

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of March 18, 2011**

**DATE:** March 18, 2011

**TIME:** 2:30 p.m.

**PLACE:** N-5

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**Voting Members Present:**

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

James Kline, Chair, L&H Dept. **Vice Chair**

Dr. De Torres, Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Rosa Tudela, Chair, Nursing Dept.

Dr. Joseph Peters, Director, SOE

Dr. Tim Burk, Director, CPS

**Non-Voting Members:**

Galvin Deleon Guerrero, Director, OIE

Cynthia Deleon Guerrero, Director, OAR

Anthony Tipples, President, ASNMC

**Others Present:**

Lisa Hacskaylo, Institutional Reseacher

Joyce Taro, Recorder

Meeting was called to order at 2:35pm.

**1) Review and Adoption of March 18, 2011 Agenda**

Under review and adoption of minutes: Tabled items b), c) and d).

Under announcement: added b) Academic Brochure and c) James Kline

Under old business: d) Changed Academic Calendar to Class Schedules

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

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

a) November 8, 2010

A motion was made to approve the November 8, 2010 minute was as presented.

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

b) November 22, 2010 **Tabled**

c) December 6, 2010 **Tabled**

d) December 20, 2010 **Tabled**

e) February 18, 2011

A motion was made to approve the February 18, 2011 minute as presented.

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

**3) Announcements**

a) Mission and Philosophy Statement

The mission of the college and the program philosophies need to be included in all course syllabi starting Summer 2011 semester. The Disability statement that Romeo from Counseling sent out must be included as well.

b) Academic Brochures

Farah Younis presented a sample brochure for departments or programs. Feedback on the brochures is appreciated and she asks that information about the department or program be sent to her to be incorporated. At this time, the Office of Institutional Advance (OIA) is working on brochures for academic programs and will work with other departments as they progress. It was suggested that maybe a point of contact only be shown on the brochure and not a listing of staff.

c) James Kline

James Kline want clarify that the exams given for English NDU classes during the first week of instruction is not an official policy. This is not an official policy therefore students should not have been allowed to process their add/drop

**Approved: 4/1/11**

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forms after add/drop week. These diagnostic testing will no longer be practiced in the class as it caused confusion. Another clarification that James made was the changing of grades to TF. A TF grade is given to a student for missing taking the final exam unless they have made some arrangement with the instructor. Cyndi asked that she meet with James separately to address additional questions.

**4) Old Business**

a) Faculty Portfolio

Galvin commend the council on looking at a more comprehensive evaluation. He urges for council to move forward with this. Evidence is out there (course eval and annual eval) but we don't synthesis that together. Standard II.A. NMC has difficult time in synthesizing this. For any assistance, OIE will do anything they can to help. The chair also shared about Professional development plan to be included in the portfolio. Template from SOE passed as an example. Galvin: in addition to the portfolio wondering if council willing to add into the portfolio some kind of assessment of equality to be included.

Dr. Baker recommended that we choose assessment tools based on the validity standards. Right now program level is not institutional. We need to have it institutional and not only for course & instructional. Validity and reliability must be looked at first before developing instrument.

b) Gen Ed SLOs

i) Chair for Gen Ed Committee

James has no name to submit to Chair this committee. He has asked other Gen Ed members and they are not interested. He has also asked department heads to inquire faculty in their departments as well but none submitted.

ii) The Chair stated that she will be working with Galvin on the Form 1 for Gen Ed

c) Course Assessment

i) Staggered Schedule

To ensure that everyone was on the same page, the Chair has been meeting with her leadership team to clarify and answer any questions regarding course assessments.

ii) Galvin stated that Academic council should oversee program review of academic programs and that AC will have to be part of the Form 2 submissions. The Chair shared that a committee will be created to address this issue therefore she encourages faculty to participate. Form 1 for Spring 2011 courses have been identified. The Chair spoke to Lisa about coming up with check list to ensure that SLOs are being looked at overtime. For Spring 2011 we need the first three columns and for Fall 2010 it would be the Five Column which should already be done. There were concerns about grades identified on evidences and it was suggested that we can keep the grades but block off the student's name.

d) Summer and Fall 2011 ~~Academic Calendars~~ Schedule

The reminded the department heads on changing Staff on the schedules. Academic advising week will remain the same and advising sheets will be used during this time.

e) Workloads

The Chair asked that department heads look at faculty workloads. At this time, no cancellations should be made on the lower level courses. Faculty should be involved in committee works as stated by policy, otherwise no overloads will be granted. Dr. Griffin shared what was discussed in the senate on HR policy #4430.

f) Credits

The Chair asked that department heads ensure that credit justifications are imbedded in course guides most especially for labs, clinical, practicum, student teaching, writing, etc.

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

**6) Individual Certificate Program (ICP)/Individual Degree Program (IDP) Revision**

The Chair asked that this council will need to discuss and decide what to do with the acronym ICP and IDP whether to use it as a plan or a program for the "P". This item was tabled until next meeting.

**7) Course Guide Review**

a) Inactive Status

None

b) Cancellations

None

c) Modifications

i) AC 220 previously approved in the 2/25/11 meeting.

ii) AC 221 previously approved in the 2/25/11 meeting.

iii) AC 226 previously approved in the 2/25/11 meeting.

iv) AN 105 **Tabled**

v) CS 103 previously approved in the 2/25/11 meeting.

vi) ED 205 previously approved in the 2/25/11 meeting.

vii) ED 211 previously approved in the 2/25/11 meeting.

viii) ED 319 previously approved in the 2/25/11 meeting.

ix) LW 110 previously approved in the 2/25/11 meeting.

Previously approved but was placed on the agenda to discuss possibility of having this course as a required course for all degree/certificate programs.

x) MU 106

Recommended changes were made and now being resubmitted. Another course will be created as a supplemental to this course for SOE. A motion was made to approve the MU 106 course guide. M/S: Dr. Griffin/Dr. Peters. Motion carried.

d) New

None

**8) New Business**

a) AC Evaluation Committee

The Chair stated that there will be a total of 7 members to this committee. Dr. Tim Baker will be a member representing counseling and Six from the academic departments. The intention is to include this into this years' evaluation.

Cyndi informed AC that the board approved 6 student development policies and 2 educational policies that were changed. For the Educational Policies they were 3017 and 3021.

**9) Adjournment**

Meeting adjourned 3:42pm.

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