

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 13, 2011

Approved 7/20/11

Date: July 13, 2011

Time: 10:00 a.m.

Place: N-5

Voting Members Present:

Barbara Merfalen, Chair, Academic Council, Dean of Academic Programs & Services
James Kline, Vice Chair, Academic Council, Chair, Languages & Humanities Dept. (LH)
Florita Cabanes, Acting Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Roy Greenland, Acting Director, School of Education (SOE)
Dr. John Griffin, Chair, Business Dept.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Timothy Baker, Director, Counseling Programs & Services (CPS)

Non-Voting Members Present:

Galvin Deleon Guerrero, Director, Office of Institutional Effectiveness (OIE)
Amanda Allen, Distance Learning Coordinator, Proxy, Information Technology (IT)

Others Present:

Jennifer Del Avellano, Acting Director, Office of Admissions & Records (OAR)
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, OIE
Geri Willis, Program Manager, Student Engagement, First Experience, and Learning Community Program (LinC)
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 10:10 a.m.

1) Review and Adoption of July 13, 2011 Agenda

The following changes were made to the agenda:

Under Degree and Certificate Program Review: Add Business Department's IDP revisions.

Under New Business: Add Faculty Workload, Academic Council (AC) By-laws and Policy, and Comment on Form 3.

James moved to adopt the agenda with the changes. Tim seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

- a) May 27, 2011 Tabled
- b) June 22, 2011 Tabled
- c) June 29, 2011 Tabled

d) July 6, 2011: **Dr. Griffin moved to adopt the minutes without changes. Tim seconded the motion. Motion carried.**

3) Announcements

a) Austerity Fridays: No implementation yet of austerity Fridays; any update will come from either the Human Resources Office or the President's office. Therefore, no changes yet on the fall 2011 schedule on classes that might be affected due to austerity. Other changes have been submitted to the Dean of APS and have been forwarded to OAR.

b) Record of Dialogue: AC needs to submit its Record of Dialogue to the Program Review and Outcomes Assessment Committee (PROAC). If AC members want to include information based on the 2010 Composite Report on the Record of Dialogue, they may submit it to the AC Chair. There are three questions on the summary of discussion that must be answered. The AC Chair will compile all submissions onto the Record of Dialogue and send it to AC members to review before it is submitted. Galvin recommended AC members take from the composite report any recommendations that were made and use them as the basis for its Record of Dialogue.

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- c) Course Completion in LinC Developmental Courses Spring 2011: Data compiled showed comparison of course completion rates of total students who passed out of total students enrolled in the course between an EN 094 LinC course and EN 094 non-LinC courses. Additional data showed comparison of course completion rates between a MA 089 LinC mentored course and MA 089 non-LinC mentored courses. Data compared retention rates between LinC and non-LinC courses. The data presented showed the LinC program is working well so far.

4) Old Business

- a) Graduating Student (Definition) Tabled

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans

Business Department's IDP revisions.

A.A. in Business

AC 220 Accounting Principles I – Credits reduced from 4 to 3
Total credit hours will be reduced from 68 to 67 credits to complete the IDP

A.A.S. in Business Administration: Accounting Emphasis

AC 220 – Credits reduced from 4 to 3
OT 101 Keyboarding/Typewriting – Deleted
Total credit hours will be reduced from 66 to 63 credits to complete the IDP

A.A.S. in Business Administration: Business Management Emphasis

AC 220 – Credits reduced from 4 to 3
MG 239 Principles of Customer Service – Added
OT 101 – Deleted
Total credit hours will remain at 69 credits to complete the IDP

A.A.S. in Business Administration: Computer Applications Emphasis

AC 220 – Credits reduced from 4 to 3
OT 101 – Deleted
Total credit hours will be reduced from 65 to 62 credits to complete the IDP

A.A.S. in Hospitality Management

AC 220 – Credits reduced from 4 to 3
HI 255 History of the NMI – Deleted
BI 201 Natural History of the Mariana Islands – Deleted
JA 101 Elementary Japanese I – Deleted
TS 182 Courtesy and Guest Relations – Deleted
Science with lab – Added
EC 211 Principles of Macroeconomics – Added
MG 206 Business Communication – Added
MG 239 – Added
Total credit hours will be reduced from 64 to 62 credits to complete the IDP

A justification for the revisions made on the A.A.S. in Hospitality Management IDP needs to be submitted before the revised IDP can be approved.

Dr. Griffin moved to approve the following revised IDPs:

A.A. in Business

A.A.S. in Business Administration: Accounting Emphasis

A.A.S. in Business Administration: Business Management Emphasis

A.A.S. in Business Administration: Computer Applications Emphasis

Tim seconded the motion. Motion carried.

