Appendix C-1

Network Rehabilitation Project (9/5/06)

Present: Fred Hill, Leanne Loane, Richie Dumlao, James Santos, & Gregg McCroskey

1. General Goal of the Project:
The discussion centered around what we require to bring our network up to general business standards. The basic scope is the evaluate the existing network services and protocols. Based on existing design work to be provided by Gregg, reconfigure our servers and services to support a more robust network environment.

2. Network Evaluation
Our network performs poorly and erratically, we need to have the physical network evaluated and maintenance performed. This objective is to establish a benchmark for expected quality of service

2.1 Hubs and Switches
   2.1.1 Verify all switches are fully patched
   2.1.2 Identify hubs to switch out
   2.1.3 Train network specialist on switch maintenance

2.2 Aggregator: deploy the Powerlink I-plus

2.3 Ethernet Performance
   2.3.1 Measure network and identify any weaknesses
   2.3.2 Remove Netbeui unless deemed necessary for some resource
   2.3.3 Provide a benchmark for our domain performance once latency and other issues are resolved

2.3.4 Review performance measurement techniques and tools with network specialist

3. Protocol Implementation and repair
Our fundamental network services are either under performing or dysfunctional.

3.1 Evaluate Netbeui use and remove if at all possible

3.2 Evaluate and configure Simple Message Block so that all computers can share the network resources

3.3 Establish Secondary/Slave Domain Name Service server and hosts files

3.4 Review and repair WINS

3.5 Build secondary Dynamic Host Configuration Protocol server

3.6 Evaluate network and servers for Simple Network Management Protocol
   3.6.1 implement where ever possible
   3.6.2 set up graphical monitoring tools such as rrdTool or mrdTool, ethereal, or product recommended by PTI

3.6.3 provide training for network specialist on the use of monitoring tools

3.7 Evaluate and reconfigure print server scheme

4. Server Evaluation
In these austere times we cannot replace aging servers or even upgrade them to a current, more secure operating systems. We need to clean our servers which have numerous half finished projects and misconfigured services on them. In order upgrade many services, such as Domain Name Service, Dynamic Host Configuration Protocol, and Simple Message Block,
we may need to use available open source operating system as was recommended by PTI.

4.1 Review our back-up strategy for data sources

4.2 Clean up Dell Power-Edge power servers with the support of IS staff
   4.2.1 remove unnecessary services or applications running in our server set
   4.2.2 evaluate the potential to repurpose servers to act in support rather than primary roles
   4.2.3 bring operating systems on the servers up to grade

5. Rack Review

5.1 Evaluate our rack configuration and suggest how it may be improved
Network and Server Survey, and Assessment for NMC

January 31, 2007
# Table of Contents

1 Introduction ............................................................................................................ 3

2 Assessment of NMC Network .................................................................................. 3
   2.1 Network Design ................................................................................................. 3
   2.2 Network Architecture ....................................................................................... 4
   2.3 Rack Relocation Project .................................................................................... 4

3 PTI’s Recommendations for NMC Network Design ................................................. 4
   3.1 VLANS ............................................................................................................. 4
   3.2 Managed Switches ........................................................................................... 4
   3.3 Wireless Access ............................................................................................... 5
   3.4 Network Layout ............................................................................................... 5
   3.5 Network Hardware Configuration ..................................................................... 6
   3.6 VLAN Network ............................................................................................... 7
   3.7 Equipment List ............................................................................................... 8

4 Network Functions .................................................................................................. 10
   4.1 Network Access ............................................................................................... 10
   4.2 Domain Controller .......................................................................................... 10
   4.3 DHCP ............................................................................................................... 10
   4.4 DNS .................................................................................................................. 11
   4.5 WINS ............................................................................................................... 11
   4.6 Email ............................................................................................................... 11
   4.7 Applications ..................................................................................................... 11
   4.8 File and Print ................................................................................................... 11
   4.9 Firewall/NAT ................................................................................................. 11
   4.10 Web Resources/Applications ........................................................................ 12

