

Northern Marianas College
ACADEMIC COUNCIL
Minutes of February 27, 2009

DATE: February 27, 2009

TIME: 1:00 p.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

Glenn D. Keaton, Chair, SMHA

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept.

Cynthia DLGuerrero, Director, SOE

Larry Lee, Acting Chair, Business Dept.

Non-Voting Members:

Rosaline Cepeda, Director, OAR

Others Present:

Joyce Taro, Recorder

Melena Slaven, Director, RHSP

Lisa Hacskaylo, Institutional Researcher, OIE

Bertha Q. Leon Guerrero, Instructional Designer, IT

Meeting called to order at 1:15 p.m.

1) Review and Adoption of February 27, 2009 Agenda

Tabled item 2.a-d and February 20th minutes; under item 4.b.i course completion data to be discussed by Lisa H.; tabled items 5.a-b, 6.a.i-ii, 6.c.iv.; added item 7.d. HRO. Motion to adopt was made, seconded, adopted by majority. Another motion was made to add under new business, item E. BE110. Motion to adopt agenda as amended, seconded, motion carried.

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**)
- d) January 5, 2009, January 16, 2009 (**Tabled**)
- e) February 13, 2009
AC Chair stated that Roger Madriaga had reviewed the minutes. He has no disagreements with what is noted. He also commented the minutes were done very well. There was a lengthy discussion on the budget section of the minutes. Questions regarding who said what and how it was stated; some recommendations were made to reflect statements on the \$800,000 amount and fees. Quotes may be needed to reflect who said what. Dr. Deb will ask Loly to refer back to the tape and make clarifications. Dr. Deb also asked for others to provide feedback for inclusion. The minutes of 2/13/09 was tabled at this time.
- f) February 20, 2009, February 27, 2009

3) Announcements

- a) Distance Learning (Bertha Leon Guerrero – IT)
Bertha handed out an assessment report she did on courses online. The report showed the total number of courses online, the number of teachers, how many courses are active, inactive, and archived. Out of 265 classes only 28 are active. To begin cleaning house, she asked that department chairs refer to the list of faculty & staff provided and identify for her current employees who are under their departments. She will be developing guidelines and procedures throughout the cleaning process. She is now ready to work one on one or in small groups to develop and design their courses using actual hands-on training. Chairs can bring up concerns or needs regarding courses online. A manual will also be developed throughout. She will also want to train VTC usage.

Larry asked if Bertha could clarify the definition of delivery via VTC or online. For grant purposes, we want instructors to actually teach the class in a classroom setting and using moodle to post materials for students. The issue regarding problems opening documents was also clarified (issue could be type of software or how files are saved). Anyone who will need an enrollment key will need to email Bertha.

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Bertha can only assist instructors to present their courses online. The content is faculty's responsibility. Mark Haag brought up a concern about other programs such as CDI offering English or Math classes. It would be good to know about these type of offerings and ensure that they don't conflict with academics.

- b) "NMC Campus Tour and College Experience" (Rose Cepeda)
Rose gave an update on this. Manny may be contacting department chairs on this issue. The timeline is still in discussion at this time. Instead of students going to the classroom, the group will meet with different teachers on Friday, 3/20/09.

4) Old Business

- a) AC Council Bylaws
The Chair informed all that she emailed the AC bylaws for review by all.

- b) Academic Calendar

- i) Summer 2009:

- Lisa shared some course completion data for Summer courses vs regular semester courses (see handouts). Mark stated that most of the English classes were 6 week courses in the summer and that they were successful even though they were tough. Reading (EN83 and 93) are very intense and so we can't offer these courses in a six week session. Anyone who wants to offer 6 weeks courses will need to submit justification.

- Motion to approve offering the following English courses:**

- 6 weeks: EN70 level courses, EN84, and EN94
 - 9 weeks: EN83 and EN93, LI 150, and CO 210
 - 12 weeks: EN101 and Nursing courses
 -

- Motion seconded, motion carried by majority.**

- The Business Department may not offer any courses in the Summer unless an adjunct is willing to teach in the and SOE will not be offering any classes in the Summer. All special c groups such as Upward Bound will be cohorts for the programs. No other students will be allowed in these types of courses. The Chair request that department chairs email the draft Summer schedule for review at next AC meeting.

- All three sessions will start Tuesday after the Memorial Day holiday (May 26, 2009). The second 6 week session will begin after July 6th.

- ii) Fall 2009

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

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

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

- c) Course Guide Update

- i) ED 141: readability level concern addressed. Approval of the course guide was **seconded and adopted w/o change.**
 - ii) ED 215: recommended that course title be changed from exceptional to people with disabilities. Because the name of course is being changed, the coursenumber will need to change as well. The Item is tabled.

[Rose shared her concern about sub-types of courses. Need to clear up data on sub-types and so to possibly include a section in the course guide template to include sub-type. Rose also asked that clarifications be made in regards to department names.

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As an FYI, Melena informed all that the new language for Special Education is Alternative Education. It was recommended that when a course name is changed, that the course number be changed and to reflect these changes in the catalog under the description of the course.

- iii) CS 227, CS 246 (Tabled)
- iv) EC 211, EC 212, MG 232, MG 233, MG 250 (Tabled)
- v) CJ 150, CJ 200, CJ 225, CJ 251, LW 106 (Tabled)
- vi) MA088, MA203 Tabled until next meeting (no time)

- d) New Course Guide
 - i) TS 103 Introduction to the Hospitality Industry (Tabled)

7) New Business

- a) WASC White Paper: "Enhancing and Sustaining Higher Education Quality in the Pacific." Tabled until next meeting (no time)
- b) AC Memo1
1st submission of Academic Council memo 1 will be reviewed by PROAC. No mission for AC at this time, weak preamble, weak Board policy stating the mission of AC. AUOs in the memo come from the by-laws in terms of functions.

Course assessment for most courses taught in the Fall 2008 semester was done at the end of the semester. Courses that were not taught last semester but are taught this semester will need to be assessed. At this time, as we continue to review course guides, we should be able to complete the 5 column model.

Review and organization of submissions.

1. 50% of course assessment submissions will be reviewed, discussed and feedback given by end of Spring 2009.
2. To assist in the development of academic rules and regulations: Educational Policy (3000 series) will need to be reviewed. The Chair would like to form an ad hoc group for this activity and make recommendations by the end of Spring 2009. The Ad hoc group can make recommendations to AC on two or three policies if they feel they must be addressed urgently. Ad hoc members can be other faculty members.
3. To conduct an annual review of those courses that have not been taught for 2 consecutive years. Source document is the catalog. A master list of courses that have not been taught for 2 consecutive years will be generated. Source document will be the catalog. AC will review these courses by the end of Spring 2009. Joyce will produce and up-date this list and distribute to department chairs. Master list will show date last taught as well. A master list of courses will be generated to document the status, date of last course guide review and date last taught. 75% of courses not taught in the last two years have been reviewed by AC.
4. The Chair asked if someone can come up with a mission statement and email AC. It was suggested that we look at the Institutional Excellence Guide (IEG) and see what is there. The Chair will review what is in the IEG, but she asks that AC members make recommendations as well.

- c) COMPASS (Tabled)

8) Adjournment

Meeting adjourned at 3:17pm.

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