

Northern Marianas College
ACADEMIC COUNCIL
Minutes of December 4, 2008

DATE: December 4, 2008

TIME: 2:00 p.m.

PLACE: BOR Conference Room

Voting Members Present:

Dr. Debra Cabrera, Dean of Academic Programs & Services, AC Chair
Mark Haag, Chair, L & H Dept., AC Vice Chair
Frank Sobolewski, Chair, SSFA Dept.
Pasquana Calvo, Acting Chair, Nursing Dept.
Glenn D. Keaton, Chair, SMHA
Cynthia DLGuerrero, Director, SOE
Leo Pangelinan, Director, CPS

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Meeting called to order at 2:10pm.

1) Review and Adoption of December 4, 2008 Agenda

Table all course guide reviews except items: IV-X), Under announcements: a) Internet use b) program review c) WASC Supplemental Report, Under new business: a) academic vice-chair
Agenda adopted with changes

2) Review and Adoption of the following Minutes:

- a) May 29, 2008 – Table
- b) June 26, 2008 – Table
- c) July 10, 2008 – Table
- d) August 7, 2008 – Table
- e) September 11, 2008 – Table
- f) November 20 & 26, 2008 - Table

3) Announcements

- a) Internet Use
There is a policy on internet use at NMC. Chair requesting departments to refrain from using internet for personal work. IT/Pres will be sending something out about this issue.
- b) Program Review
Show cause report is not a public document. We are submitting a progress report to show what we've done or said we will do since the October 15th report. The Dean will be emailing the template for PROAC to be used at the program level. We will use this to evaluate actions taken based on program review. Also as a reminder, not to forget the 5 column course assessment due at the end of this month (December).
- c) WASC Supplemental Report:
Due end of the month. Board to review report on December 29th. This report should be sent to WASC before Dec. 31st. Any assistance is greatly appreciated for this report.

4) Old Business

- a) AC Council Bylaws
Change registrar to director as a non-voting member. AC Board Policy 3008: Needs to be reviewed/updated. Look at AC bylaws and put something in writing that needs to go in the handbook. Key sections: Preamble,

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membership & voting, functions & responsibilities for the supplemental report. Handbook will go before the governance process.

- b) Transfer in of Foreign Language Courses:
No one has made any comments to what was sent out. Request to move this for next meeting (Rose will re-write recommendation). Mark to make editing for AC for approval next meeting. Comments also to be made before AC meeting.
- c) Advance Placement Policy
Leo sent out proposal on this issue. Some changes recommended. Leo will re-do suggestions for final approval. In bold needs to be included on the policy. (see bold sentence). Any course(s) waived do not count towards meeting the minimum number of credits required for any NMC degree or certificate program. **Motion to adopt with changes on this proposal was made, seconded and adopted**
- d) 2008-09 Catalog Update: Winner for the art competition "Robert Guerrero".

5) Department Request to Place Program(s) on Inactive Status

6) Course Guide Review

- a) Course Guide Stop Out
- b) Course Guide Cancellation
- c) Course Guide Update
 - i) ED 141 and ED 215 (Tabled)
 - ii) CS 227 and CS 246 (Tabled)
 - iii) EC 211 (Eric, email revised CG as recommended for next AC meeting)
 - iv) EC 212 (Eric, email revised CG as recommended for next AC meeting)
 - v) MG 232 (Eric, email revised CG as recommended for next AC meeting)
 - vi) MG 233 (Eric, email revised CG as recommended for next AC meeting)
 - vii) MG 250 (Eric, email revised CG as recommended for next AC meeting)
 - viii) TS 101 (Eric, email revised CG as recommended for next AC meeting)
 - ix) TS 185 (Eric, email revised CG as recommended for next AC meeting)
 - x) CJ 103, CJ 150, CJ 200, CJ, 225, CJ 251 and LW 106.
Update SLO, assessment & textbook edition. Concerns addressed on course guides were readability level, placement level, pre-requisites, course sequencing, SLOs and assessment measures. Frank and Judy will need to work on these CG before putting back on the agenda.
 - xi) JA 100, JA 101, JA 102, and SP 101
- d) New Course Guide
 - i) TS 103 Introduction to the Hospitality Industry (Eric, email revised CG as recommended for next AC meeting)
 - ii) TS 182 Courtesy and Guest Relations (Eric, email revised CG as recommended for next AC meeting)

7) New Business

- a) Academic Vice-Chair
Frank Sobolewski motioned for Mark Haag to continue as Vice-Chair for AC. Cyndi DLGuerrero seconded. 5 vote yes..1 abstain.

8) Adjournment

Meeting adjourned at 3:25pm.

"In order to foster a better informed and cohesive college community, NMC faculty, staff and students are welcome to attend."