

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of June 5, 2009**

**DATE:** June 5, 2009

**TIME:** 10:00 a.m.

**PLACE:** N-5

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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

**Non-Voting Members:**

Rosaline Cepeda, Director, OAR

**Others Present:**

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Meeting called to order 10:15am

**1) Review and Adoption of June 5, 2009 Agenda**

Tabled minutes. Under announcements added, 1) TracDat, 2) Update on Key Performance Indicators. Tabled items 6b.i-vii and ix-xi. Tabled item 6c.i. Under new business, added a) 2009-10 Catalog. A motion to adopt the agenda with the changes was made. M/S: Pas/Mark. Motion carried.

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

- 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, 24, 2009
- g) May 8, 15, 2009

**3) Announcements**

- a) TracDat  
The Chair stated that the TracDat training on June 1 and 2 was not attended as scheduled for APS Chairs & Managers. Only 2 admin managers attended. Those who missed will need to attend in the second round. Keane Palacios is the administrator for TracDat. Lisa says training will be done by Keane in the coming weeks. This will be further discussed by PROAC before training continues.
- b) Update on Key Performance Indicators (KPIs) (Lisa H.)  
The approved KPIs will be integrated into Form 2. The same data will be used but in a slightly different format. Provided is five year data from the Graduating Student Survey. Lisa will be meeting with Mark and Glenn on getting additional information for Developmental Math and English.

**4) Old Business**

- a) Fall 2009 Class Schedule  
The Recruitment Committee needs the Fall 2009 Class Schedule. Joyce will make changes and send it out today. It was noted to the Director of OAR to ensure that a statement reflecting that changes are on-going be included. The BE111 course will be included in the class schedule as well. AC will be approve the BE 111 Course Guide before the Fall Semester classes begin.
- b) Math Placement and Exit Exams (data & analysis) – SMHA  
Using Accuplacer as a placement instrument was discussed. The second year in the Ops Plan shows that this will be effective in January 2010. Jim Mulick will need to work closely with the Languages and Humanities Department and the Sciences, Math, Health, and Athletics Department on how to use Accuplacer. Mark Haag is currently in charge of planning for using Accuplacer for English Placement until Tom Colton returns. Mark will be working with Tom on how to go about this process. Right now we are still in the planning stage. The Chair advised that decisions on using Accuplacer will be based on clear hard facts and program review. Information from Lisa is great for us to look at and not focus on standards of the College of the Marshall Islands.

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- c) Maximum Enrollment for Classes  
According to the Chair, OSHA has yet to get this information for us.
- d) Acceptable Faculty Overload:  
Jack Kiyoshi of the NMC Human Resources Office sent out rules on maximum overload for faculty. It states that an instructional faculty member's workload should be limited to 3 preps, and the maximum overload is 6 credits. A question was raised on how many credits can we give adjunct instructors? Does the adjunct instructor have a full-time job? If so, it was recommended that they not teach more than 2 classes. Independent study should be avoided as much as possible. Having a cyclical class schedule is an on-going discussion and is highly recommended by the administration.

It was suggested to have a range of 5-6 maximum overload credits, and any exceptions must go through the Dean of Academic Programs and Services. For example, teaching = 15 credits, administrative duties = 6 credits, for a total of 21 credits. Any additional credits will be the decision of the Dean of Academic Programs and Services.

**Action:** Motion to approve a maximum teaching overload of 5-6 credits, and a maximum administrative duties overload of 6 credits, with a total maximum overload of 6 credits. Motion carried.

- e) Student Evaluation of Courses (Glenn & Cynthia) **(Tabled)**

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

**6) Course Guide Review**

- a) Course Guide Cancellation
- b) Course Guide Update (Only NU124 will be reviewed. All others are tabled.)
  - i) CS 227 - Tabled
  - ii) CS 246 - Tabled
  - iii) EC 211 - Tabled
  - iv) EC 212 - Tabled
  - v) MG 232 - Tabled
  - vi) MG 233 - Tabled
  - vii) MG 250 - Tabled
  - viii) NU 105
  - ix) NU 107
  - x) NU 207
  - xi) NU 212
  - xii) PS 110

A motion was made to approve the PS 110 Course Guide with changes. M/S: Cynthia/Pas. Motion carried.

- c) New Course Guide
  - i) TS 103 Introduction to the Hospitality Industry - Tabled

**7) New Business**

- a) 2009-2010 Catalog  
The Chair asked that departments and programs submit the necessary information to the Dean of Student Services by the June 29 deadline. However, the Chair asked that it be done earlier, and the Chair gave a deadline of June 26 to submit the Catalog information to the Dean of Academic Programs and Services. Word format from departments is fine to use to make changes and send to the Dean of Academic Programs and Services.

**8) Adjournment**

Meeting adjourned at 11:39am.

Next meeting is at 9am on Friday, June 12.

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