

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 29, 2011

DATE: April 29, 2011

TIME: 2:30pm

PLACE: BOR Conference Room

Voting Members Present:

Barbara K. Merfalen, Dean of Academic Programs & Services, *Chair*

James Kline, Chair, L&H Dept. *Vice Chair*

Dr. De Torres, Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Rosa Tudela, Chair, Nursing Dept.

Dr. Joseph Peters, Director, SOE

Tim Baker, Director, CPS

Non-Voting Members:

Galvin Deleon Guerrero, Director, OIE

Cynthia Deleon Guerrero, Director, OAR

Amanda Allen, Distance Ed Coordinator, IT

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Judy Torres, CJ Program Coordinator

Meeting called to order at about 2:02pm.

1) Review and Adoption of April 29, 2011 Agenda

Under Announcement, added: a) Commencement Exercise

Under Course Guide Review, Modification: added i) MG232 Course Guide

Under New Business, added: b) Change of Advisor and c) Inactive Program

Agenda was approved as amended. M/S: Dr. Griffin/Tim. Motion carried.

2) Review and Adoption of the following Minutes

a) December 20, 2010

b) February 25, 2011

c) April 1, 2011

d) April 15, 2011

All minutes were approved as presented. M/S: Dr. Griffin/Tim Baker. Motion carried.

3) Announcements

a) Commencement Exercise (May 21, 2011)

The Chair informed everyone that if faculties need to be excused from participating in the commencement exercise they must get approval from the Interim President. She also encouraged adjuncts to participate if they show any interest.

4) Old Business

a) New General Education Student Learning Outcomes (Gen Ed SLOs)

The Gen Ed SLOs are out and that College Council was made aware of this as well. It was recommended that the health component be a part of the Gen Ed SLOs. The Chair has shared this with James Kline to review and make any suggestions.

b) Administering Course Evaluations for Spring 2011

Proctoring of the course evaluations will be done by the administrative managers and others. Additional hands needed to have this completed. Administering of the evaluations will be done all week next week. Department Heads must inform faculty so that they are aware of this because they will be asked to step out of the classroom when the proctors arrive.

Approved: 7/13/12

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- c) Staggered Course Assessment Schedule
The Chair asked that the department heads look at their staggered course assessment schedules and collect all evidence for the evaluation committee. Chair will be meeting with the evaluation committee on Monday to look at the Fall 2010 course assessment.
- d) AC Evaluation Committee
The committee will be meeting next week and the Chair will keep the council informed.

5) Degree and Certificate Program Review

a) Revisions to Individualized Degree Plans/Individualized Certificate Plans

b) Department Request to Place Program(s) on Inactive Status

- (1) Basic Law Enforcement (Certificate of Completion) – Presented by Judy Torres, Criminal Justice Program Coordinator.

Motion to place on inactive status the Basic Law Enforcement Certificate of Completion and remove the Fire Science Technology Certificate of Completion from suspension and place it back on active status was made. Dr. Peters/Dr. Griffin. Motion carried.

6) Course Guide Review

a) Inactive Status

None

b) Cancellations

None

c) Modifications

i) MG 232

A motion to adopt the MG 232 course guide as presented was made. Dr. Peters/Dr. Baker. Motion carried.

d) New

i) ED 343 Guiding and Nurturing Young Children

ii) ED 345 Education for Parenthood

A motion was made to adopt the ED 343 and ED 345 course guide as presented.

Dr. Griffin/Rosa. Motion carried. It was questioned and clarified that students who have taken the course at a lower level will have to retake this course for the BS program.

7) New Business

a) Course Syllabus Policy (3002)

The Chair informed council that all courses offered must have a syllabus as mandated by the Educational policy 3002. She has heard of several student complaints from everyone else but the department chairs. The course syllabus is where students can find out what to do if they have a concern or complaint.

It was discussed that a template be prepared to include the 3 requirements that must be in the course syllabus. These are: 1) Program Mission 2) Disabilities Statement 3) Addressing issues regarding the course or instructor.

b) Change of Advisor

Cynthia of Admissions and Records Office with consultation from the Dean of Student Services asked for guidance from Academic Council on addressing issue regarding changing of advisors. At this time, when students want to change an advisor, they would only need to fill out the form. The concern is whether the new advisors are well prepared to advise students in a different department or different program. This was evident when students were told that they had only a couple of classes to graduate and when the registrar

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evaluates the student records, they found that they need more courses to graduate. This is a concern and council will need to address it to ensure that students are not misadvised.

Changing of advisor within a department is not a concern. The concern is when a student is majoring in education and the advisor is from business or majoring in nursing and the advisor is from liberal arts. The Chair requested from council if they would allow Cynthia and herself come up with a procedure for AC's approval. Members agreed to the suggestion.

c) Inactive Programs

Cynthia asked council for guidance on this issue because there are a couple students returning and would like to graduate this May with a degree from a program that has been inactivated. Cynthia understands that the issue would be if the program courses are no longer offered because the program has been inactivated. However in this case, the student had completed the program requirements and they were lacking Gen Ed courses. In consultation with the Dean of Student Services, Leo Pangelinan, Cyndi and Leo didn't want to make a decision on this but needed to bring this issue to this council. There are several concerns that are for and against.

- FOR is to assist the students with the remaining Gen Ed courses needed to graduate.
- AGAINST is whether we are opening pandora's box because once we do this we may not be able to accommodate everyone. Students may perceive that it's okay for them to return to finish a program that has been inactivated. The other against, is that the program that was placed on inactive and the curriculum on that entire program then may not be what it needs to be today.

Galvin shared that from an accreditation standpoint this is an issue if you choose to reactivate a program in order to make the request happen, reactivation of an inactive program requires substantive change which we are not allowed to do under show cause. What Galvin shared may be the answer to the request. Galvin further clarified that this is only if the council wants or chooses to reactivate the program. Any other route will not need substantive change needed.

According to Lisa, that it was done before with the Audio/Visual program. She knew of one person who got their degree after the program was put on inactive status because they hadn't taken the Gen Ed courses. Galvin wanted to be clear that assuming the only way to do this is to reactivate the program. It sounds like in the past it was possible for the student to complete the program without reactivating the program. The Chair asked that student records be looked at and discuss with departments on how to assist students. Cynthia highly encouraged that this council make a decision on these kinds of issues. Galvin suggested that instead of academic council making a decision that a policy be develop to address the issue and maybe set a statute of limitation. For now, it appears that it's more of an administrative decision. The Chair will work with Cynthia in researching this matter and look at student records and meeting with department chairs as well. This issue will continue to be discussed and will remain on the agenda.

8) Adjournment

Meeting adjourned at 3:21pm

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