

Northern Marianas College
ACADEMIC COUNCIL
Meeting Minutes of May 8, 2009

DATE: May 8, 2009

TIME: 1:00 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.

Larry Lee, Acting Chair, Business

Frank Sobolewski, Chair, SSFA Dept.

Cynthia DLGuerrero, Director, SOE

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

1) Review and Adoption of May 8, 2009 Agenda

Under announcement: added a) Campus Tour

Under old business: removed from the agenda items 4b, 4g, and 4h

Under course guide (CG) review: CG updates, removed ED215, CJ 200, CJ225, LW106, CM101, and CM102 and new CG, added BE110.

Under new business: added a) "P" grade and b) Health Academy at Saipan Southern High School.

A motion was made to adopt the agenda as amended. Motion carried.

2) Review and Adoption of the following Minutes: (Tabled at this time)

a) May 29, 2008, June 26, 2008, August 7, 2008, September 11, 2008

b) November 20, 26 2008

c) December 23, 2008

d) January 5, 16, 2009

e) March 6, 13, 20, 2009

f) April 3, 9, 17, 24, 2009

3) Announcements

a) Campus Tour

Rosaline informed AC that an email from Manny Castro was sent out informing that there will be a tour of the campus for students from Saipan Southern High School on Thursday, May 14. We are requesting departments to assist in sharing and providing information about their programs. .

4) Old Business

a) Fall 2009 Schedule

The schedule needs to be finalized no later than Monday, May 11. Frank recommended that changes be made through email. Glenn will email changes for SMHA as discussed.

b) BE 110 College Life Skills

Removed from old business and placed under new course guide. A new course ID will be identified once the course guide is ready for approval.

c) Placement and Exit Exams (data & analysis) – SMHA

Glenn had requested that we send someone for the accuplacer testing seminar. He has been trying to get more information on how they can join and start working on getting accuplacer in place for math.

d) Maximum Enrollment for Classes

No new information on maximum enrollment.

e) Acceptable Faculty Overload

Dr. Debra Cabrera needs one individual to work on this. Mark Haag volunteered and will be presenting to AC.

f) Student Evaluation of the Course (Glenn & Cynthia)

Northern Marianas College
ACADEMIC COUNCIL
Meeting Minutes of May 8, 2009

The problem now is that the library closes at 5pm so evaluations done for classes that are after 5pm may not be submitted until later. Suggestions were made to do a survey on this issue and use the results to improve evaluation of the process.

- g) COMPASS & APS
This was removed from the agenda.
- h) Developmental Education Program
This was removed from the agenda.

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

6) Course Guide Review

- a) Course Guide Cancellation
- b) Course Guide Update
 - i) ED 215 This course guide was removed from the agenda.
 - ii) CS 227 (Tabled)
 - iii) CS 246 (Tabled)
 - iv) EC 211 (Tabled)
 - v) EC 212 (Tabled)
 - vi) MG 232 (Tabled)
 - vii) MG 233 (Tabled)
 - viii) MG 250 (Tabled)
 - ix) CJ 200 This course guide was removed from the agenda.
 - x) CJ 225 This course guide was removed from the agenda.
 - xi) LW 106 This course guide was removed from the agenda.
 - xii) CM 101 This course guide was removed from the agenda.
 - xiii) CM 102 This course guide was removed from the agenda.
 - xiv) NU 105 – all prerequisites should be passed with a C or better before going into the Nursing program. Discussion and recommendations made. Pasquana will incorporate changes and return for approval.
 - xv) NU 107 table
 - xvi) NU 124
Notes from Larry and additional recommendations made. Pasquana will take recommendations and return for approval.
 - xvii) NU 207 table
 - xviii) NU 212 table
- c) New Course Guide
 - i) TS 103 Introduction to the Hospitality Industry (Tabled)

7) New Business

- a) Change of Letter Grade
Our policy says that this request must be made during registration and not at a later time. Students will need to be informed of how it affects their financial status with Pell Grant, or CNMI Scholarship grant.
- b) Health Academy at Saipan Southern High School (SSHS)
Pas informed AC that Saipan Southern High is looking to use our Nursing Assistant Program. She told them that they can use the courses and teach them but can't use the program. She also made it clear to them that they need to inform students that they can't get a certificate for the courses for NMC credit.

Before the meeting was adjourned, Lisa shared that a questionnaire for graduates will be administered during finals week to get employment information.

- 8) **Adjournment** Meeting was adjourned at 2:36pm.

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