

Northern Marianas College
ACADEMIC COUNCIL
AGENDA Minutes of December 11, 2008

DATE: December 11, 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

Glenn D. Keaton, Chair, SMHA

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept.

Cynthia DLGuerrero, Director, SOE

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 11, 2008 Agenda

Under new business; a) AS Nursing & BS Elem Education

Under CG Update: IV.) Table items IV

Moved to adopt agenda with changes, seconded and adopted by majority vote.

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

g) December 4, 2008

Moved to adopt minutes of 12/4/08 without changes, seconded and adopted by majority vote.

3) Announcements

a) Update for PROAC:

ELI, CJ, NRM, Nursing has sent updates for PROAC.

b) Course Assessment:

Course assessment deadline Dec. 29th.

c) Course Evaluation:

The Chair asked admin managers to extend evaluation period up to Saturday which is the last day of Instruction. Suggestion to set one day to use lab to do evals but it's a waste of time.

d) Off-Island Hires

Spring 2009 Semester. Span of hiring process is quite lengthy. If we're not hiring off-island, then we shouldn't even do interviews. This is discriminatory matter (EEOC). This will force us to focus on adjuncts/overloads which will affect budget.

e) Assembly Meeting in D-1

President has called a College Assembly tomorrow to address governance structure & process, and description of these various bodies. Scheduled for 10am instead of 9:30am in D-1.

4) Old Business

a) AC Council Bylaws:

Our AC bylaws and preamble still needs work but will be done at a later time. For now, the Chair needs approval to change the registrar as non-voting member of AC to director of admissions. Glenn motioned the request, seconded by Mark. Adopted by majority vote. With this, the Chair will email Keane of OIE the latest update on AC bylaws.

b) Transfer in of Foreign Language Courses

The transfer in of Foreign Language Courses was reviewed. Glenn made a motion to approval the proposal, seconded by Mark. Motion was adopted by majority vote.

Approved: 12/23/08

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- c) Advance Placement Policy:
For foreign language, NMC needs to include Japanese & Chinese since we offer these. Mark will make changes and send to Leo & AC.
- d) 2008-09 Catalog Update:
Leo was not available to make comments.

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

- a) Hemodialysis on Inactive Status for next meeting

6) Course Guide Review

- a) Course Guide Stop Out
 - i) NU108 & NU 109 on Inactive Status for next meeting
- b) Course Guide Cancellation
- c) Course Guide Update
 - i) ED 141 and ED 215
 - (1) *ED 141*: To include & modify section 10 (Assessment). No details in the assessment. SLOs are weak with words "describes". Page numbering needs corrections. Returned and to email revision for next meeting. Cyndi & Frank will bring changes to Sallie.
 - (2) *ED 215*: Page numbering issue. Pre-reqs should be under course description. SLO's "identified & developed". Glenn: motioned to adopt with changes, seconded: Motion rescinded. Return for further research on requirement for certificate program.
 - ii) CS 227 and CS 246 (Tabled)
 - iii) EC 211, EC 212, MG 232, MG 233, MG 250, TS 101, TS 185
(Eric needs to email revised course guides as recommended for next AC meeting)
 - iv) CJ 103, CJ 150, CJ 200, CJ 225, CJ 251, LW 106 (**Tabled**)
 - v) JA 100, JA 101, JA 102, and SP 101
 - (1) *JA 100*: Glenn motioned to adopt with changes; Cyndi seconded; adopted by majority vote. Something to consider – CDI to offer the class.
 - (2) *JA 101*: Glenn motioned to adopt with changes; Cyndi seconded; adopted by majority vote.
 - (3) *JA 102*: Glenn motioned to adopt with changes; Pas seconded; adopted by majority vote.
 - (4) *SP 101*: Glenn motioned to adopt without changes; Frank seconded; adopted without changes by majority vote.
- d) New Course Guide
Eric needs to email revised CG as recommended for next AC meeting.
 - i) TS 103 Introduction to the Hospitality Industry (pending Eric)
 - ii) TS 182 Courtesy and Guest Relations (pending Eric)

7) New Business

- a) Advertisement on AS Nursing & BS in Education
Pre-Elementary and Pre-Nursing is not a degree. Rose request that these be removed from our admissions application. Motioned to remove these two in the admissions application (teacher candidacy and pre-nursing), it was seconded and adopted by majority vote to delete from NMC publications as well.
- b) Next AC meeting:
No meeting next week due to finals but would like to meet Tuesday morning, 12/23/08.
- c) Early Registration Time:
 - i) SOE Graduates & other degree January 8th (1-5pm)
 - ii) Friday, January 9th from 9am-6pm.
 - iii) To include on the agenda:
Advising vs Counseling and Dept. Chairs responsibility for advising & registration.

8) Adjournment

- a) Meeting adjourned at 3:20pm

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