

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of March 13, 2009**

**DATE:** March 13, 2009

**TIME:** 1:00 p.m.

**PLACE:** BOR Conference Room

---

**Voting Members Present:**

Dr. Debra Cabrera, Dean of Academic Programs & Services, AC Chair

Mark Haag, Chair, L & H Dept., AC Vice Chair

Glenn D. Keaton, Chair, SMHA

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept.

Cynthia DLGuerrero, Director, SOE

Leo Pangelinan, Director, CPS

**Non-Voting Members:**

Rosaline Cepeda, Director, OAR

**Others Present:**

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Meeting called to order at 1:20pm.

**1) Review and Adoption of March 13, 2009 Agenda**

- a) Moved and adopted ed the agenda as amended (see notes)

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

- a) May 29, 2008, June 26, 2008, July 10, 2008, August 7, 2008, September 11, 2008  
b) November 20, 26 2008  
c) December 23, 2008  
d) January 5, 16, 2009  
e) February 20, 27, 2009

**July 10<sup>th</sup> Minutes:** Motion to adopt with no changes. M/S: Glenn/Mark. Motion carried.

**Feb 20<sup>th</sup> Minutes:** Motion to adopt as amended. Motion carried.

**Feb 27<sup>th</sup> Minutes:** Motion to adopt with not changes. M/S: Glenn/Mark. Motion carried.

**3) Announcements**

None made

**4) Old Business**

- a) AC Council Bylaws (**Tabled**)  
b) Academic Calendar  
i) Summer 2009: Need to update before Tuesday for registration committee.  
ii) Fall 2009 – will be discussed later

**5) Department Request to Place Program(s) on Inactive Status**

- a) Hemodialysis Technician Certificate of Completion  
Pas reported on her findings. She stated the program cost and personnel cost. It was recommended that she include cost analysis in report. Re-submit for action the next meeting.  
b) Nursing Assistant  
The same recommendations were made for this program. Pas will re-submit for action in the next meeting.

**6) Course Guide Review**

- a) Course Guide Stop Out  
i) NU 108 Nursing Assistant  
Will be acted on next week when the two programs are placed on inactive status.  
ii) NU 109 Hemodialysis Technician  
Will be acted on next week when the two programs are placed on inactive status.

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of March 13, 2009**

b) Course Guide Cancellation

c) **Course Guide Update (TABLED)**

i) ED 215

ii) CS 227

iii) CS 246

iv) EC 211

v) EC 212

vi) MG 232

vii) MG 233

viii) MG 250

ix) CJ 200

x) CJ 225

xi) LW 106

All course guides tabled

d) New Course Guide

i) TS 103 Introduction to the Hospitality Industry (**Tabled**)

**7) New Business**

a) COMPASS & APS (**Tabled**)

b) Policies, Procedures & Practices in Hiring of Faculty in APS

This issue will be discussed with department chairs separately and not in AC. The Chair has made suggestions to HR regarding these-the issue. There in-is inconsistency with practice vs policies and procedures in regards to job vacancies.

c) BE 110 College Life Skills

No action at this time regarding this course.

d) Placement Exit Exams (data & analysis) – SMHA (Glenn)

Page 2 from 2004. – see report emailed by glenn.

Is the test reliable? Is it valid? Is it used appropriately? Placement exam: is it valid? External validation of the instrument requested by the Chair. Is it measuring what it's supposed to measure? Frank was willing to look at the mapping for the math department. We are doing this to improve.

e) Acuplacer – L&H (Mark):

Mark provided a report regarding accuplacer. He will continue to ask for more testing.

f) Student Learning Outcomes for Memo 1 Rubric

i) Column 2 of memo 1. Programs submit one type of SLO or submit a variety? PROAC wants AC's input on whether to submit one type of SLO or a variety.

g) PROA Strategic Plan 2008-2012 - Operational Plan Action Plan for Year 1

The goal that pertains to APS is student learning and success. Think about a departmental mission that is inline with PROA strategie-Strategic Plan and with the institutional mission.

h) Maximum Enrollment for Classes

Caps on classes to be increased but class size will depend on availability of seating and the learning environment. Is there room to increase caps? Where do we go to get these guidelines?

i) Acceptable Faculty Overload

Memo or letter about going over 6 credits overload was discussed. How does this affect the quality of teaching of faculty? Where do we draw the line? What do we do because of student demand? The Chair asked that department chairs share with faculty and return for more discussion and possibly recommendation.

j) Student Evaluation of the Courses

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of March 13, 2009**

The Chair is not in support of online evaluation. Many classes have low responses to the online evaluation. Lets revise the process. She suggested to have it in two parts, midterm and at the end of the semester. For the midterm, it can be done informally. What counts for the institution is the end of the semester. It was also recommended to assess the instrument and revise it.

k) Student Complaints on Academic Matters (Policies & Procedures)

What is your understanding of student complaints being addressed? ~~They~~ Students are encouraged to speak with faculty to address any concerns.

**8) Adjournment**

Meeting adjourned at 3:18pm.

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