

**NORTHERN MARIANAS COLLEGE**  
**Academic Council**  
**Minutes of September 20, 2007**

**Date** : September 20, 2007

**Time** : 1:00-3:00pm

**Place** : BOR Conference Room

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**Members Present:**

Danny Wyatt, Dean of Academic Programs & Services, AC Chair  
Leo Pangelinan, Director, Counseling Programs & Services  
Dr. Debra Cabrera, Instructor, Social Sciences & Fine Arts Representative  
Dr. Michael Reber, Director, School of Education  
Pat Taylor, Acting Chair, Nursing  
Glenn Keaton, Chair, Sciences, Mathematics, Health & Athletics  
Mark Haag, Chair, Languages & Humanities  
Larry Lee, Instructor, Business Department  
Ivan Mereb, ASNMC President  
Joyce Taro, Recorder

**Members Absent:**

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness  
Office of Admissions & Records Representative

**Others Present:**

Frank Sobolewski, Instructor, Faculty Senate President

- 1) Review and Adoption of the September 20<sup>th</sup>, 2007 Agenda
  - a) September 20<sup>th</sup> agenda approved with changes
  
- 2) Review and Adoption of the March 15, 22, & 29 Meeting Minutes and September 13<sup>th</sup> Meeting Minutes
  - a) March 29<sup>th</sup>, 2007 Minutes
    - i) According to Dr. Deb, no one was available to take minutes thus minutes are based on notes that she had taken. Glenn certified minutes as well. The typing test was brought up but tabled during this meeting.
    - ii) **ACTION:** Minutes of March 29<sup>th</sup>, 2007 approved with no changes
  - b) September 13<sup>th</sup>, 2007 Minutes
    - i) Typos noted.
      - (1) Before voing to approve the minutes of September 13<sup>th</sup>, Dr. Deb informed AC that she met with Frank Sobolewski and Sam McPhetres who is Chair for SSFA and can't attend AC meetings due to class, that Frank will be representing SSFA in AC meetings until further notice.
      - (2) Faculty Senate is not member of AC.
    - ii) **ACTION:** Minutes of September 13<sup>th</sup>, 2007 **approved** with minor changes
  
- 3) **Old Business**
  - a) Math Placement Exam Items
    - i) Waiving Math Placement Exam
      - (1) This policy will allow students to have a math placement slip just so they can register for classes if they have not taken or do not wish to take the placement test. However, if they choose to take the lowest placement level, MA090, and they enroll in the class, they automatically waive their right to take the placement test.
      - (2) Change paragraph 2, line 3 to say "...choose NOT to take..."
      - (3) Reference was made in the 2006-2008 NMC catalog-page 29, under Registration. It was recommended to change the wording on paragraph 1, line2: *Exception: New*

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*students who choose not to take the placement tests may register for EN 070, EN 071 and MA 090 **only**.* (wording should be changed).

(a) MA 090 English placement level is EN 093/094. Thus this statement should be changed.

(4) After much deliberation, it was voted to approve the proposal with minor changes.

ii) **ACTION:** Waiving Math Placement Exam Proposal **approved** with minor changes.

iii) \$2.00 Replacement Fee Proposal

(1) If Eric J. is compensated for issuing placement slips, then he is doing what the college is paying him to do.

(2) This also will bog down the finance office having more students lining up to pay for tuition, bills etc. and then for these students to wait in line to pay this fee before getting their math placement slips.

(3) How are advisees being allocated among faculty in the department? Reduce number of advisees for Eric so he can accommodate student needs regarding placement slips.

(4) How will Eric determine which students have received their placement slips? Does he keep a log on the students? Also, we're trying to bring in and retain our students yet we punish them by imposing fees on them.

(5) As a reminder that faculty do advising as well as registering students into PC, it was suggested that maybe ask one of the administrative managers to issue out placements slips for one credit of compensation.

iv) **ACTION:** Proposal of a \$2.00 replacement fee for Math Placement Slips was **not approved**

b) Advanced Placement Procedures – **Tabled**

c) Academic Council Assessment

i) AC Chair sent out five AUOs that AC needs to look at and select 2 or 3 to work on. Tools used to measure these AUOs will be determined at a later time. At this time we need to select which ones to work on.

ii) **ACTION:** Out of the five proposed AUOs for AC, numbers 1, 2 and 3 were selected as AUOs for AC and they are:

(1) *Assist in improving existing courses and course guides.*

(2) *Provides timely and accurate review of curriculum and program changes.*

(3) *Monitors progress on course review for evaluation purposes in a timely manner.*

iii) AC Chair will work with Glenn Keaton and anyone who wants to participate in developing measuring instruments. Once sent, we request that everyone comment or respond on them.

d) 1 Credit for Online Teaching

i) There is still a concern regarding definition of what is an online class. The one credit is specifically for illuminate live and not for the blended. Glenn made it clear that they got a packet about the types of online classes were. AC looked at it only. It was not about approval but clarity on what constitute what an online course is. Tabled until definition is clear with recommendations.

e) Online Instructor Certification

i) Glenn informed AC that at the August 30<sup>th</sup> AC meeting, the Online Instructor Certification Proposal to have a policy certifying online instructors was approved and that it is being brought to the College Council for approval. It was suggested that procedures be included with the policy for College Council approval. The procedure should be specific that the certification is for VTC and Illuminate Live. **Tabled** until procedure has been developed to be in line with what is on the course guide and determine if SLO needs to be changed, etc.

