

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of August 3, 2011**

Approved 9/19/11

**DATE:** August 3, 2011

**TIME:** 10:00 a.m.

**PLACE:** N-5

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**Voting Members Present:**

Barbara Merfalen, Chair, Academic Council, Dean of Academic Programs & Services  
James Kline, Vice Chair, Academic Council, Chair, Languages & Humanities Dept. (LH)  
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)  
Roy Greenland, Acting Director, School of Education (SOE)  
Dr. John Griffin, Chair, Business Dept.  
Rosa Tudela, Chair, Nursing Dept.  
Timothy Baker, Director, Counseling Programs & Services

**Non-Voting Members Present:**

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

**Others Present:**

Rosaline Cepeda, Registrar, Office of Admissions & Records (OAR), Proxy for Cynthia Deleon Guerrero  
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program  
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)  
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 10:10 a.m.

**1) Review and Adoption of August 3, 2011 Agenda**

The following changes were made to the agenda:

Under Old Business: Add Liberal Arts Advising Guide

Under Course Guide Review: c) Modifications: Table NS 101

Under New Business: Add NMC Catalog and Advising

**Dr. Griffin moved to adopt the agenda with the changes. Rosa seconded the motion. Motion carried.**

**2) Review and Adoption of the following Minutes**

a) May 27, 2011

b) June 22, 2011

c) June 29, 2011

d) July 27, 2011

**Roy moved to adopt the minutes of May 27, June 22, June 29, and July 27 without changes.**

**Dr. Griffin seconded the motion. Motion carried.**

**3) Announcements**

a) Record of Dialogue and Form 1: The AC Chair will write up the record of dialogue and e-mail it to AC members to review. If there is no feedback, the record of dialogue will be submitted as is. Academic Council is an advisory council, not a program and therefore, does not need to submit a Form 1. Full-time faculties are supposed to submit a Form 1 (5-Column Model) every semester as part of program review and assessment. To avoid confusions, when forms are due, only the individuals that are responsible to submit specific forms should get the notice of the deadlines for submission of the forms.

**4) Old Business**

a) Academic Council Policy and Procedure Tabled

b) Academic Council By-laws Tabled

*All policies and procedures regarding academics are currently being reviewed. The Academic Council Policy and Procedure and Academic Council By-laws will remain on the agenda until the review work and any revisions that need to be made are completed and approved. The AC Chair will provide updates as they occur regarding these two items.*

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- c) Syllabus Template: A handout with syllabus requirements was distributed in the meeting. The requirements will be e-mailed to academic department heads to distribute to full-time and adjunct faculties.
- d) Fall 2011 Schedule: The printed Fall 2011 schedules should be ready by next week. Any schedule changes that are submitted after today will be posted on the college website.
- e) Academic Board Policies (Educational Policies on the N drive): The president asked division heads to review all board policies pertaining to their area to check if the policies fit together with subsequent procedures. **The AC Chair asked AC members to assist in reviewing the policies. She will keep members in the loop as she communicates with the president regarding the policies.**
- f) Liberal Arts Advising Guide: Velma distributed the liberal arts advising guide. The guide will be used as a tool for advising purposes. Dr. De Torres, James Kline, and Thomas Sharts worked with Velma in the articulation of the general education courses and liberal arts program. **Dr. Griffin moved to approve the Liberal Arts Advising Guide with changes regarding courses under the School of Education. Tim seconded the motion. Motion carried.**

**5) Degree and Certificate Program Review**

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
  - i) A.A.S. in Hospitality Management IDP Tabled
- b) Department Request to Place Program(s) on Inactive Status: None

**6) Course Guide Review**

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
  - i) NS 101 **Tabled**
  - ii) RH 310: Combined and reduced number of Student Learning Outcomes (SLOs). Removed RH 225 prerequisite. Changed math placement level from MA 161 to MA 132. **Dr. Griffin moved to adopt the RH 310 course guide with the changes. Tim seconded the motion. Motion carried.**
  - iii) RH 320: Removed RH 225 prerequisite. Changed math placement level from MA 161 to MA 132. **Dr. Griffin moved to adopt the RH 320 course guide with the changes. Rosa seconded the motion. Motion carried.**
- d) New
  - i) HI 215 **Tabled**

**7) New Business**

- a) General Education Outcomes Vertical Alignment: Velma distributed the General Education Outcomes Vertical Alignment. The handout shows how the General Education Outcomes can be aligned with Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs). The Gen. Ed. Outcomes have been revised. There are now 7 outcomes instead of 5. There was a recommendation to renumber the outcomes for easier referencing. **Dr. Griffin moved to approve the new numbering system for the General Education Learning Outcomes. James seconded the motion. Motion carried. Velma will e-mail the General Education Learning Outcomes with the new numbering system to the department heads.**
- b) Student Achievement Data: Lisa distributed the job placement data (the number of graduates each year for each program and the number of graduates tracked by each program – all data is retrieved one year after graduation), and retention and graduation rates data from Fall 2006 to Fall 2010 (fall only). Also distributed was the summary of discussions on student achievement data.

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- c) Course Sequence: The AC Chair has the course sequence for Nursing. Course sequences for Business, Criminal Justice, Natural Resource Management, Liberal Arts, and School of Education need to be submitted as well.
- d) NMC Catalog: Dr. Griffin continues to express his concern about how faculties are listed in the NMC catalog. He recommends that the credentials of faculties be listed with their names in the catalog. He provided a sample from Guam Community College's catalog. ***To possibly get the next catalog to include this information, the AC Chair will bring this matter to the attention of the dean of student services.*** His office takes care of updating and publishing the catalog. ***The AC Chair asked Tim and Rosaline to also bring this matter to his attention since they work under student services.***
- e) Advising: Academic advising is on August 10. Updated list of advisees and advisors were submitted to OAR by the Business and Nursing departments, Liberal Arts Program, and School of Education.

**8) Adjournment**

Meeting adjourned at 12:00 p.m.

Next meeting will be scheduled after the AC Chair determines the best time for department heads to meet after the Fall 2011 semester begins.

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