

Northern Marianas College
ACADEMIC COUNCIL
Minutes of December 5, 2011

Approved 12/12/11

DATE: December 5, 2011

TIME: 3:00 p.m.

PLACE: N-5

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)
Roy Greenland, Acting Director, School of Education (SOE)
Dr. John Griffin, Chair, Business Dept.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members Present:

Cynthia Deleon Guerrero, Director, Office of Admissions & Records (OAR)
Amanda Allen, Distance Learning Coordinator, Information Technology (Proxy)

Others Present:

Romeo Cuellar, Counselor (Disability Support Services), Counseling Programs & Services
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 3:15 p.m.

1) Review and Adoption of December 5, 2011 Agenda

The following change was made to the agenda:

Add under Old Business: a) December 2011 Intersession

Dr. Griffin moved to adopt the agenda as revised. Rosa seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

- a) November 7, 2011 Tabled
- b) November 14, 2011 Tabled

3) Announcements

- a) Spring 2012 Semester
 - i) Schedule Changes (Final changes due December 7 to the dean's office): Schedule changes to Spring 2012 must be sent directly from the department chairs to the Dean of APS.
 - ii) Faculty Return Date for Spring 2012: Faculty may return January 9 instead of January 2.
 - iii) Academic Calendar: Early registration for SOE seniors and Spring 2012 graduation candidates ONLY will be January 9. Regular registration will begin January 10. Romeo requested if additional days could be granted to register students he needs to support the students in his program. His request was referred to Cynthia for the Registration Committee to handle. The Registration Committee will determine the additional group of individuals who may register early. Professional Development Days for Spring 2012 will be held May 15-16.

There are about 60 courses being offered in Spring 2012 that need instructors. To assist with personnel costs, at least 30 courses need to be filled with full-time College employees who can teach on a voluntary basis. Interested employees must ensure this voluntary work does not conflict with their employment contract.

**Dr. Griffin moved to adopt the revised Spring 2012 Academic Calendar with changes.
Dr. De Torres seconded the motion. Motion carried.**

The revised Spring 2012 Academic Calendar will be sent from the Office of the Dean of APS to all appropriate departments.

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4) Old Business

- a) December 2011 Intersession: A concern was brought up in the Management Team meeting about how personnel costs were going to be paid for the Intersession. Tuition and fees for courses that met the 12 minimum enrollment should be able to pay for the instructors' salaries. Courses with low enrollment that did not meet the 12 minimum were canceled. In the future, "stacking" courses with low enrollment may be an option to avoid canceling courses and meet students' needs. Cynthia verified with the AC Chair that, as concurred by the Dean of Student Services, a student who registers for 3 credits for the Intersession is considered a full-time student.

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
i) A.A.S. in Hospitality Management IDP Tabled
- b) Department Request to Place Program(s) on Inactive Status: None

6) Course Guide Review

- a) Inactive Status: None
b) Cancellations: None
c) Modifications: None
d) New: None

7) New Business

- a) Assessment II Conference Report (Velma, Roy, Thomas): Velma, Roy, and Thomas reported some comments and recommendations from Fred Trapp.
- Evidence collected for course assessment does not need to be kept for more than one year.
 - Focus more on project related activities, not just exams, to measure certain learning outcomes.
 - Too many outcomes being assessed; combine liberal arts and general education outcomes that are redundant.
 - Align general education outcomes on the academic side with administrative unit outcomes (AUOs) on the non-academic side.

The AC Chair asked that Velma, Roy, and Thomas work with the Evaluation Committee of Academic Council (ECAC) to determine how to move forward in terms of course assessment based on the above recommendations and present their proposal to the Academic Council.

- b) Staggered Course Assessment: All Fall 2011 course assessments (Form 1) and evidence should be submitted to the dean's office. Remove students' names from all papers submitted as evidence.
- c) Evaluation Committee of Academic Council Update (Rosa): Refer to 7a.
- d) BE 111 (Thomas): Thomas inquired if BE 111 College Success will still be a required course for all degree programs. The AC Chair asked that each department chair evaluate their individualized degree plan (IDP) to see if this will be feasible. ***This item will remain on the agenda until it is resolved.***

Instructors sometimes need to use Internet resources, but are blocked from accessing such resources. If instructors are denied access to Internet sites that may contain useful information, they can e-mail Information Technology (IT) staff and ask them to unblock the sites.

8) Adjournment

Meeting adjourned at 4:15 p.m. Next meeting will be on Monday, December 12, 2011, at 3:00 p.m. in N-5.

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