

FINAL Academic Council Meeting Minutes

DATE: October 25, 2005
TIME: 1:00 pm to 2:30 pm
PLACE: Room N-5

AGENDA

- 1) Review and adoption of October 18, 2005 meeting Minutes
- 2) Review and adoption of October 25, 2005 Agenda
- 3) Old Business
 - a) WASC related issues
 - b) Course guide N:Drive and web templates
 - c) Course Guide Reviews
 - i) CJ 206 course guide
 - ii) SO 101 course guide
 - iii) PE 133 course guide
 - iv) PE 134 course guide
 - d) AC Procedural Rules
 - e) IDP Reviews
 - i) Associate in Science, Professional Science IDP
 - ii) Associate in Science, Secondary Education, Science Option IDP
 - iii) Associate in Science, Secondary Education, Math Option IDP
 - f) Disability Statement information
 - g) IDP / ICP format
 - i) Minimum C grade for all Liberal Arts Courses
 - ii) Discontinuing AA in International Business
 - iii) Difference between Completion and Achievement
 - h) Academic Dishonesty
 - i) GenEd Committee Release Form for Use of Student Work Samples
 - j) GenEd Committee Program Capstone Course
 - k) Praxis practice exams
 - l) 7-year time-limit SOE IDP
 - m) Business ICPs
 - n) AC Annual Report
- 4) New Business
 - a) ED 051 course guide
 - b) ED 142 course guide
 - c) ED 150 course guide
- 5) Other Issues
 - a) NMC Attendance Policy
- 6) Schedule of next meeting

Members present: Glenn Keaton – AC Chairperson, Sciences, Math & Technology;
Doris Aldan-Atalig – Office of Admissions & Records; Geri Willis – ALO WASC; Larry Lee –
Business; Lisa Lunde – Human Performance & Athletics;
Lois Gage – Nursing; Michael Nurmi – Languages & Humanities

Members absent: Brante Dashiell – School of Education; Daisy Villagomez-Bier – Counseling Programs & Services; Sam McPhetres – Social Sciences & Fine Arts

Others present: Jim Wedding – Tinian Campus Administrator; Donna Leong-Aguon – Recorder

The Academic Council Chairperson Glenn Keaton called the meeting to order at 1:13pm.

- 1) Review and adoption of October 18, 2005 meeting Minutes
It was moved, seconded and unanimously approved to accept the October 18, 2005 Minutes without change.
- 2) Review and adoption of October 25, 2005 Agenda
It was moved, seconded and unanimously approved to accept the October 25, 2005 Agenda without change.
- 3) Old Business
 - a) WASC related issues
Ms. Geri reported that the WASC team is scheduled to arrive in Guam on November 14th and spend the night there. They are scheduled to arrive in Saipan early the next day. They are to spend all day on NMC campus on November 15th and 16th, then leave on a late flight on the 16th. President Tony and Dean Jack said no one should take leave on those two days, and everyone should be made available if called for. Request for leave will need to be approved by the President.

Ms. Geri also stated that she was tasked to go through the recent Progress Report and request copies of those documents that support this Report. Thus, many people / departments are receiving e-mails to bring evidence to the WASC Workroom (previously known as the Self-Study Workroom). Please provide documents by Monday, October 31st.
 - b) Course guide N:Drive and web templates
There was nothing new to report.
 - c) Course Guide Reviews
 - i) CJ 206 course guide
 - ii) SO 101 course guide
Both course guides were **tabled** because Sam was absent.
 - iii) PE 133 course guide
 - iv) PE 134 course guide
Lisa did not get a response from the SCUBA instructor. She had searched and searched on the internet. It appeared as though a newer edition does not exist. Glenn asked the members if they were willing to approve the course guide with the recommended 1992 text and the response was if necessary, but it remained unbelievable that a newer text is not in print. Lisa was asked to **(Action) contact the publisher, and one or two local dive shops for their input.** Good luck, Lisa.

