

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 3, 2012

Approved 2/10/12

DATE: February 3, 2012

TIME: 9:00 a.m.

PLACE: N-5

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)
Dr. John Griffin, Chair, Business Dept.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members Present:

Cynthia Deleon Guerrero, Director, Office of Admissions & Records (OAR)
Amanda Allen, Distance Learning Coordinator, Information Technology (IT), Proxy

Others Present:

John Cook, Vice President, Faculty Senate
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE) (Proxy for Galvin Deleon Guerrero)
Lauren Jardinero, Student Officer, Associated Students of NMC (ASNMC) (Proxy for Antonette Castro)
Daniel Kintol, Program Coordinator I, Office of the Dean of Student Services
Kodep Uludong, Administrator, Northern Marianas Academy (NMA)
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:09 a.m.

1) Review and Adoption of February 3, 2012 Agenda

The following changes were made to the agenda:

Add under Old Business: d) Credit by Exam

Add under Course Guide Review: c) Modifications i) MA 132 ii) MA 161 iii) MA 192

The agenda was adopted as amended. Motion carried.

2) Review and Adoption of the following Minutes

a) January 27, 2012: Cynthia made some revisions to the January 27th meeting minutes and will give them to the recorder to include in the minutes. Dr. De Torres explained his statement in the January 27th minutes about “the College foregoing all “prerequisites” and having students enroll in beginning courses”. He was suggesting that the College have “refresher” courses to substitute “prerequisite” courses, such as the NDU math courses, for high school students before they enroll at the College. That way when students enroll at the College in a two-year degree program such as Criminal Justice, Nursing, or Natural Resource Management it will not take them one or more years to complete the prerequisite NDU courses before they actually start taking courses under the two-year degree programs.

Dr. Griffin moved to adopt the January 27, 2012 minutes with the changes noted above.

Dr. De Torres seconded the motion. Motion carried.

3) Announcements

None

4) Old Business

a) Adjunct Pay: Options – Pay adjuncts with doctorate and master’s degrees at \$700 per credit. Pay adjuncts with bachelor’s degrees at \$500 per credit. The Management Team wants to know what Academic Council recommends regarding this matter. **Dr. Griffin recommended that adjuncts with bachelor’s degrees get paid at \$500 per credit hour and those with a master’s or doctorate’s degrees get paid at \$700 per credit hour. Rosa seconded the motion. Motion carried. 1 abstained. This pay rate will apply to overload payments as well.**

**Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 3, 2012**

- b) 3-year Class Schedules: ***The schedules from each department will be consolidated into semester schedules from Fall 2012 to Spring 2015 and e-mailed to Cynthia. They will be presented at the next meeting for approval. The schedules are subject to change and will be updated as needed.***
- c) 3-year Academic Calendars: ***The academic calendars need to be approved at the next meeting.***
- d) Credit by Exam: Some major points from the student services division: If Academic Council is going to propose a policy, a clear timeline of when students can do the credit by exam for NDU courses needs to be determined. Cynthia did research on other institutions and found that policies for credit courses do not apply to preparatory, developmental, or non-degree courses. The College offers math and English NDU courses to help students develop the skills they need to move to college-level math and English courses. Is the College prepared to give students, who do not have the proficiency level for college-level math and English, the option of testing out of math and English NDU courses and go straight into college-level math and English courses and deal with the results?

With the current policy for credit by exam, students who wish to challenge a course once they are enrolled in the course must pay a fee for the credit by exam in addition to the tuition and regular fees for the course. If they do not pass the exam, they cannot stay enrolled in the course for that same semester – they have to wait until the next semester to re-enroll in the same course. If this same policy is applied to NDU courses, it will be an additional cost to students. The Vice Chair stated that a credit by exam policy for the NDU courses would be the same as a credit by exam policy for credit courses. Cynthia replied that because the credit by exam policy does not apply to NDU courses, when a student takes a placement test and places at, for example, EN 083/084 and it is determined after taking the diagnostic test during the first week of instruction that they were placed in the wrong English NDU course, can complete an add/drop form to drop the EN 083/084 course and enroll in the correct NDU-level or college-level English course without having to pay the additional credit by exam fee. Or if it is determined after taking the diagnostic test that the student was placed in the correct NDU course but did not pass the exam for the next level course, may continue enrollment in the EN 083/084 course without having to wait until the next semester to re-enroll in the same course.