**Approved: 11.08.07**

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- f) Academic BOR Policies and Procedures Committee Update – **Tabled**
- g) FY 2008 Budget – additional 10% reduction imposed
  - i) Everyone was informed their budget was cut by 10 percent. PBEC cut the budget regardless of where funds are coming from. Basically, we don't have enough money coming in to cover cost of running certain courses. From a 9 million budget to a 6 million budget, we have only made cuts in supplies. We have not cut programs and instructions.
  - ii) It was suggested to have AC Chair e-mail information to SOE faculty. They can then share the information with their students. Students also need to know that tuition elsewhere (ie. UOG, UH) are twice as expensive as ours.
- h) EN 092 Proposed Change
  - i) Again we would need additional support such as room space, lab equipments and additional faculty to teach the course.
  - ii) We may approach the Foundation to provide funding in running this course.
- i) Tinian and Rota Course Delivery
  - i) If we start moving to online course delivery, is it effective for the other two sites. We're currently using VTC to teach online. It was recommended that someone in the group be familiar with how online works. This way there is support available for those first time students taking online courses. Meaning they can address and fix problems that may arise in the delivery process. There should be group cohesion where students work as a team because instructor is not available. This is an issue on how we can provide educational opportunities for the two sites.
- j) Tinian and Rota Registration Protocol
  - i) Remind the two sites that there is a process on how to register for classes. There is a procedure and that needs to be followed.
  - ii) Teacher candidacy: There is a requirement that students must meet to be eligible to enter into the teacher candidacy status. There is no provisional candidacy and SOE is sticking to implementing what is in the catalog. If there is a problem in Tinian, then this information should be shared to individuals responsible in Tinian (Maria Aguon) to ensure that students are advised correctly.
- k) Gen Ed Assessment Committee Reformation
  - i) Memo 1 has already been submitted. Will be meeting on Friday.
- l) Reports
  - i) Monthly Reports
    - (1) Not all monthly reports have been turned in. Please turn them in ASAP.
  - ii) 10-66/Annual Report
    - (1) Pending report from School of Business
- m) Liberal Arts Program Review Update
  - i) For both Gen Ed and Liberal Arts
    - (1) Memo 1 was rejected by PROAC. Dr. Ray will be here tomorrow at 3:30 and they will be meeting with him on Saturday. AC Chair will be presenting to him what has been going on and get feedback from him.
- n) Student E-mail System the question, "What can faculty do to assist in establishing email accounts for students?" They are currently working on this issue. There is a policy on this that

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every student shall have e-mail accounts. However, due to technical problems, students were not and are not willing to use our e-mail system. They rely more on their own personal accounts such as yahoo, hotmail etc. **Tabled**

- o) Faculty Workload
  - i) AC Chair has received most of the faculty workloads. We would like to see something on assessment in everyone's workload. Faculty workloads may be returned to include assessment.
- p) Adjunct Instructor Certification – Update
  - i) On going
- 4) **New Business**
  - a) Course Guide Update
    - i) ED 435 Diagnostic and Prescriptive Reading
      - (1) To reflect change in textbook.
      - (2) **ACTION:** Approved without changes
    - ii) JA 102 Elementary Japanese II
      - (1) To reflect change in textbook, new SLOs and inclusion of assessment measures. This needs to be stated under reason for modification.
      - (2) **ACTION:** Approved with changes.
    - iii) JA 201 Intermediate Japanese I
      - (1) To reflect change in textbook, new SLOs and inclusion of assessment measures. This needs to be stated under reason for modification.
      - (2) **ACTION:** Approved with changes.
    - iv) LI 250 Literature of the Pacific
      - (1) To reflect change in textbook, new SLOs and inclusion of assessment measures. This needs to be stated under reason for modification.
      - (2) Bottom of page 2, part E, to change AA degrees to AA in Liberal Arts as a core course requirement because not all degrees will require it.
      - (3) **ACTION:** Approved with changes.
    - v) **ED 406 – Tabled for next meeting**
    - vi) **Certification of Transcripts**
      - (1) Regarding unofficial transcripts being certified through OAR. Chairs or instructors do not have to certify if they are not comfortable about it until the official transcripts arrive. They indicate that grades are pending until such time.
- 5) **Other Issue**
  - a) **Bookstore**
    - i) When books are being ordered, bookstore is not asking for teacher edition. Usually instructors will need to request for this themselves.
    - ii) **ACTION:** None. For further discussion at the next meeting.
  - b) **WES Report**
    - i) If students miss two consecutive semesters, they would begin a new IDP. Where do store data if we have no room for them. Some suggestions about having OAR store them.
    - ii) **ACTION:** For further discussion at the next meeting.
  - c) FYI only...proposed organizational chart was distributed.