

Academic Council Meeting Minutes **May 13, 2004**

Members present: Ed Lieberman – School of Education; Jeff Willden – Business; Tom Colton – Languages and Humanities; Lynda Rowe – Social Sciences and Fine Arts; Glenn Keaton – Sciences, Math, and Vocational Technology; Lois Gage – Nursing; and Tony Satur – Human Performance and Athletics

Members absent: None

Staff and Faculty present: Lourdes Villazon as recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 1:05 pm.

1) Minutes

The May 6, 2004 minutes were accepted without changes.

2) Agenda

The May 13, 2004 agenda was accepted with changes:

Add item d *NDU TF* under old business

3) Old Business

a) Disability statement

Dr. Lamkin submitted the following disability statement for the catalog. Council approved.

Disability Support Services (DSS) Program

The mission of the Disability Support Services is to provide a rewarding learning experience for students with disabilities at the Northern Marianas College.

Disability Support Services (DSS) functions as the focal point for coordination of services and auxiliary aids for students with disabilities. In compliance with Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, any enrolled student in academic (undergraduate and graduate) and non-academic programs as well as employed individual at the Northern Marianas College who has an appropriately documented physical, emotional, mental or sensory disability which “substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning and working,” is eligible for services from DSS.

The Disability Services Coordinator (DSC), who also functions as a Counselor and Academic Advisor, assists students in identifying and achieving educational goals; assesses students for Assistive Technology needs; determines reasonable accommodations; and coordinates services (on campus and in community) for student support.

A student must identify himself/herself as an individual with a disability (physical, emotional, mental or sensory) and provide appropriate documentation of his/her disability in order to receive services.

Accommodations are determined for each student on an individual basis and may include but not limited to: assistive technology devices (magnifiers, TTY, tape recorders, closed captioning, alternative keyboards, etc.); alternative testing services (quiet testing location, additional time, use of computers, scribes, test modification); classroom relocations; accessible chairs/tables; instructional materials in alternative print format (audio-taping, enlarged print); early/priority registration; Sign Language Interpreters; note-taking; readers; and tutors.

Following are the services provided by DSS: Pre-admission counseling; academic/transfer advisement; academic/personal counseling; reasonable accommodations; campus and classroom accessibility information; liaison with College services; training and awareness on self-advocacy, self-determination, independence, assistive technology, health and other disability-related issues to students with disabilities; workshops on disability-related issues to Instructors, advisors, staff and students; process tutoring/learning strategies, content tutoring and learning strategies series; assistive technology assessment; assistive technology resource center; information and referral; recreational services; and transition services.

For more information regarding DSS, please contact Celia B. Lamkin, M.D., Disability Services Coordinator, at (670) 234-5498 ext. 1322 or visit the DSS office located in Building I adjacent to the NMC Snack Bar. For TTY user, please call (670) 234-369.

Students are advised to contact the Disability Services Coordinator at least one month before the beginning of the term so there will be time to plan and arrange for accommodations.

- b) School of Education
 - i) ED110 Introduction to Teaching and Participation CG
Item tabled
- c) Business Administration IDPs
 - i) International Business Emphasis
The council moved, seconded and unanimously approved to recommend the Individual Degree Plan for **International Business Emphasis** with pending changes.
 - ii) Accounting Emphasis
The council recommended replacing the Arts and Humanities requirement with Economics. Department will resubmit.
 - iii) Business Management Emphasis
The council recommended replacing the Arts and Humanities requirement with Economics. Department will resubmit.
 - iv) Computer Applications Emphasis
The council moved, seconded and unanimously approved to recommend the Individual Degree Plan for **Computer Applications Emphasis** with pending changes.
 - v) Office Technology Administration Emphasis
The council moved, seconded and unanimously approved to recommend the Individual Degree Plan for **Office Technology Administration Emphasis** with pending changes.
 - vi) Sales and Marketing Emphasis
The council recommended replacing the Science requirement with Economics and replacing the requirement of MA132 or higher with MA151.
- d) NDU TF
Upon the council's agreement the P, NP, TF grading system approved on the 4.29.04 meeting will take effect beginning Summer 2004. Students who receive a TF will not be allowed to enroll in the same NDU course the following semester without the permission of the instructor or the

department chair. Math and Language instructors will be informed to include this message on their syllabi informing the students of this new grading system.

- 4) Other Issues
 - a) Course guide template
Improvements made.
 - b) Course guide web template
Item tabled.
 - c) Introduction to Computers and transfer students
Item tabled.
- 5) New Business
 - a) Business course guide
 - i) MG238 Business Law
Item tabled.
 - b) Election of representative to the Leadership Council
Item tabled.
- 6) Schedule of next meeting

The next meeting is scheduled for May 20, 2004. The meeting adjourned at 2:08pm.