

## Academic Council Meeting Minutes January 15, 2004

- 1) Review and adoption of previous meeting minutes
  - a) January 8, 2003
- 2) Review and adoption of January 15, 2004 agenda
- 3) Old Business
  - a) School of Education
    - i) ED397 Current Issues in Special Education CG
    - ii) Related Services Technician ICP
    - iii) TESL/TFL IEP
  - b) Sciences, Math and Vocational Technology
    - i) Audio Video Production IDP
- 4) New Business
  - a) Languages and Humanities course guides
    - i) CM 101 Elementary Chamorro I
    - ii) CM 102 Elementary Chamorro II
    - iii) EN 072 Speaking & Listening Development I
    - iv) EN 073 Reading & Vocabulary Development I
    - v) EN 101 English Composition I
    - vi) JA 100 Conversational Japanese
    - vii) JA 101 Elementary Japanese I
    - viii) LI 250 Literature of the Pacific
- 5) Other Issues
  - a) Course Guide Template
  - b) Alpha numeric standard – MA132
  - c) Declaring majors
  - d) NDU Grading Policies
- 6) Schedule of next meeting

**Members present:** Tom Colton – Languages & Humanities, Lois Gage – Nursing, Jerome Ierome – Human Performance & Athletics, Glenn Keaton – Sciences & Math, Ed Lieberman – School of Education, Lynda Rowe – Social Sciences and Fine Arts, and Jeff Willden - Business.

Lourdes Villazon as recorder.

**Members absent:** None

**Staff and Faculty:** Diana Greenough

Academic Council Chair Glenn Keaton called the meeting to order at 1:07 pm.

- 1) Minutes

The January 8, 2004 minutes were accepted without changes.

2) Agenda

The agenda was accepted without changes.

3) Old Business

a) School of Education

i) ED397 Current Issues in Special Education CG  
Department will resubmit the Curriculum Action Request/Course Guide for ED397 "Current Issues in Special Education" with recommended changes.

ii) Related Services Technician ICP  
Department will resubmit the Related Services Technician IDP with recommended changes.

iii) TESL/TFL IEP  
Upon agreement by the School of Education and the Languages and Humanities Department the TESL/TFL endorsement program will be transferred to the Languages and Humanities Department. Tom and Ed will request for approval from the dean and the vice president.

b) Sciences, Math and Vocational Technology

i) Audio Video Production IDP  
Glenn found the course guides for the Audio Video Production program in the academic council file on the n drive.  
The council moved, seconded and unanimously approved to recommend the Audio Video Production IDP on the new template.

4) New Business

a) Languages and Humanities course guides

i) CM 101 Elementary Chamorro I  
It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **CM 101 "Elementary Chamorro"**.

ii) CM 102 Elementary Chamorro II  
It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **CM 102 "Elementary Chamorro II"** with pending changes.

iii) EN 072 Speaking & Listening Development I  
It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **EN 072 "Speaking & Listening Development I"** with pending changes.

- iv) EN 073 Reading & Vocabulary Development I  
It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **EN 073 “Reading & Vocabulary Development I”** with pending changes.
- v) EN 101 English Composition I  
It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **EN 101 “English Composition I”**.
- vi) JA 100 Conversational Japanese  
It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **JA 100 “Conversational Japanese”** with pending changes.
- vii) JA 101 Elementary Japanese I  
It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **JA 101 “Elementary Japanese I”** with pending changes.
- viii) LI 250 Literature of the Pacific  
Department will resubmit the Curriculum Action Request/Course Guide for LI 250 “Literature of the Pacific” with the original guide created for this course. The council would like to compare the original and modified versions of the course guide. The instructor of the course will be invited to join the next meeting.

## 5) Other Issues

- a) Course guide template  
Template is still in a testing phase. Working fine. Slight change under Required/Recommended Textbook(s) and Related Materials. Prompt should read “Reference in MLA format for the textbook or other materials.”
- b) Alpha numeric standard – MA132  
Discussion continued on what action needs to take place in regards to the alphanumeric change of Intermediate Algebra. If the alphanumeric is changed to a number below 100, which is considered a non-degree unit, how will this affect the eligibility of students receiving grants or scholarship? If it is changed then another math course will need to be created to satisfy math requirement for Liberal Arts majors who do not need to take the MA161 College Algebra course. Academic advisors will be invited to the next meeting to discuss this further.
- c) Declaring majors  
The council discussed whether students could qualify for the CNMI scholarship if they do not state their majors. Students who do not state a major are referred to the Liberal Arts program within the Counseling Programs and Services

department. To be a Nursing major there are no specific requirements a student must meet before being declared as such. At the School of Education, students must meet certain requirements to be declared as Education majors. More discussion at the next meeting.

d) NDU grading policies

Should “F” grades be given in “NDU” or credit/no credit courses? Members raised further questions on what constitutes an “F” grade. Should it be based solely on attendance, or should it be based on attendance and performance? Is it justifiable to give an “F” grade to students who come to class regularly within NMC policy and have performed to the best of their ability, but are not able to achieve a higher grade than an “F”? Some feel that in this case students should be given an NC. What about students who exceed the number of missed classes allowed and do not perform well? Some feel they have earned an “F” grade in this case. What about students who do not show up nor withdraw from class? Some feel they have earned an “F”, because they have decided not to come to class. The council would like to discuss this further.

e) Keyboarding placement test

Jeff brought an issue into discussion regarding the lack of keyboarding skills of students who enroll in the Introduction to Computer class. His department is planning to have students take a keyboarding placement test before they can enroll in the course. A suggestion was made to make Keyboarding course a prerequisite to the Introduction to Computer course, but not added to the IDP of the program. It was recommended for Jeff to come up with a proposal to submit to the council at the next meeting.

6) Schedule of next meeting

The next meeting is scheduled for January 22, 2004.

The meeting adjourned at 2:38pm.