

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 15, 2011

DATE: April 15, 2011

TIME: 2:30 p.m.

PLACE: BOR Conference Room

Voting Members Present:

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

James Kline, Chair, L&H Dept. *Vice Chair*

Dr. De Torres, Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Rosa Tudela, Chair, Nursing Dept.

Dr. Joseph Peters, Director, SOE

Non-Voting Members:

Galvin Deleon Guerrero, Director, OIE

Cynthia Deleon Guerrero, Director, OAR

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Judy Torres, CJ Program Coordinator, SSFA Dept.

Tom Colton, Instructor, L&H Dept.

Meeting called to order at 2:05pm

1) Review and Adoption of April 15, 2011 Agenda

Under Review and Adoption of Minutes: All minutes were tabled.

Under Course Guide Review, Modifications: added MG232, MG250 and RH310 course guides.

Under New Business: Item a) Gen Ed SLOs was moved up under Old Business for Tom Colton to answer any questions about the GenEd SLOs.

Agenda was adopted as amended. M/S: Dr. Griffin/. Motion carried.

2) Review and Adoption of the following Minutes

a) December 20, 2010 **Tabled**

b) February 25, 2011 **Tabled**

c) April 1, 2011 **Tabled**

3) Announcements

a) None

4) Old Business

a) Gen Ed SLOs

While hand outs were being passed out by James Kline, Galvin shared that the changes made to the GenEd SLOs were patterned after the outcomes recommended by the Junior Commission under Standard 2A. His comment is that because this change will affect every course in the college that the changes must be shared with every faculty and not just the Gen Ed Committee. He recommended that maybe have a faculty assembly and that this item be the sole agenda and/or Academic Department Heads can meet and discuss this with their faculty to include adjuncts.

The Chair also shared that in her meeting with Susan; that Susan keyed in on some of the syllabus that actually showed the Gen Ed SLO and that she informed her that these are also imbedded in the staggered course assessment for the departments. Susan was very pleased with the SLOs because of the program level. The Chair for Gen Ed is James Kline and she appreciates James for accepting this additional work. James asked if AC can approve recommended changes as presented. Clarification was made that the additional SLOs were recommended by the Junior Commission and that to disaggregate was easier to measure each one.

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A motion was made to adopt the updated Gen Ed SLOs. M/S: Dr. Griffin/Rosa. Discussion: Galvin suggested that if AC takes action and approve the updates, that the council ensures that a comprehensive publication and campaign be initiated so that everyone (most especially faculty) are aware that it is there now and that they know it enough to imbed them into their course syllabus. Tom Colton shared that the last two consultants recommended that once the Gen Ed SLOs were adopted that we do a mapping before any assessment begins. The Chair agreed and shared that James will have to ensure that all of these concerns are addressed and are well informed. The Chair also presented a copy of the current SLOs to Susan as well. James was tasked to lead the committee to inform faculty through assemblies, department meetings, etc. to ensure that faculty are well informed about these recommendations and that they must begin imbedding them into the course syllabi.

After discussion, majority adopted the revised Gen Ed SLOs as presented with no opposition. The Chair asked if an addendum could be made to the catalog. At this time, changes can be uploaded on NMC's website since the catalog has already been printed and distributed.

b) Advising Week

The Chair shared that it appeared that we were not successful with advising week according to the numbers and that Dean Leo will get the evaluation data and present to us soon. Feedback from advising week were discussed as stated below:

- (1) Dr. Griffin shared that he presented the green sheet in his class and received a total of about 40.
- (2) A major concern was the fact that the Fall 2011 schedule was not available.

c) AC Evaluation Committee

The Chair named individuals who have been identified to be members of the Evaluation Committee and they are:

- (1) Dr. Joseph Peters, Director, SOE
- (2) Dan LaMarche, Instructor, L&H Dept.
- (3) Florita Cabanes, Instructor, SMHA Dept.
- (4) Judy Torres, CJ Program Coordinator, SSFA Dept.
- (5) Rosa Tudela, Chair, Nursing Dept.
- (6) Mike Nurmi, Instructor, L&H Dept.
- (7) Barbara Merfalen, Dean, APS

- ii) The committee will be meeting to set the criteria and set rubric or ways to assess the evidence that Susan took a look at and was very pleased with the way the evidence were presented. The committee will also be evaluating the Fall 2010 course assessment and then Spring 2011 at the end of the semester and to begin preparing for the Fall 2011 course assessment.

d) Staggered Course Assessment Schedule

- i) Spring 2011 – AC Evaluation Committee to evaluate Spring 2011 course assessment based on the departments staggered schedule. Evidence for the courses identified to be assessed must be sent in without student names if graded. All 5 columns need to be filled in as well with evidence before graduation.
- ii) Fall 2011 – It was encouraged to begin preparing for the Fall 2011 course assessment.

e) Administering Course Evaluations for Spring 2011

- i) The Chair provided the additional questions that were approved to Susan and shared that these will be added to the current evaluation for the course and instructor beginning Spring 2011 semester. The Chair, Lisa of OIE and Octavious Palacios (Skep) are working closely to ensure that the questions are imbedded for Spring 2011 so that results can be made available for all faculty, adjuncts and department heads early enough to discuss possible improvements as needed. This semester the evaluation process will be paper base until we Fall 2011.

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

None

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6) Degree and Certificate Program Review

a) Revisions to IDPs/ICPs
None

b) Inactive Status of IDPs/ICPs
None

7) Course Guide Review

a) Inactive Status
None

b) Cancellations
None

c) Modifications

i) AN 105

Motion to adopt AN 105 course guide as amended was made. M/S: Dr. Griffin /James. Motion carried.

ii) CJ 101

Motion to adopt CJ 101 course guide as presented was made. M/S: Dr. Griffin/James. Motion carried.

iii) CJ 225

Motion to adopt CJ 225 course guide as presented was made. M/S: Dr. Griffin/James. Motion carried.

iv) MG 232

This item was missing some pages. Dr. Griffin tabled the item and will present at the next meeting.

v) MG 250

Motion to adopt MG 250 course guide as presented was made. M/S: Dr. Peters/James. Motion carried.

d) New

RH 310

Motion to adopt RH 310 course guide as presented was made. M/S: Dr. Griffin/Tom. Motion carried.

8) New Business

a) New General Education Student Learning Outcomes (SLOs)

This item was moved up to Old Business so that Tom Colton can answer any questions.

Other issues:

Cynthia asked that the Early Intervention Form be utilized by faculty as needed, most especially for international students as well to meet immigration requirement.

9) Adjournment

Meeting adjourned at 3:40p.m.