

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 17, 2012

Approved 2/24/12

DATE: February 17, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

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. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Roy Greenland, Acting Director, School of Education (SOE)
Dr. John Griffin, Chair, Business Dept.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept.

Non-Voting Members Present:

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

Others Present:

Lawrence Camacho, President, Associated Students of NMC (ASNMC)
John Cook, President, Faculty Senate
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)
Eric Johnson, Math Instructor, SMHA Dept.
Geri Willis, Program Manager, Student Engagement, First Year Experience, Learning in Communities (LinC)
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

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

1) Review and Adoption of February 17, 2012 Agenda

Dr. Griffin moved to adopt the agenda without changes. Dr. De Torres seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

- a) February 10, 2012: Under New Business, Honorary Degrees Policy 309.1: Delete "He will e-mail the recommended revisions to AC members for review and feedback". Change John presented his concerns and recommended revisions on the honorary degrees policy to John presented his concerns on the honorary degrees policy.

Dr. Griffin moved to adopt the February 10, 2012 minutes with the changes noted above. James seconded the motion. Motion carried.

3) Announcements

None

4) Old Business

- a) Spring 2012 Final Exam Schedule: **Dr. Griffin moved to approve the Spring 2012 Final Exam Schedule without changes. Dr. De Torres seconded the motion. Motion carried.**

- b) Green Sheet Week: Also known as academic advising week will be **March 26 – 31, 2012**. Roy expressed concern about students being advised in spring then returning in fall to register and not being able to get in the courses that they had planned for because they are full. We need to make certain to take advantage of the advising week to gather data of the number of courses that are needed so that there is some level of assurance that students will get the classes they planned for.

- c) Summer 2012 Classes: Draft of a Summer 2012 calendar for 8-week and 12-week sessions was disseminated for review. The 8-week session corresponds with when the public school system (PSS) gets out for the summer. **Dr. Griffin moved to approve the Summer 2012 calendar for 8-week and 12-week sessions. James seconded the motion. Motion carried. Summer 2012 class schedules should be submitted to Dean Merfalen's office as soon as possible.**

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- d) 3-year Class Schedules: Dr. De Torres noted that the natural resource management (NRM) courses in the spring 2014 schedule should be repeated in the spring 2015 schedule. It was noted that the 3-year class schedules are proposed schedules and may change as needed. **Dr. Griffin moved to approve the 3-year class schedules with the changes noted for the NRM courses and to include a note on each schedule that it is subject to change as needed. Dr. De Torres seconded the motion. Motion carried.**
- e) 3-year Academic Calendars: **Dr. Griffin moved to approve the 3-year academic calendars. James seconded the motion. Motion carried.** John noted that the 2013 calendar seemed to have been moved back one week. The calendar will be checked and adjusted as needed. Roy recommended that "Spring Break" be in red.
- f) Adjunct Pay: John reported that Faculty Senate considers all adjunct pay rates too low. In order to maintain the quality of the current pool of adjuncts any pay reduction is not a good idea. The senate sees the adjunct pay recommendation by Academic Council as a pay cut, and therefore, opposes any restructure to the current adjunct pay scale. Faculty Senate's recommendation is to maintain the current adjunct pay scale. The AC Chair reported that the adjunct pay recommendation was presented to College Council but it was returned to Academic Council for reconsideration.

After some discussion it was agreed not to change the current adjunct pay scale. **Dr. Griffin moved to maintain the current adjunct pay scale at \$500 per credit for a bachelor's degree, \$700 per credit for a master's degree, and \$900 per credit for a doctorate's degree. Dr. De Torres seconded the motion. Motion carried.**

- g) Honorary Degrees Policy 309.1: John reported that the Faculty Senate has concerns about the policy and voted to reject the policy as it is currently written. **John will e-mail the AC Chair the minutes of the Faculty Senate meeting in which the policy was discussed.** Roy read recommendations he drafted on how the policy should read. **The AC Chair asked Roy to e-mail the recommendations to the AC members for review, feedback, and to provide additional recommendations at the next meeting.**
- h) Credit by Exam for NDU Courses: Eric stated that the math department had been doing credit by exam for NDU math courses until he was informed that the credit by exam process is for college-level courses not NDU courses. He asked that either the credit by exam policy be revised to include NDU courses or something similar to the credit by exam process for college-level courses be put in place for NDU courses. **The AC Chair asked Eric to take a look at alternatives to address this matter and provide feedback to her to present to the Academic Council.**

5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) A.A.S. in Hospitality Management IDP Table

The AC Chair asked Dr. Griffin to take care of the Associate in Applied Science in Hospitality Management IDP so that it can be presented to the Academic Council for review and approval.

