program recently completed. Five or six high school students from the program will be traveling to Maryland in the summer to do presentations. The B-2 science lab is being utilized for the program training.

4) Old Business

- a) Summer 2012 Class Schedules (Deadline for submission: Thursday, March 8, 4:00 pm): **Department heads should e-mail the Summer 2012 class schedules to Loly.** There are two summer sessions – 8-week session and 12-week session. The revised Summer 2012 calendar that was approved in the February 17th AC meeting was disseminated in the meeting. If departments are not going to offer any courses in the summer, please inform the dean.
- b) AC Form 1 Sample: James reported that his faculty members preferred the landscape layout of the form as long as it was no longer on legal size paper but on letter size. **Tim moved to approve the revised Form 1 (5-Column Model) for course assessment with the landscape layout effective immediately. James seconded the motion. Motion carried. The AC Chair asked Velma to e-mail the form to the Academic Council and the Academic Department Chairs.**
- c) Course Articulation for University of Guam (UOG): The College has a course articulation agreement with UOG. Department heads need to review the course articulation from UOG and provide copies of the course guides and syllabi to be submitted to UOG with the course articulation matrix. **Deadline to submit the course articulation and the course guides and syllabi to the dean's office is March 23, 2012.**

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5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans: None
- b) Department Request to Place Program(s) on Inactive Status: None

6) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
 - i) NR 253: Periodic update. Textbook addition. Formatting changes. **Tim moved to approve the NR 253 course guide with additional changes. Thomas seconded the motion. Motion carried.**
 - ii) NR 290: Periodic update. Change of course credits. Formatting changes. **Rosa moved to approve the NR 290 course guide with additional changes. Tim seconded the motion. Motion carried.**
 - iii) NR 298: Periodic update. Formatting changes. Internship hours clarified. **Tim moved to approve the NR 298 course guide with additional changes. Thomas seconded the motion. Motion carried.**
 - iv) BI 103: Periodic update. Textbook addition. Formatting changes. **Thomas moved to approve the BI 103 course guide with additional changes. Tim seconded the motion. Motion carried.**

Since the NR courses used to have the course alpha of BI (for biological science courses), Dr. De Torres requested that NR 150, NR 153, NR 253, and NR 255, be included as science electives for students in all degree programs so the courses are not confined only to the Natural Resource Management (NRM) degree program.

- d) New: None

7) New Business

- a) Summer “boot camp” for English courses: James stated that this will be a seminar for high school students that can be taken in the summer to prepare them to take the English placement test. The seminar would include sample test questions from the English placement test. Sample test questions from Accuplacer could also be used with a link to the Accuplacer web site placed on the NMC web site. Students could also write sample essays to help prepare them for the English placement test. Mike Nurmi suggested the College could make available a sample English placement test on the NMC web site for students to access. It was noted that it would be more appropriate to call the seminar an informational session instead of “boot camp”. Tim stated that the CACG (College Access Challenge Grant) could also assist with this proposal since they offer some summer courses for high school students. ***The AC Chair asked the Sciences, Mathematics, Health & Athletics and Languages & Humanities departments to present a format and work with Community Development Institute (CDI) in getting something in place – the aim is for this summer, 2012.***
- b) Student Knowledge of Advisors: According to a report from the Dean of Student Services a group of students that were surveyed during student orientation 76 percent of the students did not know their advisor’s name. The departments need to be aware of this fact and to address the issue by ensuring that students are aware of whom their advisors are.

8) Adjournment

Meeting adjourned at 10:20 a.m. Next meeting will be on Friday, March 2, 2012, at 9:00 a.m. in the BOR Conference Room.

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