5 Critical Issues .......................................................................................................... 12
   5.1 IP Routing Design ........................................................................................... 12
   5.2 Domain Controller .......................................................................................... 12
   5.3 DNS .................................................................................................................. 12
   5.4 Server Based Anti-Virus .................................................................................. 13
   5.5 Firewall/NAT ................................................................................................. 13
   5.6 Wireless Access ............................................................................................... 13

Diagram 1 – Network Layout
Diagram 2 – Network Hardware Configuration
Diagram 3 – VLAN Network
Diagram 4 – Equipment List
1 Introduction

PTI's report on NMCs network assessment and survey assumes PTI is to provide recommendations of common standard best practices of network design and management. The scope of this contract is quite broad and it was felt that the best use of the allotted consulting time was best spent on an overall high-level network design that will be fully functional for the college's needs. PTI's assessment report will place emphasis on network design, architecture and functionality. Great care was taken to ensure the accuracy of the network audit and determinations. In addition, PTI strived to understand all the goals and objectives of the college that were conveyed in meetings and face-to-face conversations. This document is by no means a complete report on all aspects of NMC's network, but rather a report on the major network issues the college needs to focus on in 2007.

2 Assessment of NMC Network

2.1 Network Design

NMC's existing network topology is based on a star configuration. The star topology is to be added upon when the upgrade of the fiber optic infrastructure is completed end of the first quarter, 2007. NMC's network architecture utilizes Ethernet and wireless connectivity for the administration side of the college and for the student population. NMC's Information Services group supports both administration and students with access to NMC's network. Administration includes all of the NMC's administrative offices and support staff, as well as faculty.

Physical barriers and logical barriers handle NMC administration's access to the network and the students' access to the network separately. These barriers include different IP subnets for administration and students, separation of network segments and computer hardware, and authentication for administration's network applications.

For the administrative side of the college, authentication takes place for network resources and computer hardware access. For the student side there is no authentication that takes place for network resources or computer hardware access. Wireless Internet access in classrooms and buildings via the Apple AirPorts requires no authentication for either administration or students.

2.2 Network Architecture

PTI conducted an audit and inspection of NMC's network infrastructure. The major findings are:

- 10 MB uplinks are used for the fiber cable connectors for all the fiber links. This is choke point for all network traffic routed to through these segments, which is most of the data traffic on the network.

Private and Confidential
Page 3

31
• Use of unmanaged switches and the use of Hubs on some segments instead of switches.
• Inconsistencies in the physical separation of administration’s and students’ networks.
• Instances of incorrect up-linking on network hardware noticed on the network diagrams submitted by Information Services.

2.3 **Rack Relocation Project**
Rack relocation project occurred during the December/January break before PTI came into this contract phase.

3 **PTI’s Recommendations for NMC Network Design**

3.1 **VLANs**
In researching how other higher learning institutions organize their network access it was found to be the same as NMC’s method of physical and logical separation of administration and student. PTI recommends maintaining the separate physicality of the admin and student networks. The physical separation can easily be applied in the student laboratory, student classroom, and/or a MNC administrative office setting. At the logical level, NMC should design separate IP routing schemas for the two groups of constituencies. This can be accomplished with the implementation of VLANs. A VLAN, or Virtual Local Area Network, is a method of creating independent logical networks within a physical network. For example, in the case where a building may host administrative offices and classrooms there will be logical method of separating the administration data traffic from the student data traffic even though both sets of data will route on the same network.

3.2 **Managed Switches**
PTI’s network design for NMC features the use of VLANs as administered through Cisco’s VLAN implementation on their Catalyst switch models. The main switches featured in PTI’s network design are Cisco’s Catalyst 2960 Gigabit Ethernet Switches. The advantages of these switches are as follows:
• Gigabit uplinks and ports, no choke points for data traffic.
• The use of SNMP for monitoring, statistics gathering, and troubleshooting.

