

**Academic Council
November 6, 2008 Meeting Minutes
2:00 p.m. N-5**

Members Present:

Mark Haag, Chair, Languages & Humanities, *AC Vice-Chair*

Pasquana Calvo, Acting Chair, Nursing

Rosaline Cepeda, Director, Office of Admissions & Records

Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics

Eric Plinske, Chair, Business

Frank Sobolewski, Chair, Social Sciences & Fine Arts

Members Absent:

Dr. Debra Cabrera, Dean of Academic Programs & Services, *AC Chair*

Maria Aguon, Program Coordinator, Tinian Instructional Site

Adrian Atalig, Director, Information Technology

William Castro, Director, Office of Institutional Effectiveness

Cynthia Deleon Guerrero, Director, School of Education

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness

Martin Mendiola, Program Coordinator, Rota Instructional Site

Ivan Mereb, ASNMC President

Leo Pangelinan, Director, Counseling Programs & Services and Acting Dean of Student Services

Melena Slaven, Director, Rehabilitation & Human Services

Joyce Taro, Administrative Manager, Office of the Dean of Academic Programs & Services

Others Present:

Loly Kingzio, Administrative Manager, Academic Programs & Services (proxy for Joyce Taro as Recorder)

Meeting called to order at 2:18 p.m.

1) Review and Adoption of the November 6, 2008 Agenda

- a) Add under Announcements the following: LSAMP Program evaluator is on island visiting the NMC Saipan Campus.

AC voted and adopted the agenda with the above revision.

2) Review and Adoption of the following Minutes

- a) May 29, 2008: Tabled
- b) June 26, 2008: Tabled
- c) July 10, 2008: Tabled
- d) August 7, 2008: Tabled
- e) September 11, 2008: Tabled
- f) October 23, 2008
- g) October 30, 2008

AC voted and approved the October 23, 2008 meeting minutes. The October 30, 2008 meeting minutes were approved with minor editorial changes.

3) Announcements

- a) Carol Mary, from Hawaii, is on island to assess and evaluate how the Louis Stokes Alliances for Minority Participation (LSAMP) Program and grant funds are being managed. The general purpose of the program is to promote underrepresented minority students in the science and mathematics area. It assists each student in obtaining his or her baccalaureate degree in science, technology, engineering, and mathematics by offering a scholarship of \$40,500 per student per year (the student must attend an institution that participates in the LSAMP Program). The Sciences, Mathematics, Health & Athletics Department has been a part of the program for 4 years. The program allows the department to hire science lab aides (work-study students), purchase books, and pay for a student's airfare to related conferences and the institution which the student will be attending.

4) Old Business

- a) 2008-09 Catalog Update
 - i) Leo Pangelinan sent the link for the online version of the 2008-2009 catalog to all NMC e-mail accounts. Any revisions must be submitted to Leo and Rosaline Cepeda by Friday, November 14, 2008.

Departments should submit their Spring 2009 class schedule to Rosaline by Friday, November 7th or Monday, November 10th.

- b) Assessment Update
 - i) General Education: Faculty should go over the General Education Outcomes with their students at least once. These outcomes are posted in all the classrooms.
 - ii) Course Assessment: All 5 columns of Form 1 (5-Column Model) should be completed and submitted to AC with an e-copy to PROAC by December 29, 2008.
- c) Liberal Arts Program: None

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

- a) Certificate of Completion / Achievement in Basic Corrections Officer
- b) Certificate of Completion in Combined Law Enforcement (CLEA)

Although the above proposals were given to David Attao, Director of Community Development Institute (CDI), Frank Sobolewski has not received feedback from him.

AC voted and approved to put the above programs on inactive status.

6) Course Guide Review

- a) Course Guide Stop Out
 - i) CS 225
 - ii) CS 226
 - iii) CS 228
 - iv) CS 229
 - v) CS 240 Advanced Word Processing
 - vi) CS 248
 - vii) CS 249
 - viii) CS 256
 - ix) CS 260
 - x) MG 235
 - xi) MG 236
 - xii) MG 245
 - xiii) OA 101B
 - xiv) OT 100
 - xv) OT 105

- xvi) OT 110
- xvii) OT 115
- xviii) OT 125
- xix) OT 209
- xx) OT 210
- xxi) OT 211
- xxii) TS 160
- xxiii) TS 164
- xxiv) TS 165
- xxv) TS 166
- xxvi) TS 171
- xxvii) TS 175
- xxviii) TS 176
- xxix) TS 177
- xxx) TS 178
- xxxi) TS 181 Housekeeping Management
- xxxii) TS 183
- xxxiii) TS 186
- xxxiv) TS 188
- xxxv) TS 189
- xxxvi) TS 191
- xxxvii) TS 200
- xxxviii) TS 201
- xxxix) TS 205
- xl) TS 206
- xli) TS 208
- xl ii) TS 220
- xl iii) TS 253
- xl iv) HI 260

AC voted and approved to put the above 43 courses (CS 225 to TS 253) for the Business Department on stop out.

AC discussed the HI 260 History of Micronesia course and agreed to **move HI 260 from Course Guide Stop Out to Course Guide Cancellation.**

b) Course Guide Cancellation

- i) HI 260
- ii) AC 230b
- iii) CS 105
- iv) CS 106

AC voted and approved to put HI 260 for the Social Sciences and Fine Arts Department and AC 230b, CS 105, and CS 106, for the Business Department on cancellation.

- v) CS 132 Word Processing
- vi) CS 240 Advanced WordPerfect Including Desktop Publishing

CS 132 Word Processing and CS 240 Advanced WordPerfect Including Desktop Publishing have the same course alpha and number as CS 132 WordPerfect and CS 240 Advanced Word Processing that have been approved for stop out. Having two courses with the same course alpha and number but different course titles could be a problem with PowerCAMPUS.

Rosaline or Eric Plinske needs to check which of the courses in question are in PowerCAMPUS before AC can make an action for cancellation.

Because there was a class in N-5 at 3:30 p.m., AC tabled the remaining agenda items until the next meeting.

- vii) OT 206
- viii) TS 163
- ix) TS 181 Introduction to Housekeeping Techniques
- x) TS 190

c) Course Guide Update

- i) ED 141, ED 211, ED 215, ED 252, ED 253 course guide revisions
- ii) CE 250, CS 103, CS 140, CS 150, CS 222, S 227, CS 246, EC 211, EC 212, MG 206, MG 232, MG 233, MG 250, TS 101, TS 103, TS 182, and TS 185 course guide revisions

7) New Business

- a) Spring 2009 Academic Calendar: AC reviewed the Spring 2009 academic calendar. One change to the academic calendar is to include the schedules for the English and Math Placement Tests.

AC voted and approved the Spring 2009 Academic Calendar with the above change to include the schedules for the English and Math Placement Tests.

8) Adjournment

Meeting adjourned at 3:27 p.m.