

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 27, 2012

Approved 5/25/12

DATE: April 27, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

Voting Members Present:

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)
Dr. Alfredo De Torres, Chair Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.
Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

Amanda Allen, Distance Learning Coordinator, Information Technology (IT) (Proxy)

Others Present:

John Cook, President, Faculty Senate
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa HacsKaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)
Jose Herrera, Instructor, Education (Human Services), Acting Director, School of Education (SOE) (Proxy for Roy Greenland)
Wil Maui, Instructor, Computer Applications, Business Department
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:08 a.m.

1) Review and Adoption of April 27, 2012 Agenda

James moved to adopt the agenda without changes. Tim seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) April 20, 2012

James moved to adopt the April 20, 2012 minutes without changes. Tim seconded the motion. Motion carried.

Bobbie Hunter, Acting Human Resource Manager, David Attao, Dean of Administration, and John Guerrero, Facilities Manager, will be invited to the next AC meeting to discuss prorated pay for instructors and classroom sizes. Tom Colton will also be invited to discuss online courses.

3) Announcements

a) Campus Security at Night (Lisa H.): There is concern that there is now only one security guard in the evenings. This issue was discussed in a Management Team (MT) meeting. Some MT members attended a webinar on campus security. ***The AC Chair will bring this issue again to the attention of the Management Team.***

4) Old Business

a) College Hour: **Tim moved to make a recommendation to Management Team to have College Hour on Fridays from 1:00 pm – 2:00 pm. Jose seconded the motion. Motion carried. The AC Chair asked department heads to schedule their Fall 2012 courses around this time frame.**

b) Teacher Candidacy Application: **Tabled**

c) Summer Classes 2012 (Budget): The AC Chair met with the Liberal Arts Program Coordinator, James, Thomas, and Dr. De Torres (department chairs of departments that offer majority of the courses under the Liberal Arts degree program) and a recommendation was made to approve the minimum enrollment at 20. The AC Chair will ask the President to set the minimum enrollment at 20 for Summer 2012.

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- d) Graduating Students in a Class (for action): The practice of creating or running a class because there is a graduating student who needs the course will cease. **This item was tabled until the next meeting.**
- e) Minimum Enrollment Suggestion (Budget) (for action): Suggested minimum enrollment is 21. There was a recommendation that minimum enrollment for general education and core courses be set at 20, but the minimum enrollment for program requirements or concentration courses be set lower than 20.

5) New Business

- a) Revisions to Fall 2012 Schedule: Deadline for revisions to the Fall 2012 schedule is May 31, 2012.

6) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) A.A. in Business IDP: BE 111 added as a core course.
 - ii) A.A.S. in Business Administration: Accounting Emphasis IDP: BE 111 added as a core course.
 - iii) A.A.S. in Business Administration: Business Management Emphasis IDP: BE 111 added as a core course.
 - iv) A.A.S. in Business Administration: Computer Applications Emphasis IDP: BE 111 added as a core course.
 - v) A.A.S. in Hospitality Management IDP: BE 111 added as a core course. Under the General Education requirements Natural History was replaced with any science course. Japanese was replaced with any language course (except CM 101 Elementary Chamorro I). Under the Program Requirements Courtesy & Guest Relations and Introduction to Food & Beverage Management were replaced with two electives. Internship Training in Tourism & Hospitality was deleted.

Thomas moved to approve the following revised IDPs for the Business Department with additional changes:

A.A. in Business
A.A.S. in Business Administration: Accounting Emphasis
A.A.S. in Business Administration: Business Management Emphasis
A.A.S. in Business Administration: Computer Applications Emphasis
A.A.S. in Hospitality Management

Jose seconded the motion. Motion carried.

- vi) A.S. in Natural Resource Management IDP: BE 111 added as a core course. **Tim moved to approve the revised IDP for the A.S. in Natural Resource Management. Thomas seconded the motion. Motion carried.**

- b) Department Request to Place Program(s) on Inactive Status: None

7) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
 - i) BI 251 **Tabled**
 - ii) BI 252 **Tabled**
 - iii) NU 105: ***The NU 105 course guide was tabled until the issue of the Nursing programs' percentage grading system contradicting NMC's percentage grading system is resolved.***
 - iv) NU 124: ***The NU 124 course guide was tabled until the issue of the Nursing programs' percentage grading system contradicting NMC's percentage grading system is resolved.***
 - v) NU 209: ***The NU 209 course guide was tabled until the issue of the Nursing programs' percentage grading system contradicting NMC's percentage grading system is resolved.***

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- vi) CJ 103 **Tabled**
- vii) CJ 150 **Tabled**

d) **New**

- i) ED 454: Recommended changes from the last AC meeting were made. **James moved to approve the new ED 454 course guide with the recommended changes. Dr. De Torres seconded the motion. Motion carried.**

8) Adjournment

Meeting adjourned at 11:15 a.m. Next meeting will be on Friday, May 4, 2012, at 9:00 a.m. in the BOR Conference Room.

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