

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of February 18, 2010**

**DATE:** February 18, 2010

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

**PLACE:** N-5

---

**Voting Members Present:**

Dr. Patrick Moran, Acting Dean of Academic Programs & Services, Acting AC Chair

Jim Kline, Chair, Languages & Humanities Dept. (L&H)

Barbara Merfalen, Acting Director, School of Education (SOE)

Frank Sobolewski, Chair, Social Sciences & Fine Arts Dept. (SSFA)

**Non-Voting Members Present:**

Elena Hofschneider, Registrar, and Acting Director, Office of Admissions & Records (OAR)

**Others Present:**

Dr. Alfredo De Torres, Program Coordinator/Instructor Natural Resource Management & Marine Science Center  
Director, Sciences, Mathematics, Health & Athletics Dept. (SMHA)

Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)

Melena Slaven, Director, Rehabilitation & Human Services Program (RHSP)

Loly Kingzio, Administrative Manager, Business Dept. and Social Sciences & Fine Arts Dept., Recorder

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

**1) Review and Adoption of February 18, 2010 Agenda**

Added under New Business:

- a) Summer 2010 Class Schedule
- b) FERPA (Family Educational Rights and Privacy Act)

**Frank made a motion to adopt the February 18, 2010 agenda as amended. Barbara seconded the motion. Motion carried.**

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

- a) May 29, 2008, June 26, 2008 **Tabled** (AC members had no copies of minutes)
- b) January 5, 2009: **Barbara made a motion to adopt the January 5, 2009 minutes with changes. Frank seconded the motion. Motion carried.**
- c) January 16, 2009: **Barbara made a motion to adopt the January 16, 2009 minutes with changes. Frank seconded the motion. Motion carried.**
- d) March 20, 2009 **Tabled** (AC members had no copies of minutes)
- e) April 3, 9, 2009 **Tabled** (AC members had no copies of minutes)
- f) May 8, 2009 **Tabled** (AC members had no copies of minutes)
- g) June 18, 24, 2009: **Barbara made a motion to adopt the June 18, 2009 minutes with changes. Frank seconded the motion. Motion carried. Barbara made a motion to adopt the June 24, 2009 minutes with changes. Frank seconded the motion. Motion carried.**
- h) July 1, 2009: **Barbara made a motion to adopt the July 1, 2009 minutes with changes. Frank seconded the motion. Motion carried.**
- i) September 11, 2009: **Barbara made a motion to adopt the September 11, 2009 minutes with changes. Frank seconded the motion. Motion carried.**

Approved: 03.11.2010

Page 1 of 3

**Northern Marianas College  
ACADEMIC COUNCIL  
Minutes of February 18, 2010**

- j) October 7, 13, 2009: **Barbara made a motion to adopt the October 7, 2009 minutes with changes. Jim seconded the motion. Motion carried. Barbara made a motion to adopt the October 13, 2009 minutes with changes. Frank seconded the motion. Motion carried.**
- k) October 22, 2009: **Barbara made a motion to adopt the October 22, 2009 minutes with changes. Frank seconded the motion. Motion carried.**

*Note: Butch Wolf of Media Services informed the AC members that he was unable to connect to Rota Instructional Site with the video teleconferencing equipment.*

- l) October 29, 2009: **Barbara made a motion to adopt the October 29, 2009 minutes with changes. Jim seconded the motion. Motion carried.**
- m) November 5, 19, 2009 **Tabled** (AC members had no copies of minutes)
- n) December 17, 2009: **Barbara made a motion to adopt the December 17, 2009 minutes with changes. Jim seconded the motion. Motion carried.**
- o) January 7, 28, 2010 **Tabled** (AC members had no copies of minutes)

**3) Announcements**

None

**4) Old Business**

- a) English Language Institute – International Students Needs
  - i) Proposed course of action (drafted by Leo Pangelinan and Galvin Deleon Guerrero): Lisa gave an update regarding this issue. NMC is not certified to admit international students solely to study English. NMC is waiting for clarification from the Student and Exchange Visitor Program (SEVP) on what to do. The current understanding is that because NMC does not have the specialized accreditation for teaching ESL, which is required by the U.S. Department of Education, NMC needs to submit 3 letters to the SEVP from 3 accredited institutions that certify that the students who go through NMC's ELI program are proficient in English.

This item will remain on the agenda to allow Leo and Galvin the opportunity to submit their proposed course of action.

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

- a) Dr. De Torres will be submitting Natural Resource Management (NRM) course guides for courses that were placed on inactive status. The course guides need to be updated for the NRM program. Frank will verify if the NRM courses that Dr. De Torres is referring to are really inactive.

**6) Individual Certificate Program (ICP) Revisions**

None

**7) Individual Degree Program (IDP) Revisions**

- a) BS in Education
  - i) Early Childhood Education
  - ii) Special Education
  - iii) Elementary Education

**Northern Marianas College  
ACADEMIC COUNCIL  
Minutes of February 18, 2010**

**Frank made a motion to approve all 3 individualized degree plans (IDPs) above with changes and pending AC approval of the course guides of some of the courses under the 3 IDPs. Jim seconded the motion. Motion carried.**

**8) Course Guide Review**

- a) Cancellations  
None
  
- b) Modifications  
None
  
- c) New  
None

**9) New Business**

- a) Summer 2010 Class Schedule: Frank distributed a draft of the Summer 2010 class schedule for the Social Sciences & Fine Arts Department. He encouraged other departments to start planning their summer class schedule. It was noted that the Summer 2010 calendar has been approved and will be published in the new NMC general catalog.

Concerns were brought up regarding book orders and it was recommended that the Bookstore Manager be invited to an AC meeting to discuss this issue.

The recorder had to leave and the meeting was adjourned. The remaining agenda item was tabled.

- b) FERPA (Family Educational Rights and Privacy Act): **Tabled**

**10) Adjournment**

Meeting adjourned at 2:40 p.m.

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