3.3 **Wireless Access**
Wireless Access to the Internet will be accomplished through the use of VLAN’s ports management in the various buildings and areas where hot spots are designated. Apple AirPorts would connect via the designated VLAN port on the Cisco 2960 Gigabit Ethernet Switches.
3.4 **Network Layout**

PTI's Network Layout diagram for NMC's network was created with input from the Information Services group on the proposed fiber installation that is to take place by the end of 1st quarter 2007.
3.5 **Network Hardware Configuration**

The main features of the Network Hardware Configuration are the use of Cisco Catalyst 2960 Gigabit Ethernet Switches with Gigabit uplinks and ports for all buildings connected in the basic star topology of NMC's network.
3.6 **VLAN Network**

PTI's VLAN Network drawing illustrates the concept of having two logical networks, Administration and Students, on the same physical network.
3.7 Equipment List

The equipment list is an inventory of recommended hardware in PTI's Network Hardware Configuration.

<table>
<thead>
<tr>
<th>Building N1</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 3750G-12S</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>10</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
<tr>
<td>Cisco Catalyst 2960G-48TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
<tr>
<td>SonicWall Pro 2040</td>
<td>2</td>
</tr>
<tr>
<td>Cisco Router 2621</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building W</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>3</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building V</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building I</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>2</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building K</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building P</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building O</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GYM</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
<tr>
<td>Building T</td>
<td>Quantity</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building J</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Q</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building B</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building R</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-48TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>3</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building A</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building S</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building F</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building C</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>1</td>
</tr>
<tr>
<td>Fiber connector LC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building G</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Catalyst 3750G-12S</td>
<td>1</td>
</tr>
<tr>
<td>1000BASE-SX (GLC-SX-MM=)</td>
<td>35</td>
</tr>
<tr>
<td>Cisco Catalyst 2960G-48TC-L</td>
<td>3</td>
</tr>
<tr>
<td>Cisco Catalyst 2960G-24TC-L</td>
<td>15</td>
</tr>
<tr>
<td>Cisco Router 2821</td>
<td>1</td>
</tr>
<tr>
<td>SonicWall Pro 2040</td>
<td>2</td>
</tr>
</tbody>
</table>
4 Network Functions

4.1 Network Access
Authentication to the network on the hardware level such as access to personal computers provided by the college should be required for everyone, students and administration. For the Internet Wi-Fi hotspots, it is recommended that NMC use username and password authentication at a minimum. Stronger authentication such as MAC address filtering and should be considered. In addition WEP, Wired Equivalent Privacy, should be used to encrypt data and deter casual snooping.

4.2 Domain Controller (Domain Authentication)
A Windows NT Domain Controller currently handles the logon process for NMC’s computers for administration. A separate authentication process occurs for access to the email web application. There is no coordination of usernames and passwords between the two systems. NMC is strongly encouraged to create a single logon process that can be centrally administered and coordinated. The single logon process would only apply to a users physically connected to NMC’s domain network. In addition, NMC must be cautioned on the use of an Apple Xserve server as its Domain Controller, if that is to be the case. There will be a need for adequate training of NMC’s Information Services group in order to administer the domain properly on an on-going basis. Furthermore, there is not a lot of depth in servicing an Apple Xserve server, but by a small minority of people on island.

Nonetheless, if Windows network server operating system is designated at the Domain Controller for NMC’s network the Windows network operating system version should be at least Windows 2000 Server or a higher. Windows NT 4.0 Server is no longer supported by Microsoft and does not include Active Directory, which is Windows’ hierarchical database used for network administration.

Lastly, a backup Domain Controller should be configured for redundancy.