- d) AC Procedural Rules
Larry distributed a document named Board Policy No. 1025 on Institutional Governance, that according to Vera Pangelinan from the President's Office, was adopted in September 2003. The description of the AC was discussed and there was some disagreement with regard to the accuracy of the description.
Action: Everyone was asked to review Daisy's e-mail for next meeting.
- For WASC, Ms. Geri requested a copy of the Academic Council Board policy, and the *Guide to Preparing Course Guides*. (Donna will provide those.)
- e) IDP Reviews
The three IDPs were **tabled** because Glenn is still waiting to hear from Angie Sills.
- f) Disability Statement information
Tabled because Brante and Daisy were absent.
- g) IDP / ICP
- i) Minimum C grade for all Liberal Arts Courses
Tabled because Daisy was absent.
 - ii) Discontinuing AA in International Business
Larry stated there are two students who declared an International Business major. Doris said these two students are financial aid recipients. At the end of this semester, they will change their majors. Then, there will be no students in the program.
 - iii) Difference between Completion and Achievement
Dave Attao and Edgar Cocker will be invited to our next meeting. They will be asked to share their IDPs / ICPs, and the difference between their certificates.
- h) Academic Dishonesty
There was a short discussion about possibly overburdening students with work, that some lack research skills, and can they buy someone to write their papers.
- i) GenEd Committee Release Form for Use of Student Work Samples
The members reviewed the revised form. Doris mentioned that her office (OAR) has a general FERPA form. This GenEd Comm form requested permission to use student's work for assessment. When Doris was asked if her PowerCampus has a spot to indicate whether students answered yes or no on the GenEd Comm form, she stated that the answer could be indicated in a "notes" section. However, the words "in this class" on the GenEd Comm form was then pointed out. This would require a form for each class causing excessive filing. It was suggested that the GenEd Comm form could be made more general. As long as the form is for educational purposes and there are no identifiable means, the form should be okay. **Action: Take the issue to the GenEd Comm and ask of their intention.**

- j) GenEd Committee Program Capstone Course
All Department Chairs needed to submit their capstone course for their degree(s). Larry and Lois had indeed turned in their courses, Michael does not have one, and Brante needs to submit her courses.
- k) Praxis practice exams
This item was taken care of and is **complete**.
- l) 7-year time limit SOE IDP
How old can a course be in order to be accepted towards a degree? The members recalled recommending a seven-year time limit. However, in NMC's catalog, an eight-year time limit (or at the discretion of the department) is stated on page 23. Should the AC insist on a seven-year time limit? This item is **tabled** for next week so that Brante may have a say.
- m) Business ICPs
Before this meeting began, Larry provided copies of two more certificates: Certificate of Completion in Hospitality Management, and Certificate of Achievement in Hospitality Management. Larry informed the members that except for the two certificates he handed out earlier, all of the other certificates had no changes whatsoever. These certificates have been in the books for a long time, but there are no signed copies.
- Glenn also praised Larry for his Certificates being visually-different from IDPs. The Business Certificates should be a template / fine example for other Certificates of Completion / Achievement.
- Lois was surprised to hear that the OAR issues official Certificates of Completion / Achievement to students who graduate. In the past, the Nursing Department created their very own Certificates in **COLOR**.
- Doris informed the AC that five students have filed a Petition to Graduate for Certificates of Achievement in Audio / Video Production. A brief A/V history was shared by the AC members: The A/V people approached the Board of Regents for money; the IDPs went through the AC but no course guides ever did. (FYI: Jack Sablan informed me, and I verified, that there are eight course guides signed, sealed and delivered). Doris continued to say that 40 students graduated last year with Certificates of Achievement. What if those students want to work towards their Associate? There are no instructors. Someone needs to address these problems. Glenn will speak to Jack about this issue?
- n) AC Annual Report
The short summary was reviewed. It will be revised and submitted to Ivan Propst. This item is **complete**.

- 4) New Business
 - a) ED 051 course guide – **Tabled**
 - b) ED 142 course guide – **Tabled**
 - c) ED 150 course guide – **Tabled**

- 5) Other Issues

- a) NMC Attendance Policy

On page 38 of NMC's catalog, it is stated that "Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course." In Glenn's department, a 15% is a guaranteed fail.

NMC has a policy, it is made to be flexible, and an instructor's syllabus makes it clear to students. Sometimes it is the attendance attitude that students bring with them. In bigger colleges and universities, attendance is not an issue, and only mid-terms and finals are graded.

Glenn wants to make attendance mandatory for NDU classes, and Michael said his department would support this. **Action: The members were asked to think about the criteria for this proposal.**

- 6) Schedule of next meeting
Next Tuesday, November 1st, 1:00pm, Room N-5.

When Glenn asked if there was anything else, Larry stated that he really wants his Certificates to be approved. If they were compared to NMC's catalog, there are no changes except for the Hospitality Management certificates which have one change. Glenn asked Larry to send Donna electronic copies that will in turn be sent to everyone. **Action: Look over and prepare for next week to quickly approve.**

The Academic Council Chairperson Glenn Keaton adjourned the meeting at 2:37pm.