

Northern Marianas College
ACADEMIC COUNCIL
Minutes of December 12, 2011

Approved 1/27/12

DATE: December 12, 2011

TIME: 3:00 p.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. John Griffin, Chair, Business Dept.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)

Non-Voting Members Present:

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

Others Present:

Charlotte Cepeda, Instructor, Education, School of Education (SOE) (Proxy for Roy Greenland)
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program (Proxy for Rosa Tudela)
Lisa Lunde, Instructor, Health & PE, Sciences, Mathematics, Health & Athletics (SMHA) (Proxy for Dr. De Torres by the request of the AC Chair)
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 3:05 p.m.

1) Review and Adoption of December 12, 2011 Agenda

The following changes were made to the agenda:

Add under Old Business: b) Credit by exam for NDU courses c) Teacher Workshops

Add under Course Guide Review: c) Modifications vii) ED 406

Thomas moved to adopt the agenda with changes. James seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

a) November 7, 2011: **Amanda moved to adopt the minutes without changes. James seconded the motion. Motion carried.**

b) November 14, 2011: **James moved to adopt the minutes without changes. Charlotte seconded the motion. Motion carried.**

c) December 5, 2011: **James moved to adopt the minutes without changes. Charlotte seconded the motion. Motion carried.**

3) Announcements

None

4) Old Business

a) BE 111 Update: The question about making BE 111 College Success a core course under all individualized degree plans (IDPs) continues. Department heads are asked to work within their degree program to fit BE 111 as a core course under their IDP. ***Revised IDPs will need to be approved by the Academic Council before being implemented. This item will remain on the agenda for updates and until it is resolved.***

b) Credit by exam for NDU courses: Velma has advisees who are interested in doing credit by exam in spring 2012 for the NDU (non-degree unit) math. Credit by exam is not allowed for NDU courses and she asked if the process could be changed to allow credit by exam for NDU courses. James stated that Eric Johnson of the SMHA department had informed him that he had been allowing students to do credit by exam for NDU math courses until he was notified to stop. James stated there was ***a meeting between LH department members, Leo Pangelinan (Dean of Student Services), Cynthia Deleon Guerrero (Director of the Office of Admissions & Records), and the AC Chair about putting into place a credit by exam process for NDU courses – this will need to be approved by the Academic Council.***

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Velma asked that if a student took the math placement test in fall, placed in MA 087, registered for the course and passed and feels that he/she can place at a level higher than the next math level, can he/she retake the math placement test for spring? Unfortunately, the English and math placement tests cannot be taken twice in one year. The AC Chair noted that it does not specifically state in the general catalog that credit by exam is not allowed for NDU courses, but it does state that credit by exam can be given for college-level courses. Students who fail the credit by exam for a specific course cannot retake the exam but may re-register for the course in the next term. ***The AC Chair wants feedback from the Director of the Office of Admissions & Records. Therefore, this item is tabled until the next AC meeting.***

- c) Teacher Workshops: Department heads need to consider College employees who may be qualified to teach as part of their additional duty even though there is money in their budget to pay a non-College adjunct instructor. Fill the courses that need instructors with full-time College employees first before looking for adjuncts outside the College. The Teacher Workshops will be held December 19-23. The facilitators will be Velma Deleon Guerrero and the AC Chair. Amanda Allen will also conduct Moodle training on December 19-23. On January 5, 2012 Geri will conduct a LinC (Learning in Communities) workshop and Lisa Hacskaylo and Thomas Sharts will conduct a BE 111 College Success workshop. These workshops may be considered as professional development for the beginning of the spring 2012 semester since there are no professional development days scheduled for the beginning of the spring semester.

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) HE 150: Textbook edition change and 3-year periodic update. Online component added. **James moved to adopt the HE 150 course guide with additional changes. Velma seconded the motion. Motion carried.**

The AC Chair stated that during a Management Team meeting, Galvin Deleon Guerrero, Director, Office of Institutional Effectiveness (OIE), recommended that we look at the possibility of starting to use e-books and to revise all course guides to change from regular textbooks to e-books. The AC Chair suggested that department heads look at their courses and see if there is an e-book format for the textbooks for students so we can move towards that goal. We are looking at the BE 111 course to start using e-book.

Amanda asked if it was the Bookstore's responsibility to post the textbooks' ISBNs online. The AC Chair and James confirmed that it is the Bookstore's responsibility. ***The AC Chair will e-mail the Bookstore staff, and copy the AC members, that the ISBNs for textbooks must be posted online.***

- ii) HE 230: Textbook edition change and 3-year periodic update. Online component added. **James moved to adopt the HE 230 course guide with additional changes. Velma seconded the motion. Motion carried.**
- iii) PE 140: No previous original course guide with signatures on file in the department or the dean's office. The course was created and offered in 2001. It was decided that it would be a modified instead of a new course guide since the course has been offered since 2001.

3-year periodic update. Lecture: 30 hours per semester (fitness). **James moved to adopt the PE 140 course guide with additional changes. Charlotte seconded the motion. Motion carried.**

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- iv) PE 149: 3-year periodic update. Lecture: 30 hours per semester (fitness). **James moved to adopt the PE 149 course guide with additional changes. Velma seconded the motion. Motion carried.**
- v) PE 225: 3-year periodic update. Lecture: 30 hours per semester (fitness). **Thomas moved to adopt the PE 225 course guide with additional changes. Velma seconded the motion. Motion carried.**
- vi) PE 226: 3-year periodic update. Lecture: 30 hours per semester (fitness). **James moved to adopt the PE 226 course guide with additional changes. Charlotte seconded the motion. Motion carried.**

Lisa will make all the changes on the above Health and PE course guides and submit them for the signature of the Dean of Academic Programs & Services.

- vii) ED 406: Textbook edition change. Course description updated. Alignment with other courses in the School of Education. **Thomas moved to adopt the ED 406 course guide with additional changes. James seconded the motion. Motion carried.**
- d) New
 - i) ED 342: **James moved to adopt the new ED 342 course guide with changes. Lisa seconded the motion. Motion carried.**
 - ii) Course guide for "Behavior Management in the Classroom": Roy will need to check the Registrar about the alpha course number, ED 352, because it has been used for another course, "Behavior Modification in the Classroom". The assessment measures should be general, not too specific and detailed. ***The ED 352 course guide needs to be redone and resubmitted to AC.***

7) New Business

- a) Prorate Pay for Courses with Low Enrollment (6 students minimum): Courses with at least 6 student enrollment but lower than 12 may run given that adjuncts' compensation be prorated. This is how Guam Community College (GCC) compensates their adjuncts if classes have lower than the expected student enrollment. ***The AC Chair asked for feedback and recommendations from AC members and asked Dr. Griffin to do some research on the matter.***
- b) Adjunct Pay Rate: AC needs to make a recommendation on the adjunct pay rate.
- c) Online Courses: Moodle training with Amanda. The College is moving to have some courses completely online, but we must stay less than 50% of online courses within the programs. The Memorandum of Understanding (MOU) for Ed-To-Go is being worked on.
- d) Accelerated Courses: Departments heads need to start looking at courses that can run for two weeks at a time. Registration will be continuous so that students can register for courses.

8) Adjournment

Meeting adjourned at 4:50 p.m. No Academic Council meeting until January 2012.

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