4.3 DHCP
A DHCP implementation strategy will be tied to an IP routing schema design and network design. The project plan list submitted to PTI by Information Services identifies the designing of the subnets and zones along with the configuration DHCP as tasks to be completed. PTI can assist on the design of these two items in the 2nd half of the consulting contract if these project tasks are not completed as of this report.
4.4 DNS
Resolving domain names for internal and external resources has been an issue on NMC’s network. PTI is recommending a solution called DNS Proxy to address this issue. DNS Proxy will take DNS queries from the local network and forward them to Internet Domain Name Server, such as PTI’s Domain Name Server. Added advantages to this solution include an outside administrator for NMC’s DNS services, faster domain name resolution and transparency for the end user.

DNS hosting of NMC’s domain, www.nmcnet.edu should continue to be provided by an outside hosting company.

4.5 WINS
WINS is Microsoft’s implementation of NetBIOS Name Server on Windows as a method of resolving NetBIOS names to IP addresses. NMC’s network requires the setup of a WINS server.

4.6 Email
NMC’s email platform, Communigate, is compliant with all major messaging protocols, standards and is priced affordably. That said, PTI does need to express concern over the administration of Communigate when NMC’s Web Master departs from the college. Therefore, PTI is recommending to out source email functions to a provider on island. The advantages of outsourcing would include cost effective means of administering NMC’s email accounts, far less down time of email system, and fast implementation.

4.6 Applications
Three critical software applications were identified to PTI for use by the college’s administration departments (this is not intended to be a complete list):
1. PowerCAMPUS – Classroom and Registration Management
2. PowerFAIDS – Financial Aid Management
3. MIPS – Financials
PTI understands that all three applications are based on client/server SQL database architecture. Provided that the Domain Controller and DNS issues have been ironed out, PTI sees no critical issues with these applications.

4.8 File and Print
Network file saving and file sharing strategies can be implemented on any designated server space as required by users. Designation of this storage space should be designed with separation of administration files and student files in mind and with the proper attribute rights.

Direct TCP/IP printing should be possible for printers with a network card. Fixed IP address will need to be assigned to all printers on the network.
4.9 **Firewall/NAT**
Strategies for safeguarding NMC’s network need to be addressed and determined. PTI recommends the purchase of SonicWALL 2040 Firewall for the firewall on the Administration side of the network. PTI’s reasoning stems from the concept of having another layer of physical separation of NMC’s network from the outside world, rather than having a logical Firewall on the Domain Controller. Filter upgrades are available for purchase an on annual basis to assist NMC in the management of the SonicWALL, as well as the availability to be serviced by outside vendors on island. Furthermore, SonicWALL has a built capability for setting up VPNs, Virtual Private Networks.

On the Student side, a SonicWALL 2040 is also recommended for purchase. Better management of web resources on the student network would be enabled such as monitoring and auditing of bandwidth usage.

4.10 **Web based Resources/Applications**
Access to web resources or applications outside NMC’s network is accomplished today through IP -packet filtering. An additional layer of security and ease of web publishing would be aided by the use of a DMZ network. A DMZ, Demilitarized Zone, uses PAT or Port Address Translation to control connections from an external network. The external network may be inside NMC’s network as in the case of the student network or it may be connections to the DMZ from the Internet. PTI can assist NMC in exploring a DMZ further in conjunction with NMC’s Firewall strategy.

5 **Critical issues**

5.1 **Network Design/IP Routing Design**
NMC will need to finalize their Network Design and layout the IP routing schema. The IP Routing Design is critical in the setup of the VLANs for the Administration and Student networks. Network hardware equipment will need to ordered and ready to be implemented.

5.2 **Domain Controller**
The long term Domain Controller server needs to be decided on along with the backup Domain Controller. Username lists may need to be freshly inputted and /or edited. In the case of the student network, a usernames list will need to be newly inputted.

5.3 **DHCP**
DHCP implementation strategy needs to be designed based on NMC’s network layout and IP routing schema.
5.4 **DNS**
DNS Proxy needs to be configured for all domain name requests on both networks. DNS Proxy will take DNS queries from the local network and forward them to Internet Domain Name Server, such as PTI's Domain Name Server.

