

Northern Marianas College
ACADEMIC COUNCIL
AGENDA

DATE: November 15, 2010

TIME: 2:30 p.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Dean of APS, *Chair*
Dr. Alfredo De Torres, Chair, SMHA Dept.
Thomas Sharts, Chair, SSFA Dept. and Acting Dean of APS
Dr. John Griffin, Chair Business Dept.
Hervin Jacinto for Rosa Tudela, Chair, Nursing Dept.
Velma Deleon Guerrero, Acting Director, SOE
Tom Colton for James Kline, Chair of L&H Dept.

Non-Voting Members:

Amanda Allen, Distant Ed Coordinator, IT (Proxy)
Galvin Deleon Guerrero, Director, IT

Others Present:

Joyce Taro, Recorder
Lisa HacsKaylo, Institutional Researcher, OIE
Frank Sobolewski, Instructor, SSFA Dept.

Meeting was called to order at 2:41pm.

1) Review and Adoption of November 15, 2010 Agenda

Under announcements, added a) Chief Academic Officers (CAO) Meeting Update by Dean Merfalen. A motion was made to adopt the agenda as amended. M/S: Dr. Griffin/De Torres. Motion carried.

2) Review and Adoption of the following Minutes

a) November 8, 2010 **Tabled**

3) Announcements

a) CAO meeting update (Dean Merfalen)
Next meeting of the CAO is scheduled for Feb. 14-16, 2011. Galvin and Lisa were mentioned as participants for this meeting through Larry Gamboa. Funding for this trip will be under PPEC. Meeting will be at the Kapiolani Community College.

4) Old Business

- a) Vice Chair for Academic Council (AC)
In the absence of the Chair, the Vice Chair will conduct meetings of AC. James Kline was nominated to be AC Chair. A motion to close nomination was made. M/S: Dr. De Torres/Dr. Griffin. Motion carried. A motion was made to elect James Kline as Vice Chair for AC. M/S: Dr. Griffin/Tom Sharts. Motion carried. By acclamation James Kline was elected Vice-Chair for Academic Council
- b) Purchase of LASSI Surveys
At this time, Tom will use what is available of the LASSI survey for this semester. A motion was made to have the institution be responsible for the purchase of the LASSI Survey. M/S: Dr. Griffin/Tom. AC approved for the SSFA department to budget for FY2012 the LASSI survey. In the meantime, Tom Sharts will need to request from BAFC funding to cover cost of purchasing the survey for Spring and Summer 2011.
- c) Final Exam Policy
The Chair reminded everyone that final exams must be given within the timeframe stated on the final exam schedule. Any exceptions should be requested through the department chair and approved by the Dean of Academic Programs & Services.

Approved: 11/22/10

Page 1 of 2

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d) Curriculum Changes Policy

This was shared with the council as information on program review process. Frank Sobolewski clarified that the 3009 policy is a board policy that refers to procedure on adding or creating a new degree/certificate program. The other is a procedure developed by AC on how to place a program on inactive status.

SOE is currently assisting DCCA in meeting their needs for a certificate program that uses the requirements of PSS for certification. To help SOE has provided copies of courses that will meet the certificate and they (DCCA) will have to develop their own certificate.

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

None

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 - None

d) New - None

9) **New Business**

None

Frank Sobolewski gave a brief update on the Spring 2011 schedule. Everything should be finalized except for the drama course for the learning communities.

Frank also shared some concerns about add/drop week and entry to closed classes. The Chair has asked Frank to make sure to share this information at the Nov. 22, 2010 registration committee meeting.

10) **Adjournment**

Meeting adjourned at 3:00pm.

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