

Northern Marianas College
ACADEMIC COUNCIL
Minutes of November 1, 2010

DATE: November 1, 2010

TIME: 2:30 p.m.

PLACE: N-5

Voting Members Present:

Dr. Alfredo De Torres, Chair, SMHA Dept.

Thomas Sharts, Chair, SSFA Dept. and Acting Dean of APS

Dr. John Griffin, Chair Business Dept.

Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members:

Amanda Allen, Distant Ed Coordinator, IT (Proxy)

Cynthia Deleon Guerrero, Director, OAR

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Frank Sobolewski, Instructor, SSFA Dept.

Meeting called to order at 2:35 p.m. Tom asked Dr. Griffin to facilitate the meeting since he was more familiar with Roberts Rules.

1) Review and Adoption of November 1, 2010 Agenda

Under announcements: added b) Academic Advising Week and under new business; added b) Final Exam Schedule/Policy.

Agenda was adopted as amended.

2) Review and Adoption of the following Minutes

a) August 5, 2010

b) August 26, 2010

c) October 4, 2010 **Tabled**

d) October 18, 2010 **Tabled**

e) October 25, 2010 **Tabled**

With no objections, the August 5 and August 26, 2010 meeting minutes were adopted as presented.

3) Announcements

a) Spring 2011 Schedule of Courses (Due 11/5/10)

Frank requested from the Acting Dean for all schedules for Fall 2010 from each department to be submitted to Tom as acting and Frank Sobolewski. This will give us enough time to get schedule out by Friday.

b) Academic Advising Week

Nov 15-19, 2010 was approved by AC previously. Cynthia asked that if there are any other meeting times set by departments to meet with students to provide information so that students can be informed by the office of admissions and records as well.

4) Old Business

a) Co-Chair for AC

It was noted that AC by-laws states Vice-Chair and not Co-Chair. This will be tabled until next meeting. Joyce will email the most recent AC by-laws to council for review.

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

None

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- 6) Individual Certificate Program (ICP)
None
- 7) Individual Degree Program (IDP) Revision
None
- 8) Course Guide Review
- a) Inactive Status - None
 - b) Cancellations - None
 - c) Modifications
 - i) SO 218
It was recommended that terms be consistent. Asked to include human trafficking as well. Tom will make revisions and return to AC for action. (tabled until next meeting).
 - d) New - None
- 9) New Business
- a) Purchase of LASSI Surveys
It was recommended to include the cost as fees for students. Another suggestion was to have the department (SSFA) cover the cost. For nursing they wanted to buy an exam for their students and they included that in their budget and that is how they were able to purchase the tests. Tom will follow up with Henry on this process.
 - b) Fall 2010 Final exam schedule/policy
Frank made recommendations to change the final exam to accommodate students taking classes at 3:30 p.m. It was agreed that it would be best for students to take their exam at 4pm and not at 2pm. .

Final Exam Policy:
Lisa believes that there is a policy that all classes must take their exams during the final exam week. To make any changes to that, you need to go to the Chair and the Dean. The policy should be in the 3000 Educational Program policy and this must be shared for faculty and adjuncts.
- 10) Adjournment
Meeting adjourned at 3:12 p.m.

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