

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of November 25, 2009**

**DATE:** November 25, 2009

**TIME:** 1:00 p.m.

**PLACE:** N-5

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**Voting Members Present:**

Cynthia I. Deleon Guerrero, Dean of Academic Programs & Services, AC Chair

Cynthia I. Deleon Guerrero, Acting Chair for Business

Cynthia I. Deleon Guerrero, Acting Chair, SMHA Dept.

Pasquana Calvo, Acting Chair, Nursing Dept.

Frank Sobolewski, Chair, SSFA Dept. (came in after 2pm)

Barbara Merfalen, Acting Director, SOE, Vice-Chair by appointment

**Non-Voting Members:**

Rosaline Cepeda, Director, OAR

Daisie Camacho, Acting Director, IT

**Others Present:**

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Melena Slaven, Director, RHSP

Meeting was called to order at 1:25pm

**1) Review and Adoption November 24, 2009 Agenda**

Change place of meeting from board room to N-5 and date from Nov., 24<sup>th</sup> to Nov. 25<sup>th</sup>. Under announcements added a) Emmanuel College Credits. Under old business move items 4.d to the top thus it becomes item 4a and shift all other items down. Under course guide review. Added NU 209 as items b.ii and shift all others down.

A motion to adopt agenda as amended was made. M/S: Pasquana/BobbieBarbara. Motion carried.

**2) Review and Adoption of the following Minutes:**

a) May 29, 2008, June 26, 2008 (**Tabled**)

b) January 5, 16, 2009 (**Tabled**)

c) March 20, 2009 (**Tabled**)

d) April 3, 9, 2009 (**Tabled**)

e) June 18, 24, 2009 (**Tabled**)

f) July 1, 2009 (**Tabled**)

g) September 11, 2009(**Tabled**)

h) October 14, 22, 29, 2009 (**Tabled**)

i) November 05, 19, 2009 – Minutes not available.

**3) Announcements**

a) Emmanuel College Credits

Emmanuel College course credits are not transferable, ~~and s~~Some students that have passed their LPN would like to come to NMC. Pasquana along with the nursing ~~advisory council~~faculty recommend that students who have passed the LPN test ~~receive transfer credit~~can qualify for the NU 105 course. ~~To clarify, those that passed LPN will be accepted for full credit of NU 105.~~ Those who have not ~~passed the LPN test~~, can challenge the NU 105 course. AC acknowledged but did not feel ~~an that~~ AC approval was needed but that the communication needs to be clear between the registrar and the Nursing department~~Department~~ Chair.

Alignment of courses will need to be evaluated and it's really the institution's decision whether to accept credits or not. Articulation will need to be approved between the department and the registrar for courses and the number of credits that will be acceptable.

**4) Old Business**

a) Workload (Ad Hoc Committee) – 1<sup>st</sup>

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Rosaline Cepeda shared some data that the committee compiled. This data consisted of the type of classes for the course and their lab. In their meeting ~~Pas & Bobbie~~ Pasquana and Barbara saw inconsistency in terms of credits. The amount of work is the same but others got additional credit for the work. They also wanted to know what is meant by lab? Lab can be considered in the clinic, community, field, and school. We may need to state this clearly and include in all course guides.

~~Bobbie Barbara~~ stated that instructions should be clear in terms of whether the course guides should show 2 credits for lab and/or 2 credits for class. This is why we need to research this so that all courses are aligned. These will also be helpful when we can connect these issues to the need for additional funding. These are all about equity and consistency. The Chair also asked that sources be identified in the course guides. It was asked as to when will recommendations be ready. The committee will be meeting again and hopefully they will have something concrete by next AC meeting.

b) Spring 2010 Semester

i) Class Schedule (Draft)

Departments need to include more afternoon sessions to meet the needs of the community as requested. The Public School System as well as other agencies also have the same request and that we must meet their needs if we call ourselves a community college. We need to at least include 2-3 more additional afternoon sections. Lisa shared that one item on a survey that supports this request is that courses are not being offered later in the afternoons. The Chair would like a notice out to departments to ~~have~~ send a revised and updated class schedule by Monday.

ii) Maximum enrollment: SOE ~~are~~ is very much willing to accept more students for their courses but their classrooms can't accommodate more. Some courses are capped at 15 when their classrooms can accommodate 25 students. An issue is also the content, series and application for SOE courses and so there is that need to stay in one room. This maybe an issue that needs to be addressed if we are to maximize the use of classrooms.

c) Election of AC Vice-Chair

The Chair suggested that an election for a vice-chair is necessary but also would like to have the incoming department chairs (L&H & SMHA) to take part in this decision. Members present agreed ~~and~~ to wait. In the meantime, ~~Ms. Bobbie~~ Barbara will act as AC Vice-Chair as appointed by the Chair.

d) Academic Council By-laws (membership) **TABLED**

e) Policy on Course Guide Updates

The Chair shared again about a decision that needs to be made whether to review course guides every 3 years or move to 5 years. Policy 3009 will need to be approved by the board if we are to change from 3 to 5 years. The policy will have to go through the governance process before it gets to the board. Therefore the Chair ask that we bring this to the faculty for discussion and get recommendation for board approval. Members present disagreed and strongly recommend keeping the 3 years. A motion was made to accept the current policy on reviewing course guides every 3 years. M/S: ~~Bobbie/Pas~~ Barbara/Pasquana. Motion carried.

Joyce will ~~be~~ email the course guide log so that programs can update their courses as needed. Programs will also be accountable for this. .

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

a)

6) Individual Certificate Program (ICP) Revisions

a)

7) Individual Degree Program (IDP) Revisions

a)

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8) **Course Guide Review:**

a) **Cancellations**

b) **Modifications**

- i) NU 212- Motion to approve as amended. M/S: ~~Bobbie/Cyndi~~Barbara/Cynthia: Motion carried.
- ii) NU 209- Motion to approve as amended. M/S: ~~Bobbie/Cyndi~~Barbara/Cynthia: Motion carried.
- iii) ED 330-
- iv) ED 432

Melena had a concern about the title of special ed courses. This needs to be addressed with PSS. At this time we need to approve the course guide and make changes.

c) **New**

- i) ED 240- Motion to approve as amended. M/S: ~~Pas/Cyndi~~Pasquana/Cynthia. Motion carried.
- ii) ED 316- Motion to approve as amended. M/S: ~~Pas/Cyndi~~Pasquana/Cynthia. Motion carried.
- iii) ED 401  
To be discussed further at the next AC meeting. Content needs to be discussed further with Dr. Moran.
- iv) ED 246- Motion to approve as amended. M/S: Pas/Frank S. Motion carried.

2) **New Business**

a) NU 105 Course Fee

Pasquana did not understand why this course was not assessed the \$300 course fee as approved by the board in their March 2006 meeting. The fee will allow the department to purchase necessary supplies and equipment as needed for the students to meet lab requirements. Members present agreed that the course fee needs to be applied to this course (NU 105). The Chair and Joyce will ensure that this ~~be is~~ included ~~at~~ in the next College Council agenda for board action. A motion was made make this recommendation to College Council. M/S: Frank/~~Bobbie~~Barbara. Motion carried.

3) **Adjournment**

Meeting was adjourned at 3:29p.m.