

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of December 17, 2009**

**DATE:** December 17, 2009

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

**PLACE:** Board Room

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**Voting Members Present:**

Barbara Merfalen, Acting Dean of Academic Programs & Services, Acting AC Chair  
Amanda Angel, Proxy for Pam Buckingham, Acting Director, School of Education (SOE)  
Lisa Lunde, Proxy for Eric Johnson, Acting Chair, Sciences, Mathematics, Health & Athletics Dept.  
Martin Mendiola, Program Coordinator, Rota Instructional Site  
Frank Sobolewski, Chair, Social Sciences & Fine Arts Dept., and Acting Chair, Languages & Humanities Dept.  
Rik Villegas, Acting Chair, Business Dept.

**Non-Voting Members Present:**

Elena Hofschneider, Registrar, and Acting Director, Office of Admissions & Records (OAR)  
Melena Slaven, Director, Rehabilitation & Human Services Program (RHSP)

**Others Present:**

Wil Maui, Instructor, Business Dept.  
Loly Kingzio, Administrative Manager, Business Dept. and Social Sciences & Fine Arts Dept., Recorder

Meeting called to order at 1:10 p.m.

**1) Review and Adoption of December 17, 2009 Agenda**

A motion was made to move items b and c under Course Guide Review to first order of business.

The following was added under Announcements:

- a) Question on Social Sciences Instructor job vacancy announcement

**Frank made a motion to adopt the December 17, 2009 agenda as amended. Rik seconded the motion. Motion carried.**

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

Due to time constraints, Frank suggested that the AC review and act on the December 3 and December 10, 2009 minutes only. All minutes before December 3 will be tabled until the next meeting. **Martin made a motion to accept the recommendation to review and act on the December 3 and December 10, 2009 minutes and table all minutes before December 3. Frank seconded the motion. Motion carried.**

Lisa had a question on one of the October minutes. The Acting AC Chair asked Lisa to write down her question and give it to her and the Acting AC Chair will bring up the question in the next AC meeting when the October minutes are discussed.

Lourdes Villazon of the Rehabilitation & Human Services Program, who took minutes for one of the November AC meetings will have those minutes ready for AC action before the next meeting.

- a) May 29, 2008, June 26, 2008 **Tabled**
- b) January 5, 2009 **Tabled**
- c) January 16, 2009 **Tabled**
- d) March 20, 2009 **Tabled**
- e) April 3, 9, 2009 **Tabled**
- f) May 8, 2009 **(clarification and approval of item 4f only in the May 8, 2009 minutes) Tabled**
- g) June 18, 24, 2009 **Tabled**
- h) July 1, 2009 **Tabled**
- i) September 11, 2009 **Tabled**
- j) October 7, 13, 2009 **Tabled**
- k) October 22, 2009 **Tabled**
- l) October 29, 2009 **Tabled**
- m) November 5, 19, 2009 **Tabled**

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of December 17, 2009**

- n) December 3, 2009: **Frank made a motion to adopt the December 3, 2009 minutes with changes. Martin seconded the motion. Motion carried.**
  
- o) December 10, 2009: In the December 10, 2009 minutes it was indicated that departments included the enrollment caps for each of their courses in the Spring 2010 class schedule. Lisa asked who determines the enrollment cap for each course because the caps of some of her Fall 2009 courses increased during the Fall 2009 registration without her prior knowledge. The instructor determines the enrollment cap for each of his/her course, with the department chair's concurrence. Lisa was informed to check with Cynthia Deleon Guerrero about this matter because she was the Acting Chair of the Sciences, Mathematics, Health & Athletics Department during the fall registration.

Elena indicated that an additional concern was discussed in the December 10, 2009 AC meeting, which was not indicated on the minutes. The concern was, how does the department determine the number of credits to give a faculty on the workload form for a course versus the number of credits stated in the course guide for the same course? The December 10, 2009 minutes will be revised to include this concern.

**Frank made a motion to adopt the December 10, 2009 minutes with changes. Martin seconded the motion. Motion carried.**

**3) Announcements**

- a) Question on Social Sciences Instructor: There is a vacancy announcement for an Instructor, Social Sciences. Melena asked whose vacancy was the vacancy announcement for. Frank stated that it was for Sam McPhetres' position.

**4) Old Business**

- a) Election of AC Vice-Chair **Tabled**
- b) Academic Council By-laws (membership) **Tabled**
- c) English Language Institute – International Student Needs **Tabled**
  - i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero): Leo and Galvin were not present at the December 17, 2009, AC meeting, but Frank stated that NMC has established the English Language Institute (ELI) as a separate program that students can enroll in – it is like a major, but students will not receive a degree. This satisfies the immigration requirement for foreign students. Elena is currently issuing acceptance letters to students who are in the ELI program.
  
- d) Spring 2010 Academic Calendar: The academic calendars from Fall 2009 to Spring 2011 have been distributed to the academic departments and will be included in the new 2009-2012 NMC catalog.

There are changes in the Spring 2010 academic calendar: The student orientation date on January 19, 2010 is moved to January 8, 2010 and there will be two different times – morning for international students and evening for resident students. Individuals who are in the Troops to Teachers program may register early on January 8. The Acting AC Chair asked that a notification be sent out to all students and appropriate departments about these changes.

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

None

**6) Individual Certificate Program (ICP) Revisions**

None

**7) Individual Degree Program (IDP) Revisions**

None

**8) Course Guide Review**

- a) Cancellations  
None

**Northern Marianas College  
ACADEMIC COUNCIL  
Minutes of December 17, 2009**

b) Modifications

Wil discussed the revisions that were made to the CS 103, CS 140, CS 150, CS 246, EC 211, and EC 212 course guides.

- i) CS 103: Additional changes were made to the revised course guide. **Frank made a motion to approve the CS 103 course guide with the additional changes. Martin seconded the motion. Motion carried.**
- ii) CS 140: Additional changes were made to the revised course guide. **Frank made a motion to approve the CS 140 course guide with the additional changes. Martin seconded the motion. Motion carried.**
- iii) CS 150: Additional changes were made to the revised course guide. **Martin made a motion to approve the CS 150 course guide with the additional changes. Rik seconded the motion. Motion carried.**
- iv) CS 246: Additional changes were made to the revised course guide. **Frank made a motion to approve the CS 246 course guide with the additional changes. Martin seconded the motion. Motion carried.**
- v) EC 211: Additional changes were made to the revised course guide. **Martin made a motion to approve the EC 211 course guide with the additional changes. Frank seconded the motion. Motion carried.**
- vi) EC 212: Additional changes were made to the revised course guide. **Martin made a motion to approve the EC 212 course guide with the additional changes. Frank seconded the motion. Motion carried.**
- vii) ED 432 **Tabled**
- viii) EN 073: Frank discussed the revisions made to the revised course guide. Additional changes were made to the revised course guide. **Martin made a motion to approve the EN 073 course guide with the additional changes. Lisa seconded the motion. Motion carried.**

c) New

- i) ED 240: The AC previously approved the ED 240 course guide, but the numerical code ED 240 needs to be changed to a new numerical code, ED 242, because ED 240 is already in PowerCAMPUS with another course name. Additional changes were made to the approved revised course guide. **Martin made a motion to approve the additional changes and the numerical code change from ED 240 to ED 242. Lisa seconded the motion. Motion carried.**

**9) New Business**

None

**10) Adjournment**

The meeting adjourned at 2:53 p.m.

Cynthia Deleon Guerrero, Dean of Academic Programs & Services, will decide on the date and time of the next meeting.

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