

Northern Marianas College
ACADEMIC COUNCIL
Minutes of October 7, 2009

DATE: October 7, 2009

TIME: 1:00 p.m.

PLACE: BOR

Voting Members Present:

Cynthia I. Deleon Guerrero, Dean of Academic Programs & Services, AC Chair

Cynthia I. Deleon Guerrero, Acting Chair, Business Dept.

Cynthia I. Deleon Guerrero, Acting Chair, SMHA Dept.

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept. and Acting Chair, Languages and Humanities Dept.

Barbara Merfalen, Acting Director, SOE

Leo Pangelinan, Director, CPS

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Galvin Deleon Guerrero, Director, OIE

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Pam Buckingham, Instructor, SOE

Melena Slaven, Director, RHSP

Lourdes Villazon, Program Coordinator, RHSP

Meeting was called to order at 1:04pm.

1) Review and Adoption October 7, 2009 Agenda

All minutes were tabled at this meeting. Under announcements, added: a) Annual Evaluations, b) PPEC Meeting, c) Visiting Team Visit, and d) Confidentiality Concerns. Under old business, items 4a-4d were tabled. Under course guide review, tabled items C.i-C.ii. Under new business, added: d) Liberal Arts Assessment, e) Early Intervention, and f) AC representative to PROAC. Under new business, it was requested to move items "f" to "a" and all others will shift down. A motion was made to approve the agenda as amended. M/S: Leo/Frank. Motion carried.

2) Review and Adoption of the following Minutes:

- a) May 29, 2008, June 26, 2008, August 7, 2008, September 11, 2008 **(Tabled)**
- b) November 20, 26 2008 **(Tabled)** December 23, 2008 **(Tabled)**
- c) January 5, 16, 2009 **(Tabled)**
- d) March 6, 13, 20, 2009 **(Tabled)**
- e) April 3, 9, 24, 2009 **(Tabled)**
- f) May 8, 15, 2009 **(Tabled)**
- g) June 5, 12, 24, 2009 **(Tabled)**
- h) July 1, 8, 28, 2009
- i) August 4 & 6, 2009
- j) September 11, 2009

3) Announcements

a) Annual Evaluations

The chair informed AC that she received evaluations for personnel for some departments. She will be distributing them to the departments to do their self and peer evaluation. Some of these were due earlier this year but have not been received by HR. She asked that staff and faculty complete and return their evaluations to her as soon as possible.

b) PPEC Meeting

The Chair informed AC that the PPEC meeting will be in Palau on Oct. 12-13, 2009 and that she will be leaving on October 11 to attend this conference. The conference will focus on the work of Chiefs of academic programs and discussion will be on articulations (transfer of credits) and we will try to solidify these articulations and/or agreements.

c) WASC Team Visit

WASC Team Visit will be October 26-28 as mentioned by Galvin. This is a 2 member team; Dr. Nagash and Dr. Amador. Galvin says that the focus will still be with the eligibility requirements and recommendations. Galvin also mentioned that no one from the Senior Commission will be coming. Barbara Merfalen asked why this is the case and Galvin has not been given any word about this. Galvin was asked if he is the ALO for both the junior and the senior commission. He replied that he is.

Approved: 02.18.2010

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- d) Confidentiality Concern
Rosaline Cepeda of admissions office reported that some students made a complaint because instructors talked to them about their attendance in front of other students. Is the instructor allowed to announce in class to students their number of absences? Because attendance is considered student information and can affect their grades, that information should be kept in confidence and that we may be breaking FERPA regulations. The Chair will look into the matter and bring the issue to the department chairs.

4) Old Business

- a) New Immigration Requirement **Tabled**
- b) Accuplacer (Math) **Tabled**
- c) Maximum Enrollment for Classes (Spring 2010) **Tabled**
- d) Catalog – Academic Calendar (**Rosaline asked that this be discussed**)
Rosaline sent the academic calendar to AC after all the updates that were made. Frank made it very clear that what he wants is the whole catalog. Bobbie Merfalen reported that SOE has difficulty accessing email accounts. No changes will be made to the graduation date at this time. The Chair asked that the whole document be emailed to AC for review.
- e) October 2009 Mid-Term Report (WASC)
The Chair asked that departments review the document which was based on feedback from departments. Basically Galvin had to reformat and rewrite the report. Content will remain the same and so it was made very clear that changes were formalities only. The Management Team will try to have document sent out as soon as possible for review and approval by the College Council no later than Friday, October 9. The document should be running at 30-35 pages so it should be easy reading for all.