- ii) A.S. in Nursing IDP: Recommended revisions from the last meeting were made. Additional revisions were suggested. **Dr. Griffin moved to approve the Associate in Science in Nursing IDP with additional changes. Thomas seconded the motion. Motion carried.**
- b) Department Request to Place Program(s) on Inactive Status: None

6) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None

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c) Modifications

- i) MA 192 (request by the AC Chair to put item back on the agenda for discussion): The AC Chair has reviewed the data for MA 192. Enrollment is no higher than 5 students throughout the years the course has been offered. She is concerned there is duplication in providing tutoring services by offering the MA 192 Mathematics/Science Tutoring course when the counseling office also provides the same services.

Eric stated that the MA 192 course serves two purposes.

- 1) Helps Northern Marianas Academy (NMA) students obtain more than the 4 credits in math to fulfill their high school math credits. Most NMA students place at MA 161 College Algebra when they start at the College and therefore need an additional math course to fulfill their high school math credits. Some NMA students place lower than MA 161 and progress to MA 161 and therefore do not need the MA 192 course to fulfill their high school math credits.
- 2) Provides tutoring services to students in lower level math courses.

Velma offered a suggestion that when NMA students placed at MA 161 and no other math course was available to fulfill the math credits they need after they have taken MA 161, that the math course requirement be waived and another course substituted to fulfill the math credits. Lisa noted, however, that the second math course NMA students need to take to fulfill their math credits is for the high school requirement.

- ii) BI 201: Periodic update. Additional changes recommended. Formatting changes. **Dr. Griffin moved to approve the BI 201 course guide with the additional changes. Roy seconded the motion. Motion carried.**
- iii) NR 150: Periodic update. Additional changes recommended. Formatting changes. **Dr. Griffin moved to approve the NR 150 course guide with the additional changes. Roy seconded the motion. Motion carried.**
- iv) NR 153: Periodic update. Additional changes recommended. Formatting changes. **Dr. Griffin moved to approve the NR 153 course guide with the additional changes. James seconded the motion. Motion carried.**
- v) NR 255: Periodic update and addition of required textbooks. Additional changes recommended. Formatting changes. Velma expressed concern regarding one of the required textbooks for the course. **Dr. Griffin moved to approve the NR 255 course guide with the additional changes. James seconded the motion. Motion carried.**

d) New: None

7) **New Business**

- a) Math Standardized Exit Exam: Eric raised a concern about the continuation of administering the math exit exams and placement tests when he is now the only full-time math instructor. It takes more than one person to administer the exit exams and placements tests. Suggestion in an earlier discussion with the AC Chair was to give the placement test to students while they are still in high school like the SAT or ACT test. Another suggestion was to ask Annie Santos, who coordinates tests such as the SAT, ACT, and PRAXIS on campus, to assist with administering the exit exams and placement tests.
- b) AC Form 1 Sample: Revised Form 1 (5-Column Model) for course assessment was disseminated in the meeting. Dr. Griffin suggested reformatting the form again so that the College mission and student learning outcomes (SLOs) are on top and the three other columns are at the bottom allowing the form to have a portrait layout. **The AC Chair tabled this item and asked department heads to obtain feedback from faculties regarding the format. The item will remain on the agenda for final review and approval at the next meeting.**

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- c) Course Evaluations Update: Some online course evaluations for Fall 2011 were mixed up and are in the process of being corrected and extracted from the raw data. If a faculty sees that the result of their course evaluation is still mixed up with another course evaluation let the administrative manager know and the mix up will be corrected. Overall, the results of the Fall 2011 course evaluations are ready. The department heads should receive them soon from the administrative managers and set up conferences with their faculties to go over the results.

The Skylight Matrix System, which was used for the online course evaluations, shut down its services due to funding cuts. Dr. Hart provided a survey that Amanda will look at as an option for the College to use. Another option is to purchase another survey system.

An alternative to online evaluations is paper based evaluations. If the Spring 2012 course evaluations are going to be distributed manually the administrative managers recommended that the evaluations be administered between April 23rd and April 28th.

8) Adjournment

Meeting adjourned at 11:15 a.m. Next meeting will be on Friday, February 24, 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.”