

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of October 4, 2010**

**DATE:** October 4, 2010

**TIME:** 2:30 p.m.

**PLACE:** BOR Conference Room

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**Voting Members Present:**

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

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

**Non-Voting Members:**

Barbara K. Merfalen, Acting Director, IT Dept.

Galvin Deleon Guerrero, Director, OIE

Maria Aguon, Program Coordinator, Tinian Site

**Others Present:**

Joyce Taro, Recorder

Amanda Allen, Distance Learning, IT

Meeting was called to order at 2:45pm.

**1) Review and Adoption of October 4, 2010 Agenda**

Under announcement: moved Show Cause Report to New business item (c)

A motion was made to adopt the agenda as amended. M/S: Dr. Griffin/Tom. Motion carried.

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

a) July 15, 2010 **Tabled**

b) July 22, 2010 **Tabled**

c) July 29, 2010 **Tabled**

d) August 5, 2010 **Tabled**

e) August 26, 2010 **Tabled**

Minutes will be emailed before October 18, 2010 meeting for action/approval.

**3) Announcements**

a) October 15, 2010 Show Cause Report-DRAFT (G. Guerrero)

*Placed under new business item c.*

**4) Old Business**

a) Updated IDPs and/or ICPs **Tabled**

b) Updated Course Guides **Tabled**

c) Curriculum Mapping between NMC and PSS **Tabled**

d) Book Club

It was suggested that maybe members can pick a book and give a synopsis of the book. There are also different ways of looking at topics and it was suggested that it would be nice to share and learn from others perspective. The Chair asked that members think about this for action at the next meeting.

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

None

**6) Individual Certificate Program (ICP)**

None

**7) Individual Degree Program (IDP) Revision**

None

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8) **Course Guide Review**

- a) Inactive Status - None
- b) Cancellations - None
- c) Modifications - None
- d) New - None

9) **New Business**

- a) Faculty Observation Policy and Protocol for Department Chairs

Tom asked if the evaluation involves the peer going into the classroom to observe his peer. At this time, Tom is willing to do the classroom observation for his faculty but is not sure whether peer evaluation by a peer in the class is allowable and would like some clarification. He is currently using the evaluation tool that Dr. Griffin shared as well as the evaluation tool from HRO. The Chair would like to include the synopsis of peer evaluation into the annual evaluation by the dept. chair but for clarification, only the Department Chairs and/or Director are allowed to do classroom observation of the instructor.

Maria stated that the faculty evaluation tool is ole. We need to revisit and change to show data that the instructor is focused on student learning. Level I conference that the Chair along with Department Chairs attended focused on the tool. So definitely we will also revisit the evaluation tool as well.

- b) BE 111 Lassie Surveys

The students in the BE 111 classes are having problems purchasing the survey. We have gone through the bookstore tin ordering the survey but they are not getting all of the surveys here on time. Ultimately, we want to administer the survey during week one or week two and at the end of the semester. A recommendation to address the purchasing of the survey problem is to include the cost into the student's tuition. Hopefully this will help address the problem.

It was also suggested that the data would be more meaningful if it we do the survey at the beginning of the course and when they graduate rather than doing the survey from week one to week sixteen. Others state that it's more about applying the skills throughout their college experience and not demonstrate proficiency at the end. This is the first time we're doing the survey so we're basically establishing the baseline and then move forward.

- c) October 15, 2010 Show Cause Report-DRAFT (G. Guerrero)

Galvin referred to page 14, 3<sup>rd</sup> paragraph down of the Show Cause Report regarding AC discussions. The Chair and council members acknowledged the write up and believe that the write up is accurate.

10) **Adjournment**

No AC meeting next week Monday, October 11, 2010 because it's a holiday but we will meet on October 18, 2010. A special AC meeting will be on October 8, 2010 which will focus only on the Show Cause Report.

Meeting adjourned 3:25pm.

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