
Academic Council Meeting Minutes

Friday, September 29, 2023

Call to order

A regular meeting of the Academic Council was held at 9:00 a.m. via Zoom on Friday, September 29, 2023.

Voting members in attendance included Barbara Hunter, Beylul Solomon, Isabel Matsunaga, James Kline, Kathy Winkfield, Kelsey McClellan, Lisa Lunde, Mary Tabarsi Tsang, Velma Deleon Guerrero, and William Hunter.

Voting members not in attendance: Christine Inos, Jesse Pangelinan (Proxy = Beylul Solomon), Johnny Aldan, and Zerlyn Taimanao.

Non-voting members in attendance: Geri Rodgers

Guests: Michael Nurmi and Poonsri “Lek” Algaier

The meeting was called to order at 9:03 a.m.

Adoption of Agenda and Minutes

The agenda was presented to the Council by Velma Deleon Guerrero. The course guide for EG 100L was tabled since Council members did not receive the course guide in time to review it prior to the meeting. William Hunter made a motion to adopt the agenda with changes. The motion was adopted.

The minutes for the September 15, 2023 meeting were presented to the Council. The Council made minor grammatical changes. Kelsey McClellan made a motion to adopt the minutes with changes. The minutes were adopted.

Announcements

- A. Velma Deleon Guerrero asked Council members whether there was anything that Council members would like to bring up for discussion since there were no *Old Business* or *New Business* agenda items to discuss for the meeting.
 - a. Beylul Solomon mentioned that historically the Council would typically decide on various issues/topics that they would like to tackle for the academic year at the beginning of each Fall semester (i.e. Course Assessment Forms (CAFs)). Geri Rodgers said that she would randomly select 10% of all CAFs that were submitted to assess General Education Learning Outcome #6 and email those list of courses for the Council to review.
 - b. Velma Deleon Guerrero said that she would also like to add updating all course guides – especially core courses – to AC’s agenda. She asked everyone to go back to their department and look at course guides that need to be updated. She reminded Council members that AC does not review course guides for the last month of the semester, so advised Council members to let their departments know to try to get them in earlier. She reiterated to Council members that all course guides should be updated every 3 years.

- c. Beylul Solomon also suggested looking into doing another self-study review in January 2024 since it would have been 3 years since the last self-study was conducted by the Council and it would be a good way to hold ourselves accountable.

Reports

- A. None.

Old Business

- A. None.

New Business

- A. None.

Course Guides and Individualized Degree Plans for Review

- A. Writing and Grammar I (EN 074)
 - a. The proposers, Michael Nurmi and Poonsri “Lek” Algaier, were present to discuss the revisions for the EN 074 course guide. Council members did not have any recommended changes to the course guide.
 - b. Velma Deleon Guerrero asked the proposers whether combining all EN 70’s level classes into one course could be a possibility because these courses often tend to get canceled due to low enrollment.
 - i. Michael Nurmi said that there has been no discussion within the Language & Humanities Department (L&H) although he’s had conversations about it with Lek Algaier in the past. He said he could not speak on behalf of the department on this issue but that he would bring it up at their next meeting.
 - (1) Mary Tabarsi Tsang stated that she would bring it to L&H Chair, Ajani Burrell’s, attention.
 - ii. Lek Algaier said that she teaches these courses and that none of the courses are combined. She said that she has taught 2 different EN 70’s-level courses but only got paid for 1 course due to low enrollment even though she taught both courses for the required contact hours and also had non-resident students in the course. She explained that the students in each of the EN 70’s-level courses are at two very different skill levels. She also added that they have tried combining these courses in the past and it didn’t work. Both Lek Algaier and Michael Nurmi felt like combining the course would not be a good idea because it would be setting the students up to fail.
 - c. James Kline made a motion to adopt the course guide. The motion was adopted.
- B. Essentials of Computer-Aided Design (EG 100L)
 - a. Velma Deleon Guerrero presented the course guide for EG 100L. She stated that although the course guide was tabled, she wanted to have members briefly review it although no action on the course guide would be taken at the meeting. She said that there were a few comments/questions that had already been posted on the course guide and to let her know if anything stood out to members as she scrolled through the document.

- i. Mary Tabarsi Tsang asked whether there was an instructor who could teach the course since it seemed like a highly technical class.
 - (1) Velma Deleon Guerrero responded that there was already an instructor, Manny Borja, who had taken an active role in creating the new course guide.
- ii. There was also a comment on the document from OAR Director, Fermin Dela Cruz, asking whether the course would constitute a substantive change by WASC.
 - (1) Velma Deleon Guerrero stated that it was not a substantive change since the course was only 1 credit and thus did not exceed the 25% change on the IDP for it to be considered substantive.
- iii. Velma Deleon Guerrero added that one of the major reasons for developing the course as a 1-credit course separate from Introduction to Engineering (EG 100) was that it would allow the institution to market the class through the Community Development Institute (CDI) for people in the CNMI community who are in the industry (i.e. engineers, architectural firms, etc.) to bring in extra money to the college. She explained that although separating science classes and labs, like EG 100 and EG 100L, is uncommon at NMC, it is common at other colleges where students would register for a science class and register separately for the lab component of the class. She said that this would allow students or people in the community to take the lab component (EG 100L) without being required to take EG 100, although NMC students majoring in Liberal Arts with an Emphasis in Pre-Engineering would be required to take both EG 100 and EG 100L.
- iv. Velma Deleon Guerrero wrapped up the discussion on the course guide and asked Council members to review the document in its entirety prior to the next meeting.

Adjournment

The meeting was adjourned at 9:42 a.m.

Beylul Solomon

Secretary

Date of approval
