
Academic Council Meeting Minutes

Friday, March 17, 2017

Call to order

A regular meeting of the Academic Council was held at 9:00am in Building G-1 on March 17, 2017.

Voting members in attendance included Ajani Burrell, Barbara “Bobby” Hunter, Beylul Solomon, Chavel Green, Ermelinda Oneto, Jesse Pangelinan, Lisa Lunde, and Timothy Baker.

Voting members not in attendance included Alfredo De Torres (proxy = Lisa Lunde), Joan Torres, Kathleen Winkfield (proxy = Lisa Lunde), Roger Croft, Velma Deleon Guerrero (proxy = Lisa Lunde), and Zerlyn Taimanao (proxy = Lisa Lunde).

Non-voting member in attendance: Lisa Hacskeylo served as proxy for Jacqueline Che.

Others in attendance: Jennifer Wilson and Neda Deleon Guerrero

Meeting was called to order at 9:05 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A motion to amend the agenda was made by Chavel Green to add “Change of Distance Education Learning Academic Council Representative” under Announcements (a). A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the March 3rd meeting was presented to the council by Ajani Burrell. Changes to the minutes include a correction to Timothy Baker’s name. A motion to adopt the minutes with changes was made by Chavel Green. The minutes were adopted unanimously.

Announcements

- a. Change of Distance Education Learning Academic Council Representative
 - a. Effective March 20, 2017, the Distance Education Learning position will be filled by William Hunter, thereby taking Chavel Green’s place on the Academic Council.
- b. Status of Guide to Preparing Course Guides (GPCG), template, and sample
 - a. Ajani Burrell reported that he has finished the GPCG and the At-a-Glance GPCG document and uploaded the finalized document to the shared Google drive. Jennifer Wilson will have the template of a blank course guide ready within the next few weeks. Chavel Green offered the Business School administrative assistant to help with formatting the template.

Old Business

- a. Program Review & Course Assessment
 - a. Although this item was initially tabled until a future meeting, a small discussion took place. Ajani Burrell indicated that Dean Bobbi has offered the Nichols & Nichols

handbook to help the Academic Council create a guideline for course assessments. Brady Hammond suggested using the Pathway B report of May 2014 that can be downloaded from the NMC website.

- b. Electronic Repository of Course Guides
 - i. No new course guides have been received. Beylul Solomon will follow up with the respective departments. Discussion centered on whether PDF and Microsoft Word formats were available for the approved course guides. Brady Hammond shared that if there are only PDF version of the course guides, it will need a PDF reader that has optical character recognition which Jovian Almada may be able to provide.
- c. GPGC at-a-glance
 - i. Ajani Burrell presented that GPGC at-a-glance document. A suggestion was made by Beylul Solomon to clarify that all details can be found in the GPCG.
 - ii. Tim Baker made a motion to adopt the at-a-glance with any stipulated changes. The motion was adopted unanimously. Ajani will send finalized documents to Dean Bobbi and Shirley Blas.

New Business

- a. Course Guides and Individualized Degree Plans for Review
 - a. Introduction to Korean (KR101) – The course guide for KR101 was presented by Brady Hammond. He discussed the need to diversify languages offered at NMC and the large number of S. Korean nationals that are present in the CNMI and the increasing number of S. Korean tourists to the CNMI. Tim Baker noted that culture needs to be included in the SLO's and Brady Hammond will add that SLO.
 - b. Tim Baker made a motion to table course guide until next AC meeting so the council has time to read it. The motion carried.

Adjournment

The meeting was adjourned at 9:43 am.

Beylul Solomon

March 31, 2017

Secretary

Date of approval
