

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 1, 2009

DATE: July 1, 2009

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

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

Larry Lee, Acting Chair, Business Dept. (As Acting Dept. Chair for Larry)

Glenn Keaton, Chair, SMHA Dept.

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept.

Cynthia I. Deleon Guerrero, Director, SOE

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Meeting was called to order at 1:10pm.

1) Review and Adoption of July 1, 2009 Agenda

All minutes will be tabled. Under announcements add a) Form 1 and Form 2 Deadline and b) Catalog. Table all items under old business. Table all courses guides under modification. TS 103 is not a new course guide and should be listed under modification. A motion was made to adopt the agenda as amended.

M/S Frank/Pasquana 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, 24, 2009

g) May 8, 15, 2009

h) June 5, 12, 24, 2009

3) Announcements

a) Form 1 & Form 2 Deadline – For everyone's information, the deadline to submit Form 1 & Form 2 is July 10.

b) Catalog

Frank handed out some sections of the catalog to other department chairs. He will be making changes over the weekend. The Business Department IDPs were still being revised and these are the only things pending. Frank would like to have all changes no later than tomorrow. Cynthia, the Director of SOE completed the section and asked if she could send it to Dean Janice Tenorio and Rosaline.

4) Old Business (ALL ITEMS TABLED)

a) AC Form 1

b) New Immigration Requirement

c) Math Placement and Exit Exams (data & analysis) - SMHA

d) Maximum Enrollment for Classes

e) Student Evaluation of the Courses (Glenn & Cynthia)

5) Department Request to Place Program(s):

a) On Inactive Status

6) Individual Certificate Program (ICP) Revisions

a) CC in Related Services Technician (Cynthia)

i) Three courses that are inactive should be removed from the ICP. The revised ICP reflects these changes. Certificate of Completion vs Certificate of Achievement should be made clear. It was suggested that we look at UH and compare with NMC. We may want to include this matter under new business for further study and

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discussion. A motion was made to look at guidelines on what determines a certificate vs achievement. At the same time, a motion to approve the revised CC in Related Services Technician as presented was made. M/S: Frank/Pas motion carried without changes.

7) Individual Degree Program (IDP) Revisions

- a) A.A. in Business
A motion was made to approve the revised IDP as amended.. F/S: Frank/Cynthia. Motion carried with an added statement of a minimum grade of C for transferability.
- b) A.A.S. in Business Administration: Accounting Emphasis
A motion was made to approve this IDP as presented. M/S Glenn/Frank Motion carried.
- c) A.A.S. in Business Administration: Business Management Emphasis
A motion was made to approve this IDP as presented. M/S Glenn/Cynthia. Motion carried.
- d) A.A.S. in Business Administration: Computer Applications Emphasis
A motion was made to approve this IDP as presented. M/S Glenn/Pasquana. Motion carried.
- e) A.A.S. in Hospitality Management
Now reduced by 2 credits because BE 115 and TS 164 are cancelled. A motion was made to approve this IDP as presented. M/S Glenn/Cynthia. Motion carried.
All IDPs will have the following:
*must contain statement of minimum grade of C for transferability and
**for all electives.
A motion to include above statement on all IDPs/ICPs was made. M/S: Glenn/Frank - motion carried.

8) Course Guide Review

a) Cancellations

- i) CJ 209 Motion to approve course guide for cancellation as presented. M/S Glenn/Pasquana. Motion carried
- ii) CJ 250 Motion to approve course guide for cancellation as presented. M/S Glenn/Pasquana. Motion carried.
- iii) PE 280 Glenn requested that this be tabled.

b) Modifications (ALL TABLED)

- i) NU 107
- ii) NU 207
- iii) NU 212

c) New

- i) TS 103 Introduction to the Hospitality Industry – **should be under modifications (TABLED)**

9) New Business

- a) Fall 2009 Semester Calendar
Question whether to advertise early registration or not? Advertise but be clear that it is only for graduating candidates. Possible date for PDD is Aug. 13, therefore no early registration on the August 13. Early registration will only be on August 14, 2009.
Motion to adopt the Fall 2009 semester calendar as amended. M/S – Glenn/Pasquana. Motion carried.
Recommend to have dates on PDD clarified and include them in the calendar. Leo will provide the date for new student orientation

10) Adjournment

Meeting was adjourned at 2:15 p.m.