

Northern Marianas College
ACADEMIC COUNCIL
Minutes of October 22, 2009

DATE: October 22, 2009

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Cynthia Deleon Guerrero, Dean of Academic Programs & Services, Acting Chair, Business Dept., and Acting Chair, Sciences, Mathematics, Health & Athletics Dept., AC Chair
Barbara Merfalen, Acting Director, School of Education (SOE)
Leo Pangelinan, Director, Counseling Programs & Services
Frank Sobolewski, Chair, Social Sciences & Fine Arts Dept., and Acting Chair, Languages & Humanities Dept.

Non-Voting Members Present:

Galvin Deleon Guerrero, Director, Office of Institutional Effectiveness (OIE)
Lisa Hacskaylo, Institutional Researcher, OIE
Melena Slaven, Director, Rehabilitation & Human Services Program (RHSP)

Others Present:

Jennifer Del Avellano, Academic Records Specialist, Office of Admissions & Records (OAR)
Loly Kingzio, Administrative Manager, Business Dept. and Social Sciences & Fine Arts Dept., Recorder

Meeting called to order at 1:10 p.m.

1) Review and Adoption of October 22, 2009 Agenda

The following were added under Announcements:

- f) Student Exchange Visitor (SEV) Program
- g) Program Review and Outcomes Assessment Committee (PROAC) Announcements

Barbara made a motion to adopt the October 22, 2009 agenda as amended. Frank seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

- a) May 29, 2008, June 26, 2008 **Tabled**
- b) August 7, 2008, September 11, 2008
 - i) **Frank made a motion to adopt the August 7, 2008 minutes with changes. The motion was seconded. Motion carried.**

Frank made a motion to adopt the September 11, 2008 minutes with changes. The motion was seconded. Motion carried.

Frank will give the changes made to the minutes to Joyce Taro, Administrative Manager for the Office of the Dean of Academic Programs & Services, to make the revisions on all the minutes that will be adopted in this meeting.

- c) November 20, 26 2008, December 23, 2008
 - i) The November 20, 2008 minutes were tabled because there were no copies of the minutes provided.

Frank made a motion to adopt the November 26, 2008 minutes with changes. The motion was seconded. Motion carried.

Frank made a motion to adopt the December 23, 2008 minutes with changes. The motion was seconded. Motion carried.

- d) January 5, 16, 2009 **Tabled**

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- e) March 6, 13, 2009
 - i) The March 6 and March 13, 2009 minutes were not discussed in this meeting.
- f) March 20, 2009 **Tabled**
- g) April 3, 9, 2009 **Tabled**
- h) April 17, 24, 2009
The April 17, 2009 minutes were removed from the agenda because they were approved in the May 15, 2009 minutes.

Frank made a motion to adopt the April 24, 2009 minutes with changes. The motion was seconded. Motion carried.

- i) May 8, 15, 2009
The May 8, 2009 minutes were not discussed in this meeting.

Barbara made a motion to adopt the May 15, 2009 minutes with changes. The motion was seconded. Motion carried.

- j) June 5, 12, 2009
There was a motion to adopt the June 5, 2009 minutes with changes. The motion was seconded. Motion carried.

There was a motion to adopt the June 12 minutes with changes. The motion was seconded. Motion carried.

- k) June 18, 24, 2009 **Tabled**
- l) July 1, 2009 **Tabled**

- m) July 8, 28, 2009
There was a motion to adopt the July 8, 2009 minutes with changes. The motion was seconded. Motion carried.

There was a motion to adopt the July 28, 2009 minutes with changes. The motion was seconded. Motion carried.

- n) August 4, 6, 2009
There was a motion to adopt the August 4, 2009 minutes with changes. The motion was seconded. Motion carried.

There was a motion to adopt the August 6, 2009 minutes with changes. The motion was seconded. Motion carried.

