

Northern Marianas College
ACADEMIC COUNCIL
Minutes of September 19, 2011

Approved 9/26/11

DATE: September 19, 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. 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.
Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

None

Others Present:

Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 3:00 p.m.

1) Review and Adoption of September 19, 2011 Agenda

The following change was made to the agenda:

Under Announcements: Add b) Fall 2011 Staggered Course Assessment

Dr. Griffin moved to adopt the agenda with the change. Rosa seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

- a) August 3, 2011
- b) September 12, 2011

Dr. Griffin moved to adopt the minutes of August 3 and September 12 without changes. James seconded the motion. Motion carried.

3) Announcements

- a) Spring 2012 Schedule: Due date November 4, 2011
- b) Fall 2011 Staggered Course Assessment: First 3 columns of Form 1 are due by Friday, September 23, to the office of the Dean of Academic Programs & Services.

4) Old Business

- a) Course Sequence Submission Follow Up: Programs that have not submitted their course sequence should do so as soon as possible (Business, Criminal Justice, Natural Resource Management, Nursing).
- b) Board policies on academic affairs (handouts): These policies need to be reviewed. ***Department heads should share these policies with faculty and give feedback to the AC Chair or Vice Chair by Monday, September 26. The AC Chair will review the feedback, incorporate the feedback in the policies, and present the policies to College Council. Additional policies will be disseminated for review at a later time.***

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

Northern Marianas College
ACADEMIC COUNCIL
Minutes of September 19, 2011

6) Course Guide Review

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

- c) Modifications
 - i) NS 101: Update of textbook, teaching methods, course objectives, curriculum content, laboratory procedures, and Student Learning Outcomes (SLOs). **Dr. Griffin moved to adopt the NS 101 course guide with changes. Tim seconded the motion. Motion carried.**

James asked what the procedure is to move a course from his department to the SSFA department. ***The AC Chair will check the Office of Admissions and Records on what the procedure is and e-mail it to AC members.***

- d) New: None

7) New Business

- a) Board Policy on Program Guarantee: This policy needs to be reviewed. ***Department heads should give feedback to the AC Chair or Vice Chair by Monday, September 26. The AC Chair will review the feedback, incorporate the feedback in the policy, and present the policy to College Council.***

8) Adjournment

Meeting adjourned at 3:30 p.m. Next meeting will be on Monday, September 26, 2011, at 3:00 p.m. in N-5.

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