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

a)

6) Individual Certificate Program (ICP) Revisions

a)

7) Individual Degree Program (IDP) Revisions

- a) Rehabilitation & Human Services Program (RHSP)

A motion was made to adopt the RHSP IDP as amended. M/S: Frank/Bobbie. Motion carried.

8) Course Guide Review:

a) Cancellations

b)

c) Modifications

- i) NU 212 **Tabled**

- ii) TS 103 **Tabled**

- iii) CJ 200

Update from the 2002 course guide. A motion was made to approve the CJ 200 course guide without changes.

M/S: Leo/Pasquana. Motion carried.

- iv) RH101 (was added at this time)

A motion was made to approve RH 101 as amended. M/S: Frank/Bobbie. Motion carried.

d) New

- i) RH 130

Melena incorporated the recommended changes from the previous meeting. A motion was made to approve RH 130 with changes. M/S: Pasquana/Frank: Motioned carried.

- ii) RH 150

A motion was made to approve with changes RH 150. M/S: Pam/Leo: Yes-Pas/Leo/Pas/Cyndi as Business/SMHA and 1 No. Motion carried.

- iii) RH 210

A motion was made to approve with changes RH 210. M/S: Leo/Pasquana. Motion carried.

- iv) RH 220

A motion was made to approve with changes RH 220. M/S: Pasquana/Frank. Motion carried.

- v) RH 230

A motion was made to approve with changes RH 230. M/S: Frank/Pasquana. Motion carried.

- vi) RH 250

A motion was made to approve with changes RH 250. M/S: Frank/Bobbie. Motion carried.

9) New Business

- a) Proxy for Business and SMHA Department

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The Chair sent an email to departments asking faculty to proxy in AC meetings. No one in these two departments has been able to attend these meetings but the Chair asked faculty to attend whenever available.

- b) Election of AC Vice-Chair
It was suggested that the Chair appoint or delegate a Vice Chair in the event the Chair is unable to attend AC meetings.
- c) Academic Council By-laws (membership) – tabled
- d) Liberal Arts Assessment
Leo stated that the Liberal Arts program did not go through the 2nd cycle of program review and Leo is concerned about the 3rd cycle. There needs to be leadership for the program and the assessment work that needs to be done. We also need to define how academic advising can be addressed. How will advising be delegated to faculty? How do we identify a leader/chair to effectively manage the program? Who currently takes care of it? Advising is through counseling but no one has been identified for assessment.

For transfer purposes, a person will have to be a coordinator to run the program and to work with articulation with other institutions as well. Maybe identify an individual who is already on board and not to create a new FTE as it could be a funding issue. According to discussion with Fred Trap and Mary Allen, it's really an institutional decision to determine the need for it. Need to assess the workload involved as well. (Continue this discussion in the next AC meeting). PROAC will be meeting and we will see how we can work on this issue.

- e) Early Intervention
Leo mentioned that during in the academic advising workshop during the Professional Development Days, he recalled the President stating that early intervention for students at risk will be required. What is required to make this mandatory as mentioned? This should be addressed from the Pres to the faculty as a group. Bobbie thanked Leo for emailing the intervention forms and departments follow the procedure in place for this. Faculty should discuss with department chairs any student concerns/issues before going outside the department regarding these matters. When students have concerns about instructors, they mostly go to the advisor or choose to go to another faculty member. As faculty, we to have to go through protocol which would be to go through the department chair. It was recommended that faculty try to keep matters within the department before it gets to Counseling Programs and Services. Faculty and counselors will need to be accountable to assist students. Documentation could be an intervention or meetings. What can we do to accommodate the student?

It was suggested to have the President clarify what she meant by this statement.

- f) AC representative to PROAC (moved and becomes item C).
Nomination for Frank Sobolewski to represent AC in PROAC. M/S: Pasquana/Bobbie. Motion carried.

- 10) **Adjournment**
Motion to adjourn M/S: Bobbie/Pasquana. Motion carried.

Meeting adjourned at 2:48pm.