

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 27, 2013

Approved 3/20/13

DATE: February 27, 2013

TIME: 9:00 a.m.

PLACE: N-5

Voting Members Present:

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services
Rosaline Cepeda, Acting Director, School of Education (SOE), Instructor, Education (Early Childhood Education)
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program (Proxy for Thomas Sharts, Chair, Social Sciences & Fine Arts Dept.)
Chavel Green, Chair, Business Dept.
Daniel LaMarche, Instructor, English, Languages & Humanities Dept. (LH) (Proxy for Thomas Sharts, Acting Chair, Languages & Humanities Dept.)
Rosa Tudela, Chair, Nursing Dept.
Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

Leo Pangelinan, Dean of Student Services, and Acting Director, Office of Admissions & Records (OAR)

Others Present:

Amanda Allen, Director, Distance Learning Education
Cynthia Deleon Guerrero, Instructor, Education (Early Childhood Education)
Marcelo González, Instructor, Languages & Humanities, Languages & Humanities Dept. (LH)
Lisa HacsKaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)
Loly Kingzio, Admin. Manager, Academic Programs & Services, Recorder

Meeting called to order at 9:05 a.m.

1) Review and Adoption of February 27, 2013 Agenda

The following changes were made to the agenda:

Add under Announcements: a) ENRO Club

Add under New Business: p) Bookstore q) BE 111/IDP

Rosa moved to adopt the agenda with changes. Dr. De Torres seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) November 30, 2012: **Tim moved to adopt the November 30, 2012 minutes without changes. Rosa seconded the motion. Motion carried.**

b) December 14, 2012: **Tim moved to adopt the December 14, 2012 minutes without changes. Rosa seconded the motion. Motion carried.**

c) February 6, 2013: **Tabled**

3) Announcements

a) ENRO Club: Club officers reported to Dr. De Torres that they received an award from the US Department of Agriculture (USDA). The AC Chair asked Dr. De Torres to communicate with Frankie Eliptico of the External Relations Office to get a public announcement out about matter.

4) Old Business

a) Institutional Excellence (IE) Guide: Deadline to submit feedback on the guide is March 1, 2013.

b) Memo 1 (first 3 columns of Form 1 for Academic Council): Memo 1 was due February 14, 2103.

c) PLO (Program Learning Outcomes) Codes: ***Programs that have not submitted their PLO codes need to have them ready and presented at the next AC meeting.***

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5) New Business

- a) PROAC Form 2 Training (March 20 or April 3): Amanda noted that Academic Programs and Services (APS) will have its training on March 20. She will ask Jackie Che, Director, Office of Institutional Effectiveness, to e-mail the training dates.
- b) Individualized Degree Plan (students on old IDP should remain on the old IDP): Do not force students to move to a new IDP within your program if they can still remain on the old IDP.
- c) Creation of Course Sections (benefit students or faculty?): It was reported to the AC Chair that courses were being created to benefit faculty. Cynthia noted that during the spring registration it was difficult to get students enrolled in some courses because they were full.
- d) Spring 2013 Final Exam Schedule: Department heads were asked to review the final exam schedule with their faculty. Velma asked if the math exit exams were open to all math students from the different math courses (MA 087, MA 089, MA 091, and MA 132) or if they are divided into the different math courses. ***The AC Chair asked Velma to check with Eric Johnson, math instructor, for this information.***
- e) Summer 2013 Calendar: **Tim made a motion to approve the Summer 2013 Calendar. Chavel seconded the motion. Motion carried. The dates for summer registration may change after the Registration Committee meets on March 1, 2013.**
- f) Independent Study: Follow the procedure that is in the General Catalog for independent study.
- g) Degree and Certificate Programs: Handouts of the history of degree and certificate programs were distributed.
- h) Course Waivers and Substitutions: There is a Course Waiver/Substitution Form. This form should accompany the Prerequisite/Placement Level Waiver Form. Only the dean of academic programs and services can approve waivers. **This item was tabled for further discussion.**
- i) Course Substitution List (Update): **Tabled**
- j) Unofficial Withdrawal (UW) Reporting Requirement: The AC Chair asked Dean Pangelinan to provide the Policy on dropping a student from a class. He will also submit a statement on the wording for the UW.
- k) Fulbright Scholar Program: The AC Chair announced that the proposal for the Fulbright Scholar Program was accepted. Details about the program will be forthcoming.
- l) SOC: Servicemember Opportunity College (SOC). The president submitted an application for SOC. Some areas need to be resolved before the application is approved. In anticipation of increasing number of students with the SOC membership, we could also provide services for veterans.
- m) CLEP: The College Level Examination Program works like the AP (Advanced Placement) test. A student receives a score and the school determines whether the score is sufficient to award the student college credit in the area which the student took the test. The College could use the same approach to help students place appropriately in courses.
- n) SAT: Dean Pangelinan asked that AC look at alternative means to place students at appropriate courses at the College.
- o) NMC Closure Plan: The Commission's action letter requires that we prepare a Closure Plan as part of our Show Cause status. Dean Pangelinan is leading the committee on preparing the closure plan. Options are to have another institution accept transfer of our courses or teach out students to University of Guam (UOG) or Guam Community College (GCC).
- p) Bookstore: **Tabled.** Marcelo who was supposed to discuss this item had left the meeting.

