

Academic Council Meeting Minutes **April 8, 2004**

- 1) Review and adoption of previous meeting minutes
 - a) March 18, 2004
- 2) Review and adoption of April 8, 2004 agenda
- 3) Old Business
 - a) NDU grading policy
 - b) School of Education
 - i) ED110 Introduction to Teaching and Participation CG
- 4) Other Issues
 - a) Course guide template
 - b) Course guide web template
 - c) Online course preparation
- 5) New Business
 - a) CNMI Commonwealth Code
 - b) Languages course guides
 - i) EN 083 Reading and Vocabulary Development II
 - ii) EN 201 Creative Writing
 - iii) EN 202 English Composition II
 - c) Business course guides
 - i) MG 235 Principles of Retailing
 - ii) TS 103 Introduction to Hospitality Industry
 - d) Elementary Education IDP
- 6) Schedule of next meeting

Members present: Tom Colton – Languages & Humanities, Lois Gage – Nursing, Tony Satur – Human Performance & Athletics, Glenn Keaton – Sciences, Math & Vocational Technology, Ed Lieberman – School of Education, Lynda Rowe – Social Sciences and Fine Arts, and Jeff Willden – Business.

Members absent: None

Staff and Faculty present: Lourdes Villazon as recorder.

Academic Council Chair Glenn Keaton called the meeting to order at 1:06 pm.

- 1) Minutes

The March 18, 2004 minutes were accepted without changes.
- 2) Agenda

The April 8, 2004 agenda was accepted without changes.
- 3) Old Business
 - a) NDU grading policy

The council approved the following statement to be stated in the NMC General Catalog: A failing grade of “F” is given when a student’s performance in a course has been inadequate, such grade will be included when computing the student’s grade point average.
 - b) School of Education
 - i) ED 110 Introduction to Teaching and Participation CG
Item tabled.
- 4) Other Issues
 - a) Course guide template

Instructors will begin using the template. Will hear how it works.

b) Course guide web template

Jeff has posted about 10 to 15 course guides on the web. He said it takes about 5 to 8 minutes to copy and paste one course guide. He mentioned that in the future the Microsoft Word template would no longer be used. Course guides will be prepared directly on the web template.

c) Online course preparation

No new issue, item will be removed from the agenda. If needed, it will be brought back on the agenda.

5) New Business

a) Commonwealth Code

The council discussed the Non Resident Workers Act of the NMI Commonwealth Code.

b) Languages course guides

i. EN 083 Reading and Vocabulary Development II

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **EN 083 “Reading and Vocabulary Development II”**.

ii. EN 201 Creative Writing

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **EN 201 “Creative Writing”**.

iii. EN 202 English Composition II

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **EN 202 “English Composition II”**.

c) Business course guides

i. MG 235 Principles of Retailing

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **MG 235 “Principles of Retailing”** with pending changes.

ii. TS 103 Introduction to Hospitality Industry

The council moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **TS 103 “Introduction to Hospitality Industry”**.

d) Elementary Education IDP

The council moved, seconded and unanimously approved to recommend the Elementary Education IDP.

6) Schedule of next meeting

The next meeting is scheduled for April 15, 2004. The meeting adjourned at 1:55pm.