

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 20, 2012

Approved 4/27/12

DATE: April 20, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

Voting Members Present:

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services
James Kline, Academic Council Vice Chair, Chair, Languages & Humanities Dept. (LH)
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.

Non-Voting Members Present:

Amanda Allen, Distance Learning Coordinator, Information Technology (IT), Proxy

Others Present:

Rosaline Cepeda, Registrar, Office of Admissions & Records (OAR) (Proxy for Cynthia Deleon Guerrero)
John Cook, President, Faculty Senate
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)
Jose Herrera, Instructor, Education (Human Services), Acting Director, School of Education (SOE) (Proxy for Roy Greenland)
Christlaine Pangelinan, Counselor, Counseling Programs & Services (Proxy for Timothy Baker)
Gina Tomokane, Administrative Manager, Sciences, Mathematics, Health & Athletics Dept. (SMHA) (Proxy for Dr. Alfredo De Torres)
Geri Willis, Program Manager, Student Engagement, First Year Experience, Learning Communities
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:15 a.m.

1) Review and Adoption of April 20, 2012 Agenda

There was a recommendation to change the order of the agenda by moving New Business under Old Business. This will be a permanent change.

James moved to adopt the agenda with the recommended change. Gina seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) April 13, 2012: It was noted that Lauren Jardinero is the Secretary for ASNMC (Associated Students of NMC) and the minutes should reflect that.

James moved to adopt the April 13, 2012 minutes with changes. Jose seconded the motion. Motion carried.

3) Announcements

None

4) Old Business

a) College Hour: This item was discussed in the last AC meeting and Lauren was going to bring the matter to the attention of ASNMC and provide feedback. The purpose of College Hour is to have a set time when there are no scheduled classes so that students can participate in College or student sponsored activities. The AC Chair asked John and whoever was a staff member in the meeting to get feedback from Faculty Senate and Staff Senate regarding College Hour. ***The day and time for College Hour will be determined at the next meeting.***

b) Teacher Candidacy Application: **Tabled**

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5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans: None
- 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) ED 450 **Tabled**
 - ii) BI 251 **Tabled**
 - iii) BI 252 **Tabled**
 - iv) NU 105 **Tabled**
 - v) NU 124 **Tabled**
 - vi) NU 209 **Tabled**
- d) New
 - i) ED 454: Recommendations to change the formatting on some pages. Suggestion to reword one SLO (Student Learning Outcome) that is too vague. There was a question about the prerequisites for the course being only ED 211 and ED 205. Omit the textbook's ISBN because it does not need to be in the course guide. ***The ED 454 course guide will be returned to the proposer to make the recommended changes and present the course guide again at the next meeting.***

7) New Business

- a) NMC Course Enrollment from Summer 2009 to Spring 2012 (data from Lisa of OIE): The AC Chair asked the department heads to use this enrollment data to project their department's course offerings for Fall and Spring semesters.
- b) Overloads and Adjuncts Prorated Pay Based on Enrollment: Prorate pay for Summer 2012. AC was in agreement for prorated pay based on enrollment for the summer. The AC Chair has asked Human Resources and Finance Office to create a formula for the prorated pay. ***The AC Chair will ask Bobbie Hunter, Acting Human Resource Manager, and Dave Attao, Dean of Administration, to attend the next meeting and give clarification and feedback on this matter.***
- c) Class Schedule Deadline: OAR requests that a deadline be set for class schedules to be submitted. **James moved to set a deadline of May 31, 2012 for the final Fall 2012 schedule to be submitted to the dean's office. Jose seconded the motion. Motion carried.**

Last week an adjunct who taught three classes (1 math and 2 science classes) received a call for active military duty and had to leave. An e-mail was sent from the SMHA department to ask staff members if any were willing to take over his math class as an additional duty (AD). There were no responses to the AD request and the AC Chair asked the President if adjuncts could be hired to take care of the classes at a prorated pay. Lisa Lunde, Health & PE Instructor, has been taking care of the math and one science class as it is all review during these last weeks of classes.

- d) Online Course Concerns: We are hoping to fill the position of the Distance Education Coordinator soon. Programs need to be sensitive to the needs of the students and offer both an online and a face to face component of the same course or consider blended courses.

Online activities for the online courses are monitored. There are security mechanisms in place to ensure that students are accessing their accounts and tests, exams, and quizzes, with passwords. There are concerns about plagiarism with online courses, but Turnitin (an Internet-based plagiarism-prevention service) can assist instructors in detecting plagiarism. ***The AC Vice Chair suggested that Tom Colton be asked to attend an AC meeting to give feedback about online courses since he has taught online courses for many years.***

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Amanda reported that Kyle Podziewski, an instructor at SOE, has a feature for his online course set up to give students a second chance to retake an exam, test, or quiz, or submit a missed assignment within 24 to 48 hours. This is a good idea in helping students who really need the second chance, but some students start relying on this concept and not perform as well on a test or not submit an assignment on time. John had some reservations about this idea – we are preparing our students for the workforce and in some courses, such as a criminal justice course, students cannot afford to be given a second chance to resubmit a report or not get an investigation completed that is critical to a case.

- e) Summer Classes 2012 (Budget): Departments need to stay within their budgets. According to the budget report from the Finance Office, SOE and LH departments are the only two departments that are able to offer summer classes. Rosa voiced her concern about NU 203 not running in the summer because it will disrupt the course sequence in the Nursing program. The course should be able to pay for itself and therefore should be allowed to run for the summer. ***The AC Chair will e-mail Dean Attao and the President to ask for assistance to offer those classes whose departments have insufficient funds to pay instructors' salaries. She will copy the AC members on the e-mail.***
- f) Graduating Students in a Class: Courses will not be created or run (without meeting the minimum enrollment) only because there is a graduating student who needs the course. Academic advising is very important in planning for a student's courses throughout his or her enrollment at NMC.
- g) Minimum Enrollment Suggestion (Budget): The suggested minimum enrollment is between 20 and 30. This suggested minimum enrollment will be for Summer, Fall, and Spring. NMC is short about \$1.3 million and this affects course offerings. ***John Guerrero, Facilities Manager, and Dean Attao will be invited to the next meeting to give further clarification and feedback about the creation and renovation of classrooms.***

8) Adjournment

Meeting adjourned at 10:35 a.m. Next meeting will be on Friday, April 27, 2012 at 9:00 a.m. in the BOR Conference Room.

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