

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of May 6, 2010**

**DATE:** May 6, 2010

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

**PLACE:** N-5

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**Voting Members Present:**

Dr. Patrick Moran, Acting Dean of Academic Programs & Services, AC Chair

Dr. Patrick Moran, Acting Chair, SMHA Dept.

Frank Sobolewski, Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

James Kline, Chair, L&H Dept.

Pam Buckingham, Acting Director, SOE

**Non-Voting Members:**

Elena Hofschneider, Acting Director and Registrar, OAR

**Others Present:**

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Melena Slaven, Director, RHSP

Lourdes Villazon, Program Coordinator, RHSP

**1) Review and Adoption of May 6, 2010 Agenda**

Under course guide review, Cancellations: added MG 233 Principles of Selling

Under review and adoption of minutes, tabled all minutes except for April 29, 2010 minutes.

Under old business: tabled items e) f) and h).

Agenda was adopted as amended.

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

a) May 29, 2008, June 26, 2008 **(Tabled)**

b) April 8, 2010 **(Tabled)**

c) April 22, 2010 **(Tabled)**

d) April 29, 2010 No amendments to the minutes of April 29, 2010. Approved as presented.

**3) Announcements**

a) TracDat Presentation ( Keane Palacios)

Keane explained how TracDat works and how it plays a role in our program review process. TracDat creates a better data out of Form 1 and basically serves as a database for our program review. Column 1 is where you would insert the program and institution's mission statement. Column 2 is where we list the outcomes to improve the program. Means of assessment are the measures of the outcomes. Relating program outcomes is a new feature of TracDat where we can relate course outcomes to program outcomes. Goals can be related as well from program level to the institution level. TracDat can record program and course summary of data which are the results of measuring such outcomes. Furthermore, it produces the five column model report as well as other reports.

It was confirmed that AC is responsible for course assessment and PROAC for program assessment. TracDat training is on-going and available upon request by Keane. Keane can accommodate one on one at offices or at the computer lab.

Keane recommended that only 2 people from each department be assigned to enter data. TracDat does not allow tracking of changes by individuals, and therefore no accountability. Again for security and accuracy, he highly recommends 1-2 people.

It was suggested that funding be considered for those who may have to work additional hours due to timelines/deadlines.

**4) Old Business**

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- a) English Language Institute – International Student Needs  
i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero)  
Elena spoke with Mr. Alejandro Flores, Department of Homeland Security in Washington, DC about the I-17. What's happened is that there are quite a few amendments being addressed. Therefore, the process is taking longer than expected. He will try to meet with his supervisor to address our concern and get back to us soon. Until a decision is made, NMC must not accept students applying to NMC who declare English as their major. The Chair stated that Academic Council (AC) will need to act on this soon. He would like to follow up on this with Mr. Flores directly to expedite things if possible. Elena will provide contact information to Dr. Moran.

- b) Math Exit Exam (SHEFA)  
Galvin emailed a memo prior to this meeting. The Chair asked that everyone take a look at the memo. Lisa stated that the issue here based on the memo was other issues and not the math exit exam. Assessing instructional quality was highly recommended, and the Office of Institutional Effectiveness was willing to initiate discussion. It was noted that the Chair of the Sciences, Math, Health and Athletics Department will have to address this issue. According to Dr. Moran, this position may be filled soon.

Discussion: The problem is instructors teaching NDU Math courses do not know what is on the exit exam, and therefore they may not know what to teach. This was an issue in developing SLO's and how to match them. It was noted that the instructional faculty may be the factor and not the instructional assessment. It was also suggested that the Math department standardize their tests for placement and exit exams.

- c) Faculty Review/Instructor Evaluation  
No discussion

- d) Course Assessment  
No discussion

- e) First Week of Instruction for Adjuncts **(Tabled)**

- f) Professional Services Contracts for Adjuncts **(Tabled)**

- g) English Placement Test for High School Students  
James Kline shared that there was a scheduled placement test for high school students last week but it did not work out because the students were not able to make it to NMC. Logistically students were not able to make it. The counseling department came up with a recommendation that maybe they, counselors, can proctor the tests at the high schools instead of instructors. He shared this idea with the faculty in his department and they supported the idea.

- h) FERPA (Family Educational Rights and Privacy Act) **(Tabled)**

- 5) **Department Request to Place Program(s) on *Inactive Status***  
None

- 6) **Individual Certificate Program (ICP)**  
None

- 7) **Individual Degree Program (IDP) Revision**

- i) Change AA in Rehabilitation and Human Services to Bachelor of Science in Education - Human Services (Overview and Discussion)

Melena explained that after conferring with Pam and the Chair, ED 351 was included on the IDP because it's a pre-requisite for ED 352, and removed ED 456.

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Melena and Pam will be working together to address the candidacy requirement for the program.

Motion to approve BS – Human Services was made. M/S: Frank/Dr. Griffin. Motion carried.

Melena will email the book order to Alaysha at the bookstore for the Fall 2010 semester.

**8) Course Guide Review**

**a) Cancellations**

MG 233 Principles of Selling

This course has not been taught for more than 3 years and is no longer needed and is not applicable in the degrees in the Business Department. A motion to cancel MG 233 was made. M/S: Frank/Dr. Griffin. Motion carried.

**b) Modifications**

i) RH 101 a motion was made to have RH 101 become a new course guide for HS 200.

M/S: Dr. Griffin/Pam. Motion carried.

ii) RH 110 a motion was made to have RH 110 become a new course guide for HS 210.

M/S: Dr. Griffin/Pam. Motion carried.

iii) RH 120 a motion was made to have RH 120 become a new course guide for HS 220.

M/S: Dr. Griffin/Pam. Motion carried.

iv) RH 150 a motion was made to have RH 150 become a new course guide for HS 330.

M/S: Dr. Griffin/Pam. Motion carried.

v) RH 230 a motion was made to have RH 230 become a new course guide for HS 320.

M/S: Dr. Griffin/Pam. Motion carried.

English placement level of HS 200 level courses will be EN101 and for HS 300-400 level courses, it will be EN202. Math Placement will be MA 132 HS 200 level courses and MA161 for HS 300-400 level courses.

After conferring with AC, it was recommended that the Associate of Arts in Rehabilitation and Human Services Program be pulled back from ACCJC. Melena will send a memo to the Dean of Academic Programs and Services. He will notify Galvin Deleon Guerrero, NMC's Accreditation Liaison Officer, and the Interim President on this recommendation.

**c) New**

**9) New Business**

a) none

**10) Adjournment**

Before meeting was adjourned, a motion was made to postpone AC meeting next week due to finals until the following week. Motion carried.

Meeting adjourned 2:26p.m.

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