

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of March 30, 2012**

Approved 4/13/12

**DATE:** March 30, 2012

**TIME:** 9:00 a.m.

**PLACE:** BOR Conference Room

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**Voting Members Present:**

Roy Greenland, Acting Director, School of Education, Acting Dean of Academic Programs & Services  
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)  
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)  
Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.

**Non-Voting Members Present:**

None

**Others Present:**

Florita Cabanes, Instructor, Sciences, SMHA Dept.  
Lawrence Camacho, President, Associated Students of NMC (ASNMC)  
Rosaline Cepeda, Registrar, Office of Admissions & Records (OAR) (Proxy for Cynthia Deleon Guerrero)  
John Cook, President, Faculty Senate  
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)  
Lauren Jardiner, Student Officer, Associated Students of NMC (ASNMC)  
T.J. Manglona, Student Work Study, External Relations Office  
Leo Pangelinan, Dean of Student Services  
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:10 a.m.

**1) Review and Adoption of March 30, 2012 Agenda**

The following changes were made to the agenda:

Add under Degree and Certificate Program Review: c) Teacher Candidacy Application

Add under Course Guide Review: c) Modifications x) ED 480

Delete under Course Guide Review: c) Modifications iv) ED 470

Table under Course Guide Review: c) Modifications iii) ED 450

**James moved to adopt the agenda with changes. Rosa seconded the motion. Motion carried.**

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

a) March 16, 2012

**James moved to adopt the March 16, 2012 minutes without changes. Rosa seconded the motion. Motion carried.**

**3) Announcements**

a) Dean Pangelinan reported that the Registration Committee voted not to move forward with the proposed early registration for Summer and Fall 2012. Registration dates for Summer and Fall 2012 will, therefore, return to the original dates indicated in the current general catalog.

**4) Old Business**

None

**5) Degree and Certificate Program Review**

a) Revisions to Individualized Degree Plans/Individualized Certificate Plans

i) Rehabilitation and Human Services IDP: BE 111 added as a core course. **James moved to approve the revised Rehabilitation and Human Services IDP. Rosa seconded the motion. Motion carried.**

b) Department Request to Place Program(s) on Inactive Status: None

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- c) Teacher Candidacy Application: Charlotte Cepeda, Instructor, Education, is now handling the Teacher Candidacy Program. Minimum scores for PRAXIS I were revised to meet the Public School System (PSS) standards. A checklist of required documents to submit will accompany the application. There were additional recommended changes and a question about the Safety Assurance Documentation. **Roy will make the recommended changes and present the Teacher Candidacy Application again at the next meeting.**

**6) Course Guide Review**

- a) Inactive Status: None  
b) Cancellations: None  
c) Modifications  
i) ED 351: Additional formatting changes noted. **James moved to approve the ED 351 course guide with changes. Dr. De Torres seconded the motion. Motion carried.**  
ii) ED 434: Additional formatting changes noted. **James moved to approve the ED 434 course guide with changes. Rosa seconded the motion. Motion carried.**  
iii) ED 450: **Tabled**  
iv) ED 470: **Removed from the agenda**  
v) BI 251: 3-year periodic update. Number of Student Learning Outcomes (SLOs) decreased. Additional formatting changes and other revisions noted. **The department will make the changes and present the BI 251 course guide again at the next meeting.**  
vi) BI 252: 3-year periodic update. Number of Student Learning Outcomes (SLOs) decreased. Additional formatting changes and other revisions noted. **The department will make the changes and present the BI 252 course guide again at the next meeting.**  
vii) NU 105: Issue regarding Nursing percentage grading system. Should there be an across the board grading percentage system? **Tabled**  
viii) NU 124: Issue regarding Nursing percentage grading system. Should there be an across the board grading percentage system? **Tabled**  
ix) NU 209: Issue regarding Nursing percentage grading system. Should there be an across the board grading percentage system? **Tabled**  
x) ED 480: **Tabled**  
d) New  
i) ED 454: **Tabled**  
ii) RH 440: Additional formatting changes and other revisions noted. **James moved to approve the RH 440 course guide with changes. Rosa seconded the motion. Motion carried.**

**7) New Business**

- a) Waitlist Feature in PowerCAMPUS: Rosaline reported that James Revilla provided OAR with a test data to try out the waitlist feature in PowerCAMPUS. When a class is full a student may be placed on the waitlist on a "first come, first served" basis. When a student drops from the full class, an e-mail notification will be sent to the faculty or staff who tried to register the first student on the waitlist so that the student can be removed from the waitlist and enrolled in the class. Dean Pangelinan emphasized the importance of using the waitlist to also eliminate having students walk from one department to another department to get on a waitlist. Department chairs can also use the waitlist to determine if another section of a course needs to be created or not. **James moved to endorse using the waitlist feature in PowerCAMPUS. Rosa seconded the motion. Motion carried.** There was a recommendation to have a demonstration of how the waitlist feature works once the test run is completed. **The waitlist feature demonstration will be placed on the AC agenda for April 20<sup>th</sup>.**

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- b) Summer & Fall 2012 Academic Calendars: There was a recommendation to change summer registration dates from May 16<sup>th</sup> – May 18<sup>th</sup> to May 17<sup>th</sup> & 18<sup>th</sup> so that registration will not conflict with Professional Development Days on May 15<sup>th</sup> & 16<sup>th</sup>. Another recommendation was to have early registration for summer. Roy recommended that the issue be brought back to the Registration Committee to decide when to have summer registration.
- c) Summer 2012 Minimum Course Enrollment (Roy Greenland): This item is connected to item d below that if a course enrollment did not meet the minimum enrollment (for example, 12) and an instructor was willing to be paid at a prorated pay based on the actual enrollment (for example, 5) then the course would still run with only 5 students with the instructor getting paid less than the full amount of what he/she would have been paid had the course enrollment met or exceeded the minimum enrollment.
- d) Summer 2012 Prorated Pay Based on Enrollment (Roy Greenland): If enrollment in a course does not meet the minimum enrollment, an instructor's pay will be prorated based on actual enrollment in the course. It was noted that with the consideration of prorated pay, faculty contracts should be taken into account before implementation of this type of payment method. Roy stated that GCC (Guam Community College) has a prorated pay system in place and the AC Chair has information about the system. ***This issue will be forwarded to the AC Chair to provide the information from GCC.***
- e) Social Media Survey (TJ): The survey was distributed in the meeting and needs to be disseminated to students. The aim of the survey is to find out what students want to see, how NMC can use social medias to benefit students and how it can also use social medias as a marketing tool. NMC has two social media accounts – Facebook and Twitter. Minor changes were made to the survey and ***a revised survey will be forwarded to Dean Merfalen for final review before distribution to students.***
- f) College Hour: Lawrence stated that students are requesting that College Hour be reinstated because they need a time to schedule student activities. No classes will be scheduled during College Hour. Discussion on day and time for College Hour. ***Roy asked the department heads to discuss with their faculty members the subject of College Hour and bring feedback to the next meeting. A day and time for College Hour will be determined at the next meeting.***

**8) Adjournment**

Meeting adjourned at 11:14 a.m. Next meeting will be on April 13, 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.”**