

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Meeting Minutes of May 15, 2009**

**DATE:** May 14, 2009

**TIME:** 2:00 p.m.

**PLACE:** N-5

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**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.

Cynthia DLGuerrero, Director, SOE

**Others Present:**

Joyce Taro, Recorder

Melena Slaven, Director, RHSP

Lisa Hacskaylo, Institutional Researcher, OIE

Meeting was called to order at 2:13 p.m.

**1) Review and Adoption of May 15, 2009 Agenda**

Change the date above to May 15 and not 14.

Items 4b-4d tabled, all course guides listed for updates are tabled except for NU124, and 6c.i also tabled. Motion to approve the agenda as amended was made. M/S: Mark/Pas. Motion carried.

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

- a) May 29, 2008, June 26, 2008, August 7, 2008, September 11, 2008
- b) November 20, 26 2008
- c) December 23, 2008
- d) January 5, 16, 2009
- e) March 6, 13, 20, 2009
- f) April 3, 9, 17, 24, **30, 2009**
- g) May 8, 2009

Review of 4/17/09 Minutes:

Motion to approve minutes of 4/17/09 without changes. M/S: Mark/Glenn: Motion carried.

Review of 4/30/09 Minutes: 4/30/09 minutes added to the agenda and reviewed:

Changes to minutes of April 30: Pas was absent during this meeting. Evaluation form – change Spring 2010 to Fall 2009. Correct spelling on Ivan Mereb. A motion was made to approve minutes of 4/30/09 with changes. M/S: Mark/Glenn. Motion carried.

**3) Announcements**

- a) New Resources in Library (added by Lisa H.)
  - i) Handout from Lisa on Using Student Tracking Data to improve student data.
  - ii) Table of contents on governance in community collegesThe Chair asked that these be provided to PROAC as well.

**4) Old Business**

- a) Fall 2009 Class Schedule. No action was taken.
- b) Math Placement and Exit Exams (data & analysis) – SMHA **(Tabled)**
- c) Maximum Enrollment for Classes **(Tabled)**
- d) Acceptable Faculty Overload **(Tabled)**
- e) Student Evaluation of Courses (Glenn & Cynthia) **(Tabled at this time)**
- f) Health Academy – Saipan Southern High School (Update)

The school was informed that the courses have been placed on inactive status. Therefore, students will not get academic credits for them. The school will be ordering the books on their own at PSS. It was also made clear to them that the course offerings are theirs to decide, and NMC has no part in it. PSS needs to clarify to these high school students that they will not get any NMC certificate or credits for them but will get interest in the program.

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

**6) Course Guide Review**

- a) Course Guide Cancellation
- b) Course Guide Update **(Only NU124 will be reviewed. All others are tabled.)**
  - i) CS 227

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- ii) CS 246
- iii) EC 211
- iv) EC 212
- v) MG 232
- vi) MG 233
- vii) MG 250
- viii) NU 105
- ix) NU 107
- x) NU 124

A motion was made to approve the NU 124 course guide with minor changes. M/S: Glenn/Mark. Motion carried.

- xi) NU 207
- xii) NU 212

c) New Course Guide

- i) TS 103 Introduction to the Hospitality Industry (**Tabled**)
- ii) BE 110 – New Course Guide

A new course ID is needed to reflect the change in the number of credits. Lisa checked with OAR, and the recommendation to have it be BE111 is OK, and the course name is College Success. A motion to approve the new course ID and name was made. M/S: Glenn/Mark. Motion carried.

**7) New Business**

- a)
- b)

- 8) **Adjournment** With no further discussions, a move was made to adjourn. M/S: Mark/Pas. Motion carried. Meeting adjourned at 2:50p.m.

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