

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of February 20, 2009**

**DATE:** February 20, 2009

**TIME:** 1:00 p.m.

**PLACE:** BOR Conference Room

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**Voting Members Present:**

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

Mark Haag, Chair, L & H Dept., AC Vice Chair

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept.

Cynthia DLGuerrero, Director, SOE

Larry Lee, Acting Chair, Business

**Non-Voting Members:**

Rosaline Cepeda, Director, OAR

**Others Present:**

Joyce Taro, Recorder

Dave Apatang, Bookstore Manager

Cyndy Tice, Instructor, Nursing Dept.

Lisa Hacskaylo, IR, OIE

Meeting called to order at about 1:30pm.

**1) Review and Adoption of February 20, 2009 Agenda**

Table items: 2a-e, 3a, 6a, 6c.ii-iv, 6d.i

Under announcements: add c) Course Completion Data

Under new business: add b) Children on Campus, c) Development of programs exit exams/tools and d) BE 110 College Life Skills Course

Motion to approve agenda as amended, seconded and adopted by the majority.

**2) Review and Adoption of the following Minutes:**

a) May 29, 2008, June 26, 2008, July 10, 2008, August 7, 2008, September 11, 2008 (Tabled – flash drive crashed) **Tabled**

b) November 20 & 26 2008 **Tabled**

c) December 23, 2008 **Tabled**

d) January 5, 2009, January 16, 2009 **Tabled**

e) February 13, 2009 **Tabled**

**3) Announcements**

a) Distance Learning (Bertha Leon Guerrero – IT) **Tabled**

b) “NMC Campus Tour and College Experience” (Rose Cepeda)  
Tour of students in the classroom. The chair will try to help ~~in~~ with this request.

c) Bookstore – Dave Apatang

Dave was introduced by the Chair to AC members. Dave gave a brief summary of why books have been delayed and that he apologizes for it. He ~~shared stated~~ -that issues had to be addressed first before more any book orders can be made. They had to start with inventory, ~~and~~ and audit issues and that they just ran out of time in placing the orders. They’ve learned from their mistakes and they will certainly do their best to accommodate faculty needs regarding textbooks & instructor manuals as well. He ~~shared-stated~~ that accounts payable was an issue with some vendors so payments in advance had to be made before books can be sent. This is because we don’t have a credit card to make purchases quicker. There was no exit report from previous managers and so this was a learning process. Dave will be emailing admin managers the new book order template and the deadline for Summer book orders to ensure that we get books in on time. Buy backs were not done last semester as well but they will do buy backs next semester. Mark requested ~~that~~ information on how much a book will be bought and in at what condition. We can’t control where students will buy their books (online, others, etc.) and that we should not be selling to others except for students until a certain period of time. Finally, it was asked that instructor’s manuals be included when books are new. Summer book order deadline is March 13<sup>th</sup>.

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d) Course to Course completion

Lisa informed everyone that Wil Maui is working with OIE to provide data from PC. We will need to produce in March this course to course completion data. She ask that departments assist in providing information. Let them know what are the course progressions you would like them to work on, and how students move from one course to the next such as course to course sequence through the program maybe. It was asked what is meant by course completion? It was clearly noted that it is passing with a "C" or better for a course.

Lisa shared some very interesting information about the degree of success and retention on CG ID115 (BE110). Lisa just wanted to have AC members read through the handout to think about in terms of college success and retention and how we can expand on it. The Chair also reinforced this recommendation as well.

**4) Old Business**

a) AC Council Bylaws

Our bylaws still need to be reviewed and make any recommendations. Larry and Mark are willing to take the lead on this.

b) Academic Calendar

i) Summer 2009

There was an email from Bruce Johnson recommending we have one 9 week session and two 12 week session or two 6 week sessions and two 12 week session. It was suggested to look at PSS' last day of school and first day of class for next school year. Cyndi ~~share~~ shared base on information available from PSS online calendar that June 15<sup>th</sup> is their last day, 16<sup>th</sup> is Prof Development and make up days up to the 19<sup>th</sup> of June. Tentative date of next school year for PSS is probably late August or early September ~~September 15<sup>th</sup>~~. It was suggested that maybe if we looked at course completion data for summer courses we could make decisions and that any 6 week courses will need to be justified and approved by AC. At this time, Summer Session start date is May 26<sup>th</sup> - Aug. 14<sup>th</sup>. (12 weeks)

ii) Fall 2009

Start date – the Monday that's closest to Aug. 21<sup>st</sup> and August 24<sup>th</sup> tentatively scheduled as 1<sup>st</sup> day of instruction.

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

a) Hemodialysis Technician Certificate of Completion (Table)

b) Nursing Assistant

i) Need more data on this certificate program. Frank ask that Deb take the lead in getting this finding solutions to this situation on miscommunication with CDI. Deb will ask Dave Attao to come in and discuss things and make clear what their role is through-out this process. The PL5-32/10-66 report may not be accurate because CDI offered the course. **Tabled for further research.**

**6) Course Guide Review**

a) Course Guide Stop Out

i) NU 108 Nursing Assistant **Tabled**

ii) NU 109 Hemodialysis Technician **Tabled**

b) Course Guide Cancellation

c) Course Guide Update

i) ED 141 and ED 215 – tabled until next meeting

ii) CS 227, CS 246 (Table)d

iii) EC 211, EC 212, MG 232, MG 233, MG 250 (Table)d

iv) CJ 150, CJ 200, CJ 225, CJ 251, LW 106 (Table)d

v) MA088, MA203 (Table)d

d) New Course Guide

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- i) TS 103 Introduction to the Hospitality Industry (Tabled)

**7) New Business**

- a) Book Order Concerns and Issues (David Apatang) – Moved under announcement.
- b) Children on Campus  
There were complaints from students about ~~kids-children~~ on campus and some ~~people others~~ drunk ~~ub oarjubg kits ib canoys,- It was suggested that these could be ABE students.~~
- c) Developmental Programs  
At the next meeting, Tom Colton will be asked to come explain the acuplacer analysis. This will replace the TOEFL testing. (L&H and SMHA)
- d) BE 110 College Life Skills – Moved under announcement (~~Lisa needs to leave~~)

**8) Adjournment**

Meeting adjourned at 3:05pm.

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