

Northern Marianas College
ACADEMIC COUNCIL
Minutes of August 5, 2010

DATE: August 5, 2010

TIME: 2:00 p.m.

PLACE: BOR Conference Room

Voting Members Present:

Barbara K. Merfalen, Dean of Academic Programs & Services, AC Chair

Barbara K. Merfalen, Acting Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

James Kline, Chair, L&H Dept.

Non-Voting Members:

Galvin Deleon Guerrero, Director, OIE

Cynthia Deleon Guerrero, Director, OAR

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Amanda Allen, Distance Learning, IT

Meeting was called to order at 2:09pm.

1) Review and Adoption of August 5, 2010 Agenda

Minutes were tabled until next meeting.

Under new business: Tabled item a); changed items b) from Placement Tests for Fall 2010 to Spring 2010 Registration Survey by Cyndi and c) Student Concerns to PDD Days (Aug,10-12, 2010 Fall 2010) and added item d) Advisor Availability during Registration Fall 2010.

A motion was made to approve the agenda as amended. M/S: Dr. Griffin/Dr. Moran. Motion carried.

2) Review and Adoption of the following Minutes

a) July 15, 2010 Tabled (copies available but not read)

b) July 22, 2010 Tabled (copies available but not read)

c) July 29, 2010 Tabled

3) Announcements

4) Old Business

a) First Week of Instruction and Professional Services Contracts for Adjuncts (HRO/Procurement) **Tabled**

b) Liberal Arts Program- Temporary Advisor?

The Chair informed council that Frank Sobolewski is the Liberal Arts Program Coordinator and that the Cynthia, Director of OAR has been informed as well.

c) Updated Advisor-Advisee Listing

Cynthia has received some but not all updates from departments regarding the advisors listing. She requested that this list be provided as soon as possible. Johnny Aldan gave a verbal update for the Nursing department.

d) Fall 2010 Course Schedule

According to Cynthia, we need to make corrections on the Fall 2010 schedule before we can have it available to everyone for advising. Early registration is next week and we need to get the schedule out as soon as possible. Cynthia asked that an update to the schedule be submitted by 3:30 p.m. today. The Chair informed Department Chairs/Director to please ensure that adjuncts are certified before they are identified on the schedule as the instructor teaching the course. Tom asked how long or valid is the instructor certification? The Chair will follow up with the

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human resources office to determine for how long is an Instructor certification. Joyce shared that when the new certification form was created, that it was meant to be a one- time deal. However, the Chair would like to be sure and will work with HRO on this procedure. Cynthia also shared that certification should be based on content and not per course. The Chair will look into this as well and get back to the council. A faculty also inquired if there is a maximum number of credits an instructor can teach? This was asked because an instructor taught a total of 29 credits. This was a concern and the Chair requested that the department should ensure that this does not happen.

- e) Updated IDPs and/or ICPs (program changes that will be effective Fall 2010)
Updated IDPs/ICPs have been submitted to OAR.
- f) Updated Course Guides (courses that will be offered in Fall 2010)
Updated course guides to be offered in Fall 2010 have been provided to OAR.

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

None

6) Individual Certificate Program (ICP)

None

7) Individual Degree Program (IDP) Revision

None

8) Course Guide Review

a) Inactive Status
None

b) Cancellations
None

c) Modifications
TS 288
A motion was made to approve TS 288 course guide as amended to include when the course will be offered.
M/S: Dr. Griffin/Dr. Moran. Motion carried.

d) New

The Chair recognized the importance of having the names of the proposer, the Department Chair and the Dean of Academic Programs typed so that we can identify who signed the course guide upon approval. This will be part of the template when developing course guides.

A motion was made to type names when developing course guides as a procedure to the course guide template. M/S: Dr. Moran/Tom. Motion carried. It was also suggested to include what semester(s) the course will be offered. This will also be included in the template.

9) New Business

a) Nursing Assistant certification review (Tabled)

b) Spring 2010 Registration Survey

The result of the Spring 2010 Registration Survey was distributed for council members to look at. Cynthia asked that when creating courses to give attention to the highlights of the two reports and noted that one area is the availability of the courses.

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- c) PDD Days (Aug, 10-12, 2010 Fall 2010)
The Office of the President should already have the announcement out for Professional Development Days (PDD) which is scheduled for August 10-12, 2010 in the morning only (8am-12pm) at the Multi-Purpose Center. The afternoons are left for the departments to choose other trainings that will be offered on campus. Amanda will be conducting training on NMC Online. This is great for current faculty but also for adjuncts to know that moodle is available and that it's a great tool. Dean Leo will also be providing their training on disabilities and OAR will be doing the FERPA training. Administrative Managers training will also be presented by Gina Tomokane and Mona Camacho will be sharing what they learned from their training in Portland, Oregon.

- d) Fall 2010
 - i) Registration dates and times/Advisor Availability (Cynthia DLG)
Early registration is on Friday, August 13, 2010 from 9am-6pm and regular registration is from August 15-20, 2010 and late registration, August 21, 2010 from 9am-12noon. During these times, we would like to remind all advisors (faculty) that they must be available during these days and times to meet with their advisees and to assist our students.

Academic Council will not be meeting during PPD days and registration days. We will call a meeting if there is an urgent need to do so.

10) Adjournment

Meeting adjourned.

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