5.5 **Server-Based Antivirus**
A server-based antivirus should be installed on all of NMC’s computer desktops. This method is most efficient way to manage antivirus software for the college.

5.6 **Firewall/NAT**
Two SonicWALL Pro 2040s need to be purchased and configured, one for the administration network and one for the student network. Firewall characteristics may include packet filtering, use of a DMZ and use of proxy.

5.7 **Wireless Access**
At a minimum, username and passwords should be used to authenticate to NMC’s wireless Internet access. Username lists will need to be created for this resource for access for Administration and Students. NMC may want to consider stronger criteria for using this resource such as MAC address authentication and/or proof of installed antivirus software.
"Adrian Atalig" <adriana@nmcnet.edu>

Subject: Re: VTC Connection

Date: Tue, 27 Mar 2007 16:20:30 +1000
To: "Danny Wyatt" <dannyw@nmcnet.edu>

Boss,

PTI upgraded our DSL speed from Nitro (720Kbps) to Super Charge (1.5Mbps) connection. There is no equipment changes.

Adrian

On Tue, 27 Mar 2007 16:07:43 +1000 "Danny Wyatt" wrote:
Adrian,

What'd you do to fix the VTC connection?

danny
NORTHERN MARIANAS COLLEGE
ACADEMIC PROGRAMS AND SERVICES

ADJUNCT INSTRUCTOR CERTIFICATION FORM

_________________________ SEMESTER

_________________________ Department

_________________________ (Name of Instructor)

_________________________ (Course)

1. I have reviewed the qualifications of this instructor to teach this course, and I certify that this instructor is qualified to teach this course.

_________________________ (Date)

2. I have met with this instructor and I have explained to him/her the Course Guide for this course and the Department’s expectations for teaching this course, including the Course Content and the Student Learning Outcomes.

_________________________ (Date)

3. This instructor has submitted to me a syllabus for this course that meets the Department’s standards, including the Course Content and the Student Learning Outcomes.

_________________________ (Date)

(Typed Name) ____________________________
Department Chair

(Typed Name) ____________________________
Dean, Academic Programs and Services
Appendix C-5

To: Academic Council

From: Michael Reber, Director
School of Education

Re: Adjunct and Full-time Faculty Orientation

On Friday, March 9, 2007 the Academic Council moved that an adjunct and full-time faculty orientation should exist and that it is the role of the Faculty Senate to oversee such orientation.

Therefore, the Academic Council proposes to the Faculty Senate that an adjunct and full-time faculty orientation be run two weeks prior to college registration.

Cc: OAR for catalog
March 12, 2007
Appendix C-6

Draft Academic Council Meeting Minutes

DATE: Feb. 15, 2007
TIME: 1:00 pm to 2:30 pm
PLACE: BOR Conference Room

1. Review and Adoption of Feb. 15, 2007 Agenda

2. Review and Adoption of Feb. 8, 2007 Meeting Minutes

3. Old Business
   a) Course guide and IDP/ICP Reviews
      i. ED370
      ii. ED300
   b) Placement Testing
   c) Full-time/Adjunct Faculty Training/Orientation

4. New Business
   a) ED319
   b) ED105
   c) BI201
   d) NS101
   e) NU209
   f) ED320 Course Fee
   g) ED 492 Grading System: A/P/F
   h) Course Guide Review Committee

5. Other Issues
   a) Liberal Arts Program Review
   b) Academic Council Bylaws
   c) Grading Scales
   d) Faculty Workloads
   e) AC Retreat/Joint meeting with RHS-PACCC-March 9, 2007
   f) BOR Policies and Procedures Review Committee
   g) On-line Classes/Distance Learning
   h) Deadlines for Bookstore Orders

6. Meeting Schedule
7. Announcements:
In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend.

Academic Council Meeting

DATE: Feb. 15, 2007
TIME: 1:00 pm to 2:30 pm
PLACE: BOR Conference Room

Members present: Dr. Debra Cabrera - AC Chairperson; Glenn Keaton - Sciences, Math, Health & Athletics; Susan Satur - Counseling Programs & Services; Michael Nurmi - Languages & Humanities; Michael Reber - School of Education; Lynne Curtis - Nursing.