- o) September 11, 2009 **Tabled**
- p) October 14, 2009 **Tabled**

3) Announcements

- a) AC Meeting with visiting team, Dr. Amador (Monday, October 26, 2009, at 2:30 p.m. in the Board Room)
The Academic Council will be meeting with Dr. Amador of the Western Association of Schools and Colleges (WASC) visiting team about accreditation.
- b) Section 133 of the Higher Education Opportunity Act – Book ISBN
The College will need to provide textbook information, including the ISBN, to students starting in the Fall Semester. The Office of Admissions & Records (OAR) and the Bookstore Manager will need to collaborate to comply with the regulations of the Act.

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- c) President's Directives
 - i) #14 Media Protocol: This policy is still in draft form and is subject to the approval of the Board of Regents (BOR), but the NMC President has ordered that it be complied with immediately. Frank asked how the policy can be complied with when it still needs the board's approval.
 - ii) # Campus Safety and Security: There is now security on campus during the day. The AC Chair distributed a handout regarding this matter.
- d) Online Survey for Cycle II Program Review and Assessment
Deadline to complete the survey is October 23, 2009 at 5:00 p.m. The survey is confidential.
- e) 2009 Mid-Term Evidence Pieces
The AC Chair requested from several departments to send her their 2009 mid-term evidence pieces that were discussed in the planning agenda of the October 2009 mid-term report. These documents will be compiled in a binder and placed in the WASC room.
- f) Student Exchange Visitor (SEV) Program
Languages & Humanities Department meets the school qualification on this program. International students' main goal is to learn English and may not be necessarily to study under a degree program. Therefore, there has been discussion about formalizing the English Language Institute Program by awarding certificates to those who successfully complete the program. The AC Chair will get more information about this issue from Rosaline Cepeda, Director of OAR, and pass the information on to AC.
- g) Program Review and Outcomes Assessment Committee (PROAC) Announcements
There will be an assembly on October 23, 2009 at 11:00 a.m. The deadline to submit Program Learning Outcomes (PLOs) to PROAC is November 25, 2009. There should be 10 to 15 PLOs for each program, but programs are to pick 3 PLOs to focus on for Cycle 3. The first two columns of the Nichols and Nichols Model (Form 1) are also due November 25th. The Office of Institutional Effectiveness (OIE) and PROAC will work with each program and the schedule as to which dates and times to meet will be sent out by OIE. PROAC asks that any comments on the program review summation document (Form 2) be forwarded to OIE.

4) Old Business

All items under Old Business were tabled and will be discussed in the next AC meeting.

- a) New Immigration Requirement **Tabled**
- b) Accuplacer (Math) **Tabled**
- c) Maximum Enrollment for Classes (Spring 2010) **Tabled**
- d) Catalog – Academic Calendar **Tabled**
- e) October 2009 Mid-Term Report (WASC) **Tabled**
- f) Proxy for Business and SMHA Departments **Tabled**
- g) Election of AC Vice-Chair **Tabled**
- h) Academic Council By-laws (membership) **Tabled**

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

None

6) Individual Certificate Program (ICP) Revisions

None

7) Individual Degree Program (IDP) Revisions

None

8) Course Guide Review

- a) Cancellations

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None

b) Modifications

- i) NU 212 **Tabled**
- ii) TS 103 **Tabled**

iii) CJ 206: Frank discussed the revisions that were made to the CJ 206 course guide. Additional changes were made. **Leo made a motion to approve the CJ 206 course guide with the additional changes. Barbara seconded the motion. Motion carried.**

c) New

- i) RH 210: Melena presented the new RH 210 course guide. Changes were made to the course guide. **Frank made a motion to approve the RH 210 course guide with changes. Barbara seconded the motion. Motion carried.**

9) New Business

All items under New Business were tabled and will be discussed in the next AC meeting.

- a) Workload **Tabled**
- b) Policy on Plagiarism **Tabled**
- c) Policy on Course Guide Updates **Tabled**
- d) PPEC Palau Protocol "Rael" – Articulation Agreements **Tabled**

10) Adjournment

The meeting adjourned at 3:40 p.m. The next meeting will be on Thursday, October 29, 2009, at 1:00 p.m.

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