

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 February 24, 2000.

Electronic copies to:

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

Members of the Academic Council:

Melody Actouka, Director, Extended Programs, Academic Council Chair;
Kurt Barnes, Chair, Health & Physical Education, Academic Council Vice-Chair;
Bruce Johnson, Chair, Languages Department; Sallie Sablan, Director, School of
Education; Ed Zehr, Chair, SSFAH

Photocopies to:

NMC Archives

Academic Council Custodian

Christy Schweizer (for Custodian Loose Leaf Binder)

Final Minutes of the Academic Council Meeting on Feb. 25, 2000

DATE: Thursday, February 25, 2000
TIME: 3:30PM
PLACE: Teacher's Lounge

AGENDA

1. Election of Chair and Vice-Chair
2. Review of Sept. 03 minutes and review and adoption of Oct. 1, 1999 minutes
3. Deciding regular meeting time
4. Other Issues

Attachments

1. Final minutes of Sept. 03 and Oct. 01 meeting

MINUTES

The outgoing Vice-Chair, Chas Algaier, called the meeting to order at 3:37pm and welcomed all the members. Present were Melody Actouka (representing Continuing Education), Ed Zehr (representing Instruction), Kurt Barnes (representing Instruction), Bruce Johnson (representing Instruction), and Sallie Sablan (representing the School of Education), constituting a quorum. Danny Wyatt was present as the English & Format Reviewer, Vince Riley as out-going Recorder and Custodian and Christy Schweizer as the present Recorder and Custodian.

1. Election of Chair and Vice-Chair:

Melody Actouka, Bruce Johnson and Ed Zehr were nominated for Chair. Ed declined the nomination.

Action #1: A vote was taken with Melody being elected Chair.

Kurt Barnes was nominated for Vice-Chair, there were no other nominations.

Action #2: By acclamation, Kurt was elected Vice-Chair.

2. Review of Sept. 03 minutes and review and adoption of Oct. 1, 1999 minutes:

Discussion of Sept. 03 minutes showed some confusion in the wording in #6 Old Business. Vince will change the wording on the N Drive copy of the minutes.

In the Oct. 01 meeting minutes that were passed out, a paragraph was missing. An amendment was made.

Action #3: Approval of Oct. 01 minutes with the modifications.

The Oct. 29, Nov. 12, and Dec. 10 minutes are in long hand and will be typed up in the next week and the drafts can be found on N Drive. Vince and Ed went over the high points of these meetings to inform the new members on the past actions of the Council.

Bruce Johnson asked if he could introduce Danny Wyatt since Danny had a class to teach and needed to be excused. Danny has been hired as the English & Format Reviewer (EFR) for the Academic Council. Bruce explained that Danny will be working with the English and format of the Course Guides, not the content. The EFR is not required to attend the AC meetings on a regular basis but would be happy to meet with the Council if needed. Danny will give accepted Guides to the Chair to present at the meetings and the rejected Guides will be given back to the Department from which they originated. Vince gave a quick rundown of the various stages of the approval process for a Course Guide.

3. Decide regular meeting time:

A poll was taken to see when everyone would be available.

Action #4: Meetings will be every other week on Thursday at 2:30PM in the Teacher's Lounge.

4. Other Issues:

There was lengthy discussion as to the correct and proper flow of modification to a Course Guide. It was felt that the originating department's Chair should give the CG to Danny to review, after it has passed

Division review and has been signed by the Dean. If it is accepted, Danny will give the CG to the Council Chair. Concerning reading and writing rights on N Drive, it was felt that the Chair, Vice, EFR and Recorder should be the only ones allowed to write to N Drive. Vince will inform Information Systems of these changes and the new Academic Council members. Before the next meeting, the Recorder will run off copies of the *Guide to Preparing Program a Proposals & Course Guides* for distribution to all members who don't have a copy.

5. Items for Next Agenda:

- Approval of minutes from 1999 Council meetings
- Update and revise the handbook for *Preparing Program Proposals & Course Guides*
- Follow up on status of the DPS Academy Basic Police Certificate courses discussed in previous meetings

Meeting adjourned at 4:45PM