Members absent: Larry Lee - Business; Sam McPhetres - Social Sciences & Fine Art; Doris Aldan-Atalig - Office of Admissions & Records; ASNMC Rep - ASNMC

Others present: Felicitas Abraham - Rehabilitation & Human Services; Frank Sobolewski - SSFA; Betty Ann P. Cabrera - AC Recorder

The Academic Council Dr. Cabrera called the meeting to order at 1:05 pm.

1. Review and Adoption of Feb. 15, 2007 Agenda

To add under New Business
   h) Course Guide Review Committee

To add under Other Issues
   h) Course Guide Review Committee

It was moved (Glenn), seconded (Lynn) and unanimously approved to add the Feb. 15, 2007 agenda with above changes.

Note: Tee - requested a minor correction on the agenda under Other Issues
e) “AC Retreat/Joint meeting with RHS-PAC-March 9, 2007” to “AC Retreat/Joint meeting with RHS-PACCC-March 9, 2007”

2. Review and Adoption of February 8, 2007 Meeting Minutes

To correct wordings/sentences to the following:

To change under Page # 4 The following suggestions were made:
- from “To have the departments purchase the books and resale it later to students, (dept. budget)” to “To have the departments purchase the books and resale later”
- from “Bernie (Bookstore) will give a list of all available books on stock to department chairs” to “Bernie (Bookstore) will give a list of all available books in stock to department chairs this list will include the inventory from the instructional sites”
It was moved (Lynn), seconded (Glenn) and unanimously approved the Feb. 8, 2007 minutes with minor changes above.

3. Old Business

a) Course guide and IDP/ICP Reviews
   iii. ED370 – TABLED - Dr. Reber will talk about it on the next meeting
   iv. ED300 – TABLED - Dr. Reber will talk about it on the next meeting

b) Placement Testing - Tabled until College Council looks at it.

c) Full-time/Adjunct Faculty Training/Orientation – Faculty Senate just elected new members; therefore, AC will wait for the transition to take place.

4. New Business

a) ED319
   - Dr. Reber made all necessary changes/corrections that were suggested by AC.
   It was moved (Glenn), seconded (Lynn) and unanimously approved to adopt ED 319 course guide without changes and as submitted.
   Note: page 2 need to change the BS due to typo.

b) ED105
   The following changes were suggested:
   - Dr. Reber will redo cover sheet to the new and approved cover sheet.
   - Change Placement level requirement for English from “EN 101” to “EN 093 and 094”
   - Under Student Learning Outcomes # 6, 7, 9 & 13 – need to rewrite sentences to make it clearer.
   - In the Schedule of Courses to show “ED 105 – uses Mac Computer”
   It was moved (Glenn), seconded (Lynn) and unanimously approved to adopt ED 105 - course guide with suggested changes.

c) BI201
   The following changes were suggested:
   - Page 2 under E. Degree or Certificate Req. – BI 201 is a biological science course, it cannot be a physical science course and it will not transfer in other colleges.
   - Glenn will resubmit BI 201 with suggested changes.

d) NS101
   The following changes were suggested:
   - Name of department is incorrect
   - Spelling errors, spacing problems
   - Above Students Comp. # 14 Properties Water and Solutions need to fix wordings
   - TABLED - Glenn will resubmit NS 101 with suggested changes
Note: To reflect/include on AC polices and procedures the number course guides to be cover/submitted by each department.

e) NU209- Tabled- because no one got it.

