

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 27, 2011

Approved 8/3/11

DATE: July 27, 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)
Dr. Alfredo De Torres, 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)
Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members Present:

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

Others Present:

Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Judy Torres, Instructor/Program Coordinator, Criminal Justice Program (under SSFA)

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

1) Review and Adoption of July 27, 2011 Agenda

The following changes were made to the agenda:

Under Course Guide Review: c) Modifications: Table NS 101 and Add CJ 104 and BE 111

Dr. Griffin moved to adopt the agenda with the changes. James 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 20, 2011: **Dr. Griffin moved to adopt the minutes of July 20, 2011 without changes. Roy seconded the motion. Motion carried.**

3) Announcements None

4) Old Business

- a) Graduating Student (Definition):

- b) Academic Council Policy and Procedure: Galvin clarified that the Institutional Excellence (IE) Guide is not a policy. The NMC president has the authority to create and/or change procedures.

- c) Academic Council By-laws: By-laws need to be based on the current adopted board policy.

- d) Recommendation for minimum student enrollment for Fall 2011: ***There was a recommendation to set the minimum student enrollment at 12 for Fall 2011. Five AC members approved the recommendation, one member opposed. Motion carried.***

- e) Syllabus Template: Program Learning Outcomes (PLOs) and General Education Learning Outcomes should also be included in a syllabus. ***Syllabus requirements must be determined. A list of what is required and what is optional on a syllabus will be disseminated at the next meeting.***

Cynthia reiterated the need for syllabi to be submitted to OAR. The IT department will be creating storage on the network for OAR to save course guides and syllabi electronically.

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- f) Fall 2011 Schedule: The Fall 2011 schedule needs to be finalized and updated on the web site and ready for the printer this week.

Department heads need to update and submit to OAR the advisor listing that Cynthia e-mailed last week.

Cynthia also needs a list of who will be entering data for Fall 2011 registration and a list of student volunteers who will be volunteering during registration.

Submit these three lists to Cynthia by Friday morning, August 5.

Student orientation is on August 10 at 9:00 a.m. at the NMC gym. Academic advising will be from 1:30 to 5:00 p.m. on the same day.

It was clarified that early registration is only for SOE seniors, Troops-to-Teachers, Students with Disabilities, and Approved Registration Volunteers.

- g) Spring 2012 Schedule Dateline: ***The Spring 2012 schedule is due November 4, 2011 to the Office of the Dean of APS.*** When preparing the schedule keep in mind that we may still be observing austerity Fridays in spring 2012.

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
i) A.A.S. in Hospitality Management IDP Tabled
- 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) NS 101 Tabled
- ii) CJ 104: Change EPL from EN 093/094 to EN 101. Textbook update. "Partially fulfills the Liberal Arts degree" statement was deleted. The statement "This course is a required course for the B.S. degree in Education with a concentration in Rehabilitation and Human Services" was added. Additional minor revisions and formatting corrections need to be made. **James moved to adopt the CJ 104 course guide with changes. Roy seconded the motion. Motion carried.**
- iii) BE 111: The committee to review the BE 111 course was reconvened to re-evaluate and update the course. Additional minor revisions and formatting corrections need to be made. **Roy moved to adopt the BE 111 course guide with changes. Dr. Griffin seconded the motion. Motion carried.**
- d) New
i) HI 215 Tabled

7) New Business

- a) Articulation of Courses (PPEC): The AC Chair has received the information for the articulation of courses from the academic departments. ***She will be forwarding this information to all the department heads and the NMC president.***
- b) Liberal Arts: The Liberal Arts advising assignment, Liberal Arts courses advising guide, and suggested course sequence were distributed. A matrix was also distributed that showed the relationship between the Liberal Arts Individualized Degree Plan (IDP) and other IDPs, which could be used to assist students who may want to double major to see which courses they could take that will fulfill both a Liberal Arts IDP and another IDP for a different program.

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Could natural resources (NR) courses be accepted to meet the biology (BI) course general education requirement on IDPs? ***The AC Chair will work with Velma and Dr. De Torres to address this question.***

8) Adjournment

Meeting adjourned at 12:00 p.m. Next meeting will be on August 3, 2011 at 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.”