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b) Department Request to Place Program(s) on Inactive Status: None

6) Course Guide Review

a) Inactive Status: None

b) Cancellations: None

c) Modifications

i) BI 101: Course guide last updated in 2004. Minor formatting correction needs to be made. **Dr. Griffin moved to approve the BI 101 course guide. Thomas seconded the motion. Motion carried.**

ii) BI 225: Student Learning Outcomes (SLOs) need to be combined to reduce the number of SLOs. ***The BI 225 course guide will be presented again with the additional changes at the next meeting.***

iii) ED 315: Textbook update. Minor formatting correction needs to be made. **Dr. Griffin moved to approve the ED 315 course guide. Tim seconded the motion. Motion carried.**

iv) ED 316: **Tabled. *The ED 316 course guide will be presented at the next meeting.***

v) ED 401: The ED 401 course guide was presented again as a new course guide because a copy of the previously submitted and approved new ED 401 course guide could not be located. Minor formatting correction need to be made. **Dr. Griffin moved to approve the new ED 401 course guide. Tim seconded the motion. Motion carried.**

vi) NS 101: Student Learning Outcomes (SLOs) need to be combined to reduce the number of SLOs. ***The NS 101 course guide will be presented again with the additional changes at the next meeting.***

A recommendation was made to refer to the Blooms Taxonomy to help in forming the instructional goals and SLOs.

d) New

i) HI 115: Changed to HI 215. Formatting corrections need to be made. Assessment measures need to be shortened. **Dr. Griffin moved to approve the new HI 215 course guide with changes. Roy seconded the motion. Motion carried.**

7) New Business

a) Advising assignment for Liberal Arts: A list of Liberal Arts advisors was distributed. Minor changes will be made and the list will be redistributed to AC members.

b) Course evaluations for Fall, Spring, and Summer: There was a concern that there was not going to be summer course evaluations distributed, but the AC Chair assured that course evaluations will be distributed for fall, spring, and summer.

c) ACCJC Recommendation 8: We need to ensure that we have addressed Recommendation 8 and that we continue to follow the recommendation (refer to Dr. Beno's letter of June 30, 2011). Steps to enforce the recommendation will be included again in a professional development day and should also be included in the academic departments' monthly report at least once in a semester. In spring 2011, the course evaluation form was revised to include several questions that address Recommendation 8.

d) Faculty Workload: The policy on conditions of employment for faculty was distributed. Full-time instructional faculties must meet their 30-credit workload per academic year. Credits beyond 30 are overload credits. If austerity is implemented, the 30-credit workload will reduce to 27 credits. As a result, if an instructor's workload is 32 credits for one semester, the instructor will be paid 5 overload credits for the semester, not wait until the end of the academic year to get paid for the overload. If austerity is not implemented, the instructor would be paid 2 overload credits for the semester. The Board of Regents will have to approve the 27-credit workload if austerity is implemented.

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The timing of paying faculty overload was brought up in a Budget and Finance Committee (BAFC) meeting. It was stated that in the spring semester after it has been determined that a faculty has met and exceeded the required workload for the academic year, overload could then be paid. The question that was brought up was, will overload be paid at the end of the spring semester or will it be paid as soon as overload is met? It was stated that overload will be paid at the end of the academic year, but it was pointed out that the policy states that faculty will receive overload compensation during the academic year, not at the end of the academic year. ***The AC Chair will bring this matter to the Management Team.***

It seems the policy on overload compensation is general and vague and needs to be clarified. It was recommended that if the Board of Regents does not clarify the policy on overload compensation when it approves the 27-credit workload policy that the current practice of paying faculty overload remains in place. ***The AC Chair will bring this recommendation to the Management Team.***

- e) Academic Council By-laws and Policy: ***The current AC by-laws and policy will be e-mailed to AC members.*** Revisions may be needed due to changes in the Academic Council membership.
- f) Comment on Form 3: With Form 3 departments went through the process of conducting a complete self-evaluation and were held responsible on how they allocated their budget and resources. There was a concern about the decrease in funding for the math department. Statistics showed that we have been struggling in the delivery of math instruction. Students need assistance and a math component is fundamental for graduation, yet we are decreasing the funding for such a program? In terms of funding and resources, we need to prioritize programs that are essential in graduating and transferring students.

Galvin responded that the Form 3 process was not perfect. The process needs to be reviewed and refined. PROAC made a decision to vote on what was submitted from the departments. Form 3, however, still has to go to BAFC, the College Council, the President, and the Board of Regents. No final decision has been made yet.

8) Adjournment

Dr. Griffin moved to adjourn the meeting. Tim seconded the motion. Motion carried.
Meeting adjourned at 11:37 a.m. Next meeting will be on July 20, 2011 10:00 a.m. in N-5.

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