

Northern Marianas College
ACADEMIC COUNCIL
Minutes of June 22, 2011

Approved 8/3/11

DATE: June 22, 2011

TIME: 10:00 a.m.

PLACE: BOR Conference Room

Meeting called to order at 10:06am

1) Review and Adoption of June 22, 2011 Agenda

2) Review and Adoption of the following Minutes

a) April 29, 2011

Typos noted and will be submitted by Lisa. She also commented James/Tom:

Discussion: Lisa shared 5a after suspension for program review purposes. Remove acting chair for Tom Sharts on the meeting minutes.

Adoption was approved with amendments to the minutes.

b) May 27, 2011 (Tabled)

3) Announcements

a)

4) Old Business

a) Nursing Program Clinical/Practicum Hours (Related Learning Experience)

Form was approved by AC and that it is now being implemented. The 12 graduating students used this form and is in their student files. Two forms to be provided to Archivist for AC file.

b) Volunteers

Took existing agreement and additions were included to meet the nursing requirement. Original agreement is currently being routed.

c) Spring 2012 College Hour

Suggestions to have 11-12, 12-1 and possibly meeting on Saturdays. Use a classroom to save utilities cost down. Also good to use in the Fall 2011 because SOE is using three rooms. College hour was recommended by DC where this will allow more participation from faculty, staff and students.

d) Staggered Course Assessment Schedule

i) Evidence – need evidence by the end of the month. Form 1s also must be turned in to Dean's office ASAP. Form 1 3 columns for Fall 2010.

e) AC Evaluation Committee Report

Rosa shared that the committee decided to meet twice a month on a Wednesday. Mike finished for L&H, Dr. Peters for SOE. Judy was having difficulty for Business dept. and Flor for SMHA dept.

Lisa asked for a Master List of the Staggered Schedule for Course Assessment. It's the evidence that is needed for Judy and Flor. Form 1s are submitted but not the evidence. Mike tried the forms and Mike pointed that the form needed revisions to the rubric. The revised form was distributed to some members of AC. **Will ask Rosa T. to provide copy for Archivist file.**

Look at what has been done and not what has not been done and that is why we started in Fall 2010.

The committee is now keeping a binder on all the meeting, minutes and anything that is being used for course assessment.

5) Degree and Certificate Program Review

a) Revisions to Individualized Degree Plans/Individualized Certificate Plans

b) Department Request to Place Program(s) on *Inactive Status*

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6) Course Guide Review

- a) Inactive Status
- b) Cancellations
- c) Modifications
 - i) SO210 To drop the pre-req. page 2 on top. remove the pre-req of SO 101. James/Rosa. Motion carried as amended to adopt SO210 CG. Offered Fall and Spring.
- d) New
 - i) HI 115
Formatting issues..suggested to make the changes and return for action in the next meeting.

7) New Business

- a) Individualized Degree Plans (Lisa H.)
New Form 2 – OIE is trying to refine Student Data for departments. Do departments just want to see courses under their department or other department as well. Lisa just informing and no decision needed now but later.

Liberal Arts Coordinator, on LTA and it is Velma DLG who will begin July 1, 2011.

- b) Fall 2011 Class Schedule (Friday Classes)
Department Chairs to look at Friday classes to address the austerity. Decisions will be made based on evidence. Austerity may take effect July 15, 2011 but was told that maybe the following pay period.

Is there any decision on class minimum? No but will be discussed at the next meeting.

Is there an updated class schedule? Not yet. Joyce reminded that faculty contracts will change in terms of credits thus schedules will need to change if we need by first week of July.

- c) Non-Teaching Assignments
Department Chairs will need to remind faculty of non-teaching assignments. Make recommendations to reduce or justify for them to be allowable. LINC will not be accommodated at this time. \$670,000 in last academic year.
- d) Graduating Student (Definition)
Chairs need to make the decision on running a course for a graduating student. Academic advising may be the issue with this. Advising training needs to be revisited. Body to come up with definition of graduating student by Fall 2012.

Meeting for Wednesday at 10am during Summer 2011.

8) Adjournment

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