

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 8, 2010

DATE: April 8, 2010

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

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

Dr. Patrick Moran, Acting Chair, SMHA Dept.

Frank Sobolewski, Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

James Kline, Chair, L&H Dept.

Barbara Merfalen, Acting Director, SOE

Zenaida Javier, Acting Director, CPS

Non-Voting Members:

Elena Hofschneider, Acting Director and Registrar, OAR

Others Present:

Lisa Hacskaylo, Institutional Researcher, OIE

Ed Camacho, Program Coordinator, CJ Program, SSFA

Joyce Taro, Recorder

Loly Kingzio, Admin Manager, SSFA

Meeting called to order at 1:04pm.

1) Review and Adoption of April 8, 2010 Agenda

Under Individual Degree Program Revision: added a) Criminal Justice IDP

Under New Business: added f) Additional Math and English Placement Testing at the High Schools

Agenda was approved as amended by majority vote.

2) Review and Adoption of the following Minutes

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

b) March 20, 2009

c) April 3, 2009

d) April 9, 2009

e) May 8, 2009

f) November 5, 2009

g) November 19, 2009

h) January 7, 2010

i) January 28, 2010

j) March 11, 2010

k) March 18, 2010

Minutes of March 20, April 3, April 9, May 8, November 5, November 19, 2009 and January 28, March 11 and March 18, 2010 were approved as amended by majority vote.

Before proceeding to the next item on the agenda, it was noted that Tom Colton who was Acting Chair of the Languages and Humanities Department was absent.

3) Announcements

a) International student counselor:

Lisa shared that Elena has updated our SVEP petition to the U.S. Department of Education to include the ELI program that we have in place for approval. We will need three letters from other accredited institutions to see if our ELI program can be approved. To do this we need to ask other institutions to show our former students proficiency from taking their ELI courses at NMC and who have transferred to these institutions. She also stated that we have updated our petition for the program and we are awaiting more information on

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 8, 2010

what to do next. Elena has been identified as the primary designated school official for SEVP by the interim president.

4) Old Business

- a) English Language Institute – International Student Needs
No update (Tabled)
- b) Summer 2010 Class Schedule
The Recruitment Committee was requesting if we can increase the number of English and Math classes in the summer as a needed. The College Access Challenge Grant Project offers scholarships, so this would be good for