

# Northern Marianas College

## Final Approved Copy of the Minutes of Academic Council Meeting

**Memorandum:** For your information, attached is a copy of the final approved minutes of the Academic Council meeting of December 10, 1999.

Electronic copies to:

NMC Branch Administrator, Rota  
NMC Branch Administrator, Tinian  
Vice President, Jack Sablan  
Dean of Instruction, Dr. Barbara Moir  
Dean of Continuing Education & CREES, Ed Camacho  
Dean of Education, Roy Fua  
Director of Admissions and Records, Janice Tenorio  
Academic Advising Coordinator, Lisa HacsKaylo

Members of the Academic Council:

Dr. Jack Angello, Director, Apprenticeship Trades, Academic Council Chair  
Chas Algaier, Director, School of Education, Academic Council Vice-Chair  
Jim Holan, Acting Dean, Arts & Sciences; and Chair, English Department  
Debbie Raumakita, Director, Nursing Department  
Ed Zehr, Chair, SSFAH

Photocopies to:

NMC Archives  
Academic Council Archives  
Vince Riley (for Archives Loose Leaf Binder)

**First Draft Copy of the Minutes of the Academic Council Meeting  
on 10 December 1999**

DATE: Friday, 10 Decvember 1999

TIME: 1:00 to 2:00 p.m.  
PLACE: V-108 Classroom

## AGENDA

1. Review and adoption of 12/10/99 agenda
2. Review and adoption of any previous meeting minutes
3. CT Curriculum Action Requests (Course Guides): Vince Riley and Chair
4. Old Business
5. New Business
6. Items for next Agenda
7. Adjournment

### Attachments:

1. None

## MINUTES

Vice-Chair Chas Algaier called the meeting to order at 1:05 pm in the V-108 Drafting Classroom. Members present were Chas Algaier, Vice-Chair (representing the School of Education), Melody Actouka (new member representing Continuing Education, replacing Dr. Jack Angello), Ed Zehr (representing Instruction), Jim Holan (representing Instruction), Kurt Barnes (new member representing Instruction, replacing Debbie Raumakita) and Vince Riley was present as recorder. Bruce Johnson (from Languages/Instruction) was present to orient himself to the Academic Council, as Jim Holan will be stepping down as Languages Department Chair at the end of this semester.

### **1. Review and adoption of agenda for today's meeting:**

**ACTION #1:** It was moved, seconded and unanimously approved to accept the Agenda, with the following modifications:

- a. Item #2, Review and adoption of previous meeting minutes, was postponed to the next meeting;
- b. Item #3, Curriculum Action Requests, were postponed to the next meeting;
- c. Item #5, New Business, would focus on discussion for the election of a new Academic Council Chair.

### **2. Review and adoption of previous meeting minutes:**

Postponed to the next AC meeting.

### **3. Curriculum Action Requests (Course Guides):**

Postponed to the next AC meeting.

#### **4. Old Business:**

No old business was discussed.

#### **5. New Business:**

Because of the expiration of terms of AC members at the beginning of this academic year, including the former AC Chair, and the appointment or reappointment of members by the President, it is now necessary to elect a new AC Chair. However, it was noted that this meeting was not a good time to do so, since two or three of the newly re-appointed members may be leaving the Council at the end of this term. Jim Holan will be returning to teaching full-time, and Bruce Johnson has been appointed to replace him as Languages Department Chair. Because Dean Roy Fua has resigned from NMC and will be returning to Samoa, his position will be vacant, and Chas Algaier has applied for that position. Should he receive that appointment, he would no longer be Director of the School of Education, and would technically be unable to continue serving as Vice-Chair, or even serving on the Academic Council itself. Kurt Barnes will at the end of this month cease as Acting Chair of the Sciences & Mathematics Department, but will continue to serve as Chair of the Health & Physical Education Department which was approved by the Board of Regents last summer. He will, of course, be eligible to continue on the Council, but it is not clear if a role on the AC might be assigned to the incoming Chair of the Sciences and Mathematics Department.

**ACTION #2:** It was moved, seconded and unanimously approved to postpone the election of a new Chair (and possible Vice-Chair) until after the President has appointed new members to full AC terms.

Members also discussed some of the tasks involved in the Academic Council process, which have devolved on Vince Riley, who will shortly be leaving his appointed position with the Academic Council as custodian. Since the departure of Debbie Diaz a year ago, he has been acting as Recorder. He has also been responsible for English and Format review (EFR).

It was felt that the AC needed an English and Format Reviewer who was long-term, for consistency. Someone should be recommended with the time and qualifications needed to carry out these functions. After next semester, course loads of qualified instructors could be checked to see who might have time enough to carry out these functions.

Regarding the role of the Recorder, it was suggested that the role might be rotated among the secretaries and administrative officers for the different departments whose Chairs sat on the Council.

There seemed unanimous agreement that the task of Custodian of the Academic Council records should fall either to the Administrative Officer for the Dean of Instruction or the Secretary to the Vice President, since the Course Guides are kept near those offices.

**ACTION #3:** It was moved, seconded and unanimously approved to postpone the reorganization of Academic council functions to the next meeting

**6. Agenda Items for next meeting (January 21, 2000)**

Election of Chair (and Vice-Chair?)

Reorganization of Academic Council functions

Construction Trades Course Guides: CT 110, CT 112, CT 120, CT 130, CT 190-CT 192

ID 110 Course Guide

Adjournment: 1:45pm