

Northern Marianas College
ACADEMIC COUNCIL
Meeting Minutes of January 16, 2009

DATE: January 16, 2009

TIME: 8:30 a.m.

PLACE: BOR Conference Room

Voting Members Present:

Dr. Debra Cabrera, Dean of Academic Programs & Services, AC Chair

Mark Haag, Chair, L & H Dept., AC Vice Chair

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept.

Cynthia DLGuerrero, Director, SOE

Larry Lee, Acting Chair, Business Dept.

Non-Votine Members Present:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Sam McPheters, Instructor, SSFA

Melena Slaven, Director, RHSP

1) Review and Adoption of January 5 16, 2009 Agenda

Under item 1, the date was changed from Jan 5th to 16th. Under item 3, added a) Spring 2009 Registration Under item 5, added b) Nursing Assistant. Under item 6.c. added vi. MA088. Some items on the agenda were tabled prior to discussion. These remained the same. Agenda was approved as amended.

2) Review and Adoption of the following Minutes:

- a) May 29, 2008, June 26, 2008, July 10, 2008, August 7, 2008, September 11, 2008 (Tabled – flash drive crashed)
- b) November 20 & 26 2008 (Tabled)
- c) December 23, 2008 (Tabled)

3) Announcements

- a) Spring 2009 Registration

The Chair reminded everyone about the minimum enrollment for courses offered. Courses that do not meet the 10 minimum enrollment requirement will need to be reviewed and must be justified to run. We have very limited resources financially. She also shared that we may have to look at full-time faculty workload first before getting adjuncts to teach courses and that they may have to take up classes as overload too.

It was also announced that there will be an English placement test on Jan. 17, 2009 in A-6 from 9am-12 noon

4) Old Business

- a) AC Council Bylaws (Tabled)
- b) Department Chair's Responsibilities (Advising & Registration)
- c) Advising vs Counseling

5) Department Request to Place Program(s) on Inactive Status

- a) Hemodialysis Technician Certificate of Completion (Tabled)
- b) Nursing Assistant

6) Course Guide Review

a) Course Guide Stop Out

- i) NU 108 Nursing Assistant (Tabled)
- ii) NU 109 Hemodialysis Technician (Tabled)

b) Course Guide Cancellation

Northern Marianas College
ACADEMIC COUNCIL
Meeting Minutes of January 16, 2009

c) Course Guide Update

- i) ED 141 and ED 215 (Tabled)
Larry Lee needs to email revised CG as recommended by AC for items 6.c.ii and 6.c.iii
- ii) CS 227 and CS 246 (pending Larry Lee, Acting Chair, Business Dept. -Tabled)
- iii) EC 211, EC 212, MG 232, MG 233, MG 250, TS 101, TS 185 (pending Larry Lee-Tabled)
- iv) CJ 103
- v) CJ 150, CJ 200, CJ 225, CJ 251, LW 106 (Tabled)

d) New Course Guide

Eric needs to email revised CG as recommended by AC.

- i) TS 103 Introduction to the Hospitality Industry (pending Larry Lee-Tabled)
- ii) TS 182 Courtesy and Guest Relations (pending Larry Lee-Tabled)
- iii) TS 298 Tourism Internship: Students need this class to graduate this semester. This is a modification to include SLO/assessment. Move to accept with modification. M/S: Mark H./Sam M.
Motion carried.

7) New Business

a) Faculty Vacancies

Larry Lee wanted to go on record that positions have not been filled in the Business Department and they don't know who can teach courses that have no faculty. The Chair asked that it is best to look for adjuncts now for the accounting courses. There was a concern from the department chairs as to why full-time faculty have not been hired and they would like to be informed. The Chair will share the matter with the administration. In the meantime, she recommended that departments should have a pool of adjuncts available to teach.

8) Adjournment

a) Adjourned 9:06am.

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