

Northern Marianas College
ACADEMIC COUNCIL
Minutes of June 24, 2009

DATE: June 24, 2009

TIME: 1:00 p.m.

PLACE: BOR

Voting Members Present:

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

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

Glenn Keaton, Chair, SMHA Dept.

Frank Sobolewski, Chair, SSFA Dept.

Cynthia I. Deleon Guerrero, Director, SOE

Leo Pangelinan, Director, CPS

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Melena Slaven, Director, RHSP

Meeting was called to order at 1:14pm.

1) Review and Adoption of June 24, 2009 Agenda

Under new business added, a) Spring 2009 course evaluations, b) Revised Liberal Arts IDP and c) Revised Basic Law Enforcement ICP. Under course guide review, tabled NU 107, NU 207, NU 212 and TS 103. Agenda was adopted with changes.

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
- h) June 5, 12, 2009

3) Announcements

- a) Results of Site Visit (Rosaline Cepeda)

Questions were asked about the process of how to apply for a student visa. In handling foreign student visas, NMC is still transitioning from the CNMI Division of Immigration to the CNMI Department of Commerce. Previously students can come in as tourists and apply for a student visa. Now we will be actively involved in the process to get student visas approved through US immigration. NMC now will be responsible for tracking the students' status both financially and physically. We have to give an update of students from beginning to end of their program. For students who are coming for English, we have to have a formalized program to be applicable. Recommendations can be a certificate of completion at different levels of English (70s, 80s, 90s.) Another issue is that all students must have health insurance. The Department of Commerce now wants students to have a sponsor. With a sponsor or without, students must have a bank account with \$10,000, and NMC needs to be certified for this as well. Approval may take up to 4 months or 16 weeks.

- b) (ARRA) State Stability Funds was approved by Budget and Finance Committee (BAFC) & College Council (CC) in a joint meeting held yesterday. Debra shares the positions that were included for Academic Programs and Services (APS).

4) Old Business

- a) AC Form 1

Approved: 02.18.2010

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Debra has submitted memo 1 but we still need to submit form 1. Analysis of data will need to be done with the assistance of the APS admin managers. Outcomes on educational policies need to be reviewed as well as course assessments. AC must review any changes. There needs to be a systematic review of course assessment. At this time, committees are not required to submit form 2. Debra suggests that other departments look at their submissions of course assessments. Assessment plan must be in line with PROAC work.

- b) Math Placement Exit Exams (data & analysis) – SMHA
President is postponing Accuplacer training until English faculty are here. We need to get enough English Accuplacer tests for students. Glenn needs to do the same for math. Full implementation of Accuplacer will be scheduled in December. August is trial/piloting along with the regular English Placement Test.
- c) Maximum Enrollment for Classes
Letter from the fire division was submitted that states the room capacity is one student for every 20 sq/ft. The Department of Public Works determines occupancy load. – See letter distributed by Rosaline Cepeda.
- d) Student Evaluation of the Courses (Glenn & Cynthia)
Debra asked does The College of the Marshall Islands (CMI) use a national standardize form for this? James Mullick is no longer with the CMI but is still working with Sandy Pond.

5) Department Request to Place Program(s):

- a) On Inactive Status

6) Course Guide Review

a) Cancellations

- i) BI 100 – replaced with NS 140. A motion was made to cancel BI 100 and to approve NS 140 as a replacement for BI 100. M/S Mark/Frank. Motion carried.
- ii) NS 100 – replaced with NS 140. A motion was made to cancel NS 100 and to approve NS 140 as a replacement for NS 100. M/S Mark/Frank. Motion carried.

b) Modifications

- i) GE 201 – a motion was made to approve the GE 201 course guide as amended.
M/S Glenn/Mark: Motion carried.
- ii) NU 107 - Tabled
- iii) NU 207 - Tabled
- iv) NU 212 – Tabled

c) New

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

7) New Business

a) Spring 2009 Course Evaluations

All have been completed and a copy was given to Dr. Debra. She summarized the evaluations which included strengths and weaknesses of instructors. She asked that department chairs take a look at the evaluations and make recommendations prior to teaching in Fall 2009.

Look at what's working and or not working with other departments. Take information and use it to help each other out.

b) Liberal Arts IDP Revision

Frank handed out the revised Liberal Arts IDP. The revision is to reflect transferability of courses and changes to the math NDU courses. A motion was made to approve the revised Liberal Arts IDP with changes. M/S Glenn/Mark. It was also approved to include today's date on the IDP. Motion carried.

c) Basic Law Enforcement ICP Revision

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Some courses can't be offered thru NMC because the Department of Public Safety (DPS) can't afford it. We would administer the academic courses and they will do the physical and technical courses. It was proposed to work with DPS with courses that have not been active since 2006. There are 2 courses that are not necessarily active; CJ135 and CJ148. These courses are still in the 1990 course guide form and no date on the course guides and are not in any catalog. CJ 111 & 115 were cancelled in 2006. CJ 226 was also cancelled. Need to officially inactivate CJ132, CJ135, and CJ148.

Separating the ICP from the ICA: This was tabled for now and will be presented next week.

8) Adjournment

Because the catalog is due Wednesday next week, AC will be meeting on Monday at 1pm.

Meeting was adjourned at 3:16pm