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- q) BE 111/IDP: **Tim moved to approve the following language for the BE 111 requirement which will be placed in all the Individualized Degree Plans (IDP): *BE 111 – substitution for this course is allowed provided that a student entering into this IDP has accumulated 36 or more credits, to be substituted with a 3 or 4 credit our 100+ level course (adopted by Academic Council, 1/4/2013). Rosa seconded the motion. Motion carried.** The departments now need to include this statement on their IDPs.
- r) Academic Advising Period: Academic advising for Summer 2013 will be in May, 2013. Academic advising for Fall 2013 is proposed for April, 2013. *[Note: The recorder shut down due to a full memory and discussion on this item was not recorded. Recorder took minimal written notes.]*
- s) Summer and Fall 2013 Class Schedules: Dean Pangelinan asked that the Summer 2013 and Fall 2013 class schedules be distributed so that students can start planning for summer and fall. *[Note: The recorder shut down due to a full memory and discussion on this item was not recorded. Recorder took minimal written notes.]*
- t) NMC Catalog 2013-2014: The general catalog from March 2011 to May 24, 2013 is being worked on. Dean Pangelinan noted that help is needed from the faculty to submit their criteria for the catalog. A reviewer is also needed to ensure the catalog is accurate.
- u) WUE Participation: WUE (Western Undergraduate Exchange) is under WICHE (Western Interstate Commission for Higher Education). 2.5 GPA requirement. Students will be charged 150% rate of the resident tuition. *[Note: The recorder shut down due to a full memory and discussion on this item was not recorded. Recorder took minimal written notes.]*

6) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) B.S. in Education IDP – Elementary Education concentration
 - ii) B.S. in Education IDP – Early Childhood Education concentration
 - iii) B.S. in Education IDP – Rehabilitation and Human Services concentration
 - iv) B.S. in Education IDP – Special Education concentration

All the SOE IDPs have been consolidated into one Individualized Degree Plan for the Bachelor of Science in Education with the four concentrations.

Cynthia discussed the rationale of revising the ED 211 Introduction to Teaching course guide to include the SLOs (Student Learning Outcomes) from BE 111 College Success. **Rosa recommended that it is stated in the IDP that ED 211 satisfies the BE 111 core course requirement. The ED 211 revised course guide will be presented to the Academic Council for review and approval.**

Chavel noted a concern from a Business Department faculty as to how ED 480 Educational Technology satisfies the CS 103 Introduction to Computers requirement. Cynthia explained that because CS 103 is not a core course requirement, instead of having education major students take CS 103, SOE created ED 480 for its students.

Tim moved to approve the revised Bachelor of Science in Education Individualized Degree Plan subject to the review and approval of the revised ED 211 course guide. Rosa seconded the motion. One abstained. Motion carried.

- v) A.A.S. in Hospitality Management IDP: **Tabled**
- b) Department Request to Place Program(s) on Inactive Status: None

7) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None

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- c) Modifications
 - i) ED 493: **Tabled**

d) New: None

8) Adjournment

Meeting adjourned at 11:32 a.m. Next meeting will be on Wednesday, March 6, 2013 at 9:00 a.m. in N-5.

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