
Academic Council Meeting Minutes

Friday, November 17, 2017

Call to order

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

Voting members in attendance included Ajani Burrell, Alfredo De Torres, Barbara Hunter, Beylul Solomon, Ermelinda Oneto, James Kline, Jesse Pangelinan, Kathy Winkfield, Lisa Lunde, and William Hunter.

Voting member not in attendance: Christine Inos (Proxy = Kaelani Demapan), Velma Deleon Guerrero (Proxy = Lisa Lunde), and Zerlyn Taimanao (Proxy = William Hunter)

Non-voting members in attendance: Keane Palacios, Lisa HacsKaylo, and Manny Castro

Guests: Barry Wicksman and Jennifer Fejeran-Hanson

Meeting was called to order at 9:06 am.

Adoption of Agenda and Minutes

The agenda was presented to the council by Ajani Burrell. A request was made by Jesse Pangelinan to table Old Business (a). A motion to adopt the agenda with changes was made by Beylul Solomon. The agenda was adopted unanimously.

The minutes from the October 27th meeting was presented to the council by Ajani Burrell. Changes to the minutes include changing dates of the Academic Calendar to the original dates and changing the title to Semester Schedule. A motion to adopt the minutes was made by Manny Castro. The minutes were adopted unanimously.

Announcements

- a. No new announcements.

Reports

- a. Registration and enrollment issues and solutions
 - i. Manny Castro reported to the council on the issue of prerequisites. He stressed the importance of having prerequisites in order of their course sequence so there aren't any conflicts of classes that prevent students from registering for classes. He stated that the School of Education and the Business Department mainly have the issue of outdated prerequisites that need to be addressed.
 - ii. Manny Castro stated that the semester schedule came out late this year and that the Office of Admissions and Records (OAR) needs to have it in advance so they can plan accordingly for the number of students wanting to take courses. He presented Curriculog, a curriculum management software, as a potential solution that would integrate with the institution's current system (PowerCampus). He

said that the software would eliminate break in the cycle of the current paper-driven approval process for courses since the department chair, AC, and APS would be able to see where it is in the cycle by using the software.

- iii. Manny Castro presented on a software system called College Scheduler for scheduling and advising that is more student-driven. The software allows to students to put in dates of availability and it will create a class schedule based on those times and course offerings. Discussion moved on to solutions for students who stop attending classes. Kaelani Demapan stated the importance of faculty members referring those students to Early Intervention.
- iv. Manny Castro reported that they will be starting the registration committee and graduation committee within the next two weeks. He also stated that OAR is currently interviewing and offered a position for a new Registrar and waiting to hear on whether the offer has been accepted.

Old Business

- a. Proposal to discuss independent study compensation
 - i. This agenda item was tabled.
- b. Course Assessment
 - i. Ajani Burrell opened the floor for discussion on creating a course assessment plan for NMC. He had shared several course assessment plans from various institutions to the AC Shared Google Drive for guidance. Discussion centered on council members giving their input on the various assessment plans in the shared folder and the importance of having a plan that “closes the loop.” Most council members agreed with staying the Nichols and Nichols model. Ajani Burrell stressed the importance of having a clear timeline and evidence that recommendations that have been made for course assessments are followed through with evidence. James Kline suggested creating an AC checklist and Ajani Burrell agreed with this idea and added that it should also involve timelines.

New Business

- a. Additional meeting – 12/1/17
 - i. Ajani Burrell stated that AC needs to have one more meeting to decide which of the templates discussed in today’s meeting for course assessment will be used. He also added the need to create a checklist and council members should think about what to put on the checklist for the next meeting. The additional meeting was set for December 1, 2017 from 9:00am – 11:00am.

Course Guides and Individualized Degree Plans for Review

- a. History of Micronesia (HI 260) Course Guide: Barry Wicksman presented the revised course guide for HI 260. Recommendations from the council included stating whether there are course prerequisites, concurrent enrollment, and math placement level. If none, it should be stated as such. Additional recommendations included removing the statement “Also, World History and/or History of the Northern Mariana Islands would be an advantage but is not a prerequisite” from the course guide, and adding an estimated cost section. A motion to adopt with changes was made by Alfredo de Torres. The motion was adopted unanimously.
- b. Introduction to Management (MG 234) Individualized Degree Plan: Barbara Hunter presented a change of course name from Fundamentals of Management back to its

original name of Introduction to Management, since that is the name that appears on the course guide.

- c. Abnormal Psychology (PY 102): James Kline will present a new course (Abnormal Psychology - PY 102) to the council in the next meeting, December 1, 2017. He stated that he would like this course to be comparable to the General Psychology (PY 101) course and will include that course guide for council members to compare it to. Ajani Burrell will email the course guide to all council members for review and comments.

Adjournment

The meeting was adjourned at 11:09 am.

Beylul Solomon

February 23, 2018

Secretary

Date of approval