f) ED320 Course Fee
The following changes were suggested:
- To remove fee (students a being double charged- 1. NMC Course Fee and 2. Bookstore Cost) students can get packets directly from the bookstore.
- This needs to be in writing for AC and College Council.
- Returned for written proposal and will resubmit to AC on next meeting.

g) ED 492 Grading System: A/P/F
The following changes were suggested:
- Needs to resubmit to clarify grading systems (due to NMC grading systems and scholarships)

h) Course Guide Review Committee
The following concerns were brought up:
- A quality course guide needs to be submitted by each department (everyone in the department needs to work together, but apparently that is not what’s happening)
- What happens if a faculty quits (the proposer of the course guide)?
- The amount of time needed to review course guides and adding another step.
- Faculties and Department Chair need to work together and not take it personally.
- Maybe a program advisory council is needed
- It is necessary that people

5. Other Issues

a) Liberal Arts Program Review
AC Chair shared that Mr. Chumey, Office of Institutional Effectiveness has been working with and sending out emails to faculties regarding Liberal Arts Program. AC is verifying email sent out by Mr. Chumey and will revisit this next week.

b) Academic Council Bylaws
AC Chair set out the bylaws by email
The following changes were suggested:
- AC Chair would like to add Counseling as a voting member
- OIE as a non-voting member
- Program review should be a standing item on the agenda
- AC Chair is requesting for comments and suggest that the new/improve bylaws be adopted by March 1, 2007
- Under AC Council Bylaws- (page 1 section 2A and 11) need to have a standard form for approvable of course guides (need to create a new form)
c) Grading Scales
Nursing Department is concern with the existing grading scale
The following changes were suggested:
- Need to change grading scale to make it more acceptable to all student across the board
- AC members requested that the Nursing department write up its departmental policy
- Should the Departmental Policy be in the new NMC General catalog and in the Nursing handbook (the more information put out student can’t complain)

d) Faculty Workloads
- AC Chair shared that she has just about everyone’s workload
- Glenn mentioned that Simon’s workload needs to be corrected and AC Chair already spoke with him.
- AC Chair reminded everyone that the workload has to be returned back to faculty due to page 2 missing or miss calculations on the workload. And that the Business Department has yet to turn there’s in, the delay is caused by changes in number of instructors and number of courses (Business Department is losing one instructor therefore, classes need to be covered by other instructors)

e) AC Retreat/Joint meeting with RHIS-PACCC-March 9, 2007
- AC Chair shared that the retreat is still on and that she and Tee are working on the agenda.
- Tee shared that everyone will get their packet by tomorrow and or before Monday
- Members were suggesting to possibly cover more than just RHS course guides (for example: bylaws)

f) BOR Policies and Procedures Review Committee
AC Chair shared that the College Council would like to form a Policies and Procedures Review Committee to look at everything. No one has been named but AC Chair asked Frank Sobolewski if he wanted to chair this committee and his reply was yes.

g) On-line Classes/Distance Learning
AC Chair shared that a course guide for a regular course should be submitted and online course should not be another course guide but should be identified as online in the class schedule.
Dr. Reber shared that Senior Commission WASC was here and they meet and Danny Wyatt asked if we need to make it a separate course guide for online, and Gal’s reply was no but Jr. Commission was telling us yes and they were shock that we didn’t have them.
How are we going to do this?
Following Concern’s:
How does this work for a science lab class? It cannot be online
This will also be a WASC issue and we need to report for everything
What is the cost for sending instructors off island

h) Deadlines for Bookstore Orders
The deadline is due on Feb. 22nd and members are still waiting for the inventory list by email and the Education Department may have to request for an extension. English Department may also request for an extension. AC Chair also request for the names of the faculties for the courses
Note: A move was made to discuss Deadlines for Bookstore Orders first before Faculty Workload

6. Meeting Schedule
Next meeting will be on February 22, 2007 at 1:00pm in the BOR

7. Announcements

8. Adjournment

The Academic Council adjourned the meeting at 2:15pm

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