

Northern Marianas College
ACADEMIC COUNCIL
Meeting Minutes of April 17, 2009

DATE: April 17, 2009

TIME: 1:00pm

PLACE: BOR Conference Room

Meeting was called to order at 1:23pm.

1) Review and Adoption of April 17, 2009 Agenda

The Agenda was adopted as amended.

2) Review and adoption of the following minutes

There were no minutes to review and adopt.

3) Announcements

a) Grievances filed with Dean, summary was sent to President.

Frank to verify Procedure for Faculty Grievances.

There was some discussion about how to connect grievances to accreditation in order to achieve the desired effect (produce some sort of action).

b) Frank stated that he would be seeking clarification as to "Standard 4" on WASC accreditation on how the President would be evaluated for next cycle (by the Board of Regents) in matters in addition to accreditation.

c) Proposal that the Director of Library Programs and Services be added as an AC Member. It was decided that the Director of the Library as an important NMC unit is more than welcome to attend AC meetings as these meetings are open to all. However, the inclusion of the Director of Library Programs and Services as a voting or non-voting member of AC is not necessary at this time.

4) Old Business

a) AC Council Bylaws: Small addition made to the Mission Statement.

"It reviews and offers advice on the quality of and continued need for various instructional programs, and, as appropriate, offers advice on the deletion of academic programs."

Instead of just deletion it should be stated as the "creation and deletion of academic programs."

AC Bylaws was adopted as Amended.

b) Fall 2009 Class Schedule: Sciences, Math, Health, and Athletics Department, Nursing Department, and Languages and Humanities Department are done. The Languages and Humanities Department still needs to send out a copy of its Fall 2009 Class Schedule. The School of Education is almost done with its schedule. The schedule of the Social Sciences and Fine Arts Department will be completed today and will most likely be sent out this weekend.

A Deadline for all Fall 2009 Schedules to be sent in was set for this weekend.

c) BE 110 College Life Skills: **Tabled**

d) Placement Exit Exams (date and analysis) – For the Languages and Humanities Department, 100 English Accuplacer Exams were ordered, and were purchased under the account of the Dean of Academic Programs and Services. Glenn is still trying to order Math Accuplacer Exams.

e) Maximum Enrollment for Classes: The minimum required enrollment for Summer 2009 is 10 (Board Policy). Still trying to contact the Fire Department to come in and inspect Classroom Capacity based on **SAFETY** issues. How much can each classroom safely hold?

Approved: 10/22/09

Page 1 of 2

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ACADEMIC COUNCIL
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- f) Acceptable Faculty Overload: **Tabled**
 - g) Student Evaluation of Courses (Glenn and Cynthia): Will develop evaluation using old survey as a template. Pushing for yes/no type evaluation, plus at least 3 or 4 open-ended questions asking for the students' comments.
 - h) COMPASS & APS: **Tabled**
 - i) Developmental Math and English Programs: For the Developmental English Program, the Languages and Humanities Department is testing whether replacing the TOEFL with Accuplacer is "adoptable" as a workable system. For students taking CDI classes, they still must take the English and Math Placement Tests in order to take college courses. There were some WASC issues since the college cannot start new programs while under sanction (show-cause status).
- 5) Course Guide Review**
- a) Course Guide Cancellation
 - b) Course Guide Update
 - i) **ED 215 – CS 227 - Tabled**
 - ii) **CS 246 – Tabled**
 - iii) **EC 211 - Tabled**
 - iv) **EC 212 - Tabled**
 - v) **MG 232 - Tabled**
 - vi) **MG 233 - Tabled**
 - vii) **MG 250 - Tabled**
 - viii) **CJ 200 - Tabled**
 - ix) **CJ 225 - Tabled**
 - x) **LW 106 - Tabled**
 - xi) **MA 089 - Adopted**
 - xii) **MA 091 – Adopted as amended** (Strike on #4 Pre-Requisites) "Or Instructors Permission" to be removed.
 - xiii) **CM 101 - Hold**
 - xiv) **CM 102 – Hold**
 - xv) **EN 111 – Adopted as amended**
 - xvi) **LI 150 – Adopted**
- c) New Course Guide
 - i) TS 103 Introduction to the Hospitality Industry - **Tabled**
- 6) Adjournment**
Meeting adjourned at 2:05pm.