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) A.A.S. in Hospitality Management IDP **Tabled**
 - ii) Revised IDPs **Tabled**
 - (1) Review of electives
- 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) MA 132: 3-year periodic update. **Dr. Griffin moved to approve the MA 132 with additional changes. Rosa seconded. Motion carried.**
 - ii) MA 161: Textbook edition change. **Dr. Griffin moved to approve the MA 161 course guide as is. Rosa seconded. Motion carried.**
 - iii) MA 192: 3-year periodic update. Textbook edition change. Update of calculator type. **Dr. Griffin moved to approve the MA 192 course guide with additional changes. Thomas seconded the motion. Motion carried.**
- d) New: None

7) New Business

- a) Faculty Workloads: Departments should submit workloads as soon as possible.

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 3, 2012

- b) Staggered Course Assessment: How is this process being evaluated? How are we closing the loop on the staggered course assessments? The Evaluation Committee of the Academic Council (ECAC) needs to meet to discuss how this will be done. Velma asked if the general education outcomes could be included in column 2 of the Form 1 (5-Column Model) to show alignment with the student learning outcomes (SLOs). The AC Chair asked Velma to produce a sample of how the form will look with the added information. The sample will be forwarded to the programs to see if the general education outcomes have already been included in Form 1. ***The first three columns of Form 1 (5-Column Model) should be submitted to the dean's office by the third week of each semester.***
- c) Course Substitutions: Course substitutions should be at the discretion of the academic advisor, but there should be a list of course substitutions for each department. Dr. Griffin asked if there was a policy on course substitutions. Cynthia stated that she has not seen a policy for course substitutions. OAR requires the approval of the department chair and the dean of academic programs and services for course substitutions. In addition, if a student is trying to enroll in a course but does not meet the course's prerequisite but the advisor feels that the student is ready to take the course and wishes to use another course to substitute for the prerequisite needs to justify the request for course substitution and obtain the approval of the department chair and the dean.
- d) Spring 2012 Final Exam Schedule: Lisa expressed a concern about instructors holding final exams during final exam week. The week before final exam week should be "dead week" when no major projects or final exams are given. She mentioned there is a final exam policy that states that all classes will have a final exam during final exam week. Any exceptions must have prior approval of the department chair and the dean of academic programs and services. The AC Vice Chair replied that the dean usually sends an e-mail to the departments about final exams and final exam week. The Vice Chair noted that courses that meet Monday through Thursday are not on the final exam schedule, but that the Languages & Humanities Department who has these types of courses usually works out their final exam days. ***This item was tabled until the next meeting for further discussion and approval.***
- e) Spring 2012 Graduation: Attendance at graduation is mandatory. If someone cannot attend the graduation, they need to inform the dean. Graduation is on May 19th. Dr. Griffin recommended that faculties be more actively involved in the graduation ceremony. ***There was a request that an e-mail be sent to all College employees of a list of graduation committee members and to ask for volunteers for the committee. The graduation committee will meet today, February 3^d, in the HR conference room.***
- f) Summer 2012 Classes: How many sessions are we going to offer for summer 2012? ***This item was tabled until the next meeting for further discussion and recommendations to Management Team.***
- g) Green Sheet Week: This is also known as **academic advising week** and will occur **March 26-30, 2012**. **Dr. Griffin moved to approve these dates. The AC Chair seconded the motion. Motion carried.**
- h) Recommendation for Department Chairs/SOE Acting Director to have summers off: There is a concern about who will be on campus to take care of summer courses and other events that may happen. Another concern is that staff are expected to perform their regular job and are asked to teach for "free" while it is being proposed that department heads be given the summers off. How is the College saving money if department heads are off during the summer, but other individuals need to be "hired" to take care of summer duties and responsibilities?

Lisa mentioned that the College of Micronesia has 10-month contracts for all employees and during the summer it has limited contracts for those who are willing to work during the summer; other schools have a separate division for the summer – a coordinator will take on the department chair's responsibilities or work with the department chair to cover the summer session.

Lisa mentioned that employees who are on 12-month contracts have higher salaries because they work throughout the summer. How will this affect their salaries if they get summers off?

There are usually four sessions for the summer. Dr. Griffin recommended we offer fewer sessions and course sections so that courses get filled.

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 3, 2012

The recommendation for department heads to have summers off was discussed in a Management Team meeting. ***Send feedback on this recommendation to the AC Chair.***

- i) Honorary Degrees Policy 309.1: This is a new policy and feedback is important. ***This item was tabled until the next meeting for further discussion and recommendations to Management Team.***

8) Adjournment

Meeting adjourned at 10:28 a.m. Next meeting will be on Friday, February 10, 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.”