

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 13, 2012

Approved 4/20/12

DATE: April 13, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

Voting Members Present:

James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)

Roy Greenland, Acting Director, School of Education (SOE)

Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.

Non-Voting Members Present:

None

Others Present:

John Cook, President, Faculty Senate

Lisa Hacskeylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)

Lauren Jardinero, Student Officer, Associated Students of NMC (ASNMC) (Proxy for Antonette Castro)

Barnaby Lizama, Outreach Counselor, Counseling Programs & Services (Proxy for Timothy Baker)

Gina Tomokane, Administrative Manager, Sciences, Mathematics, Health & Athletics Dept. (SMHA) (Proxy for Dr. Alfredo De Torres)

Judy Torres, Instructor/Program Coordinator, Criminal Justice Program, Social Sciences & Fine Arts Dept. (SSFA) (Proxy for Thomas Sharts)

Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:10 a.m.

1) Review and Adoption of April 13, 2012 Agenda

The following changes were made to the agenda:

Table under Course Guide Review: c) Modifications i) ED 450 ii) BI 251 iii) BI 252 iv) NU 105 v) NU 124 vi) NU 209

Table under Course Guide Review: d) New i) ED 454

The agenda was adopted with changes. All voting members seconded the motion. Motion carried.

John asked that New Business be moved under Old Business. The AC Vice Chair approved the request.

2) Review and Adoption of the following Minutes

a) March 30, 2012

The March 30, 2012 minutes were adopted without changes. All voting members seconded the motion. Motion carried.

3) Announcements

None

4) Old Business

a) Summer & Fall 2012 Academic Calendars: The only changes to the academic calendars were the registration dates. May 17th-18th is registration for summer extended session due to Professional Development Days (PDD) being on May 15th-16th. Fall late registration is August 17th (Friday).

Roy asked if students who work could also be allowed to register early because the time for registration conflicts with their working hours. There was a concern that other students who do not work will ask if they could also register early. Another concern was how could we verify that a student is working? Another suggestion was to have students register by the number of credits they have earned instead of by their PowerCAMPUS (PC) number. Some students who have a higher PC number are more diligent than students who have a lower PC number and therefore may have earned more credits. It was noted that in a Registration Committee meeting, it was mentioned that determining which students could register first by the number of credits earned would be more difficult and time consuming than by dividing the PC numbers into 3-4 days of registration. Another suggestion would be to have seniors and juniors register first, then sophomores and freshmen.

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Another recommendation was to do registration by department. The main concern is that students who are closer to graduation be given the priority to register first for the classes they need. ***The AC Vice Chair will bring this issue to the next Registration Committee meeting for consideration. Besides the concern about early registration, the Summer and Fall 2012 Academic Calendars were approved.***

- b) Summer 2012 Minimum Course Enrollment: Roy stated that at the Management Team (MT) meeting, David Attao, Dean of Administration, reported that the minimum enrollment to break even is 21. This average takes into consideration the instructor's salary and all overhead costs (utilities, facilities maintenance, etc.). It was noted in the AC meeting that 21 is an unrealistic number to expect of a minimum course enrollment.

It was mentioned in the MT meeting that tuition could be raised to meet financial shortfall and because other colleges (Guam Community College (GCC) and University of Guam (UOG)) have raised tuition to meet the changing economic times. Discussion followed that tuition could be gradually raised over time so it does not have a huge impact on the students if tuition was suddenly significantly raised.

- c) Summer 2012 Prorated Pay Based on Enrollment: **Tabled**
- d) College Hour: Lauren was asked to check with ASNMC as to what exactly are they asking for regarding College Hour. What does ASNMC plan to do during College Hour?
- e) Teacher Candidacy Application: **Tabled**

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans: None
- 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) ED 450 **Tabled**
 - ii) BI 251 **Tabled**
 - iii) BI 252 **Tabled**
 - iv) NU 105 **Tabled**
 - v) NU 124 **Tabled**
 - vi) NU 209 **Tabled**

 - vii) ED 480: **Judy moved to approve the ED 480 course guide without changes. Gina seconded the motion. Motion carried.**
- d) New
 - i) ED 454 **Tabled**

7) New Business

- a) NMC Course Enrollment from Summer 2009 to Spring 2012 (data from Lisa of OIE): Lisa already distributed this data to the academic department chairs. ***The AC Chair needed discuss this data and therefore it will be tabled until the next meeting.***
- b) Overloads and Adjuncts Prorated Pay Based on Enrollment: **Tabled**
- c) Common Core State Standards (handout): There is a movement in the educational system to get K-12 core standards aligned with higher education core standards. The AC Chair received these standards on her trip to Washington, D.C. with Lorraine Cabrera, Director of Adult Basic Education (ABE). ***There is a teleconference with McRel (Mid-continent Research for Education and Learning) on April 24th. It was recommended that the AC Chair could check if she could participate in the teleconference and ask questions regarding this matter.***

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- d) Evaluation of Course Offerings by Roy Greenland: This matter was discussed in the MT meeting. Review course offerings and try to find ways to cut cost. Each academic department needs to evaluate its course offerings to determine which courses can be cut, combined, and/or stacked.
- e) Class Schedule Deadline: Recommendation to have a draft class schedule for two months, then have it finalized and submitted to the Office of Admissions & Records (OAR). ***The AC will wait for the AC Chair for further discussion of this issue.***
- f) Online Course Concerns: Students with more experience are doing better in online courses than newer students. ***The AC will wait for the AC Chair for further discussion of this issue.***

8) Adjournment

Meeting adjourned at 11:05 a.m. Next meeting will be on Friday, April 20, 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.”