

Northern Marianas College
ACADEMIC COUNCIL
Minutes of June 24, 2010

DATE: June 24, 2010

TIME: 2:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara K. Merfalen, Dean of Academic Programs & Services, AC Chair

Barbara K. Merfalen, Acting Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

James Kline, Chair, L&H Dept.

Pam Buckingham, Acting Director, SOE

Non-Voting Members:

Daisie Camacho, Acting Director, IT

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Melena Slaven, Director, RHSP

Frank Sobolewski, Instructor, SSFA Dept.

Amanda Allen, Distance Learning, IT

Meeting was called to order at 2:10 p.m.

1) Review and Adoption of June 24, 2010 Agenda

Under item 7.b. added ii) Business Administration: Computer Application Emphasis

Under item 8.b. added i) MA 088 and ii) HS course guides

Under item 8.c. added i) LW 106 and II) RH 330

Motion to adopt the agenda as amended was made. M/S: Griffin/James Motion carried.

2) Review and Adoption of the following Minutes

a) June 3, 2010 – **Tabled**

b) June 17, 2010 - **Tabled**

3) Announcements

None

4) Old Business

a) English Language Institute – International Student Needs (James Kline)

James has been working with Elena with the I-17 form. James distributed the proposal for ELI program. This will begin in the Fall semester. What is the standardize test? Test based on TOEFL and it's not standardized. It was asked to look at the Certificate of Completion. This certificate of completion will be issued by the Languages & Humanities department. The Chair asked that suggestions be forwarded to James. James will incorporate suggestions/recommendations and bring final write for approval at the next meeting. It was also suggested that James ask Elena if this certificate can be added on the transcript.

b) Faculty Peer Review/Instructor Evaluation – **Table**

c) Course Assessment

The Chair emailed to the Chairs/Directors. What is needed now is the percentage of course assessment from the departments to be submitted for ACCJC annual report.

d) First Week of Instruction and Professional Services Contracts for Adjuncts – **Table**

e) FERPA (Family Educational Rights and Privacy Act) – **Table**

f) Textbooks for Courses

Elena has met with Alayshia and they have come up with a plan. This is a federal requirement to publish books for courses being offered. The names and cost of the textbooks must be up on the website and the URL will be on the schedule of courses. This requirement must be up by July 1, 2010.

Approved: 7.15.10

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In anticipation of increased enrollment, departments are to ensure there are more courses offered, most especially NDU courses.

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

None

6) Individual Certificate Program (ICP)

None

7) Individual Degree Program (IDP) Revision

a) Bachelors of Science in Education – Human Services IDP

Melena was informed from the grantor agency that the word Rehab needs to be included. Therefore, paper changes will need to happen to reflect the following.

1. Change alpha from HS to RH for all the eleven course guides
2. Change the 2 courses that need new course alpha to be RH 215 and RH 225.
3. Cancel all of the HS course guides

Motion to change the HS course guides to RH as listed 1-10.. M/S: Frank/John. Motion carried.

Motion to cancel the HS course guides listed 1-10. M/S: Frank/ John. Motion carried

Motion to change concentration from Human Services to Rehabilitation and Human Services. Official name shall be Bachelors of Science in Education Rehabilitation and Human Services. M/S: Frank/Pam. Motion carried.

ii) Associate in Applied Sciences

(1) Business Administration: Business Management Emphasis (Tabled)

(2) Business Administration: Computer Application Emphasis (Tabled)

8) Course Guide Review

a) Inactive Status

None

b) Cancellations

i) MA 088 It was moved to cancel MA 088 which has been replaced by MA087: M/S: Frank/John No discussion; 1: Abstain

ii) HS Course Guides

The actions taken were done under items 7a.

c) Modifications

i) MA 088

The Chair met with Lyte to address the changes made to reflect the creation of MA087. Lyte explained what happened that reflected the additional credit and textbook. The textbook and exit exam were not aligned. One of the factors is less time. The quality of teaching also was an issue with math. Some suggestions made for improvement with math courses.

- Department needs to evaluate this to see the success or outcome of this change. The new book being used now for the course is not aligned with the SLO.
- The exit exam should be developed for the course that is being offered now. The department has to work together to ensure that the exit exam is aligned with the SLOs.
- Another suggestion that students be given three version of tests. Maybe take the average or best of three to assist students.
- The Chair discovery through her research students would receive 10 percent bonus points but somehow it went down to 4 points. What is 10 percent vs 4 points and what is meant by 10 percent? Frank stated that it was a bonus. What does the student need to do to pass this course? The answer from Lyte was that students needed to pass the exam. But before students would get 10 percent. Meaning when a student takes an NDU class and had a 90 they would take 9 points and add it to the 65 from the exit exam to make them pass. Somewhere down the line, this 10 percent went down to 4 points. Apparently no one knows where this change came about. What happens to a student who does very well in class but does not pass the exit exam? The answer was that they fail. The Chair has asked that the math department review and study and make some recommendations to address this issue.

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ii) LW 106:
For Liberal Arts degree program. This can be used as an elective for the program. It was recommended to change LW 106 to LW 110 Personal Law and Finance. Frank will make the recommended changes and return for AC action at the next meeting.

iii) RH 330 This will be tabled at this time until contact hours and credits are aligned.

d) **New**

- i) LI 260 Tabled
- ii) CS 160 Tabled

9) **New Business**

None

10) **Adjournment**

Motion to adjourn was made. M/S: John Griffin/Pam: Meeting adjourned at 3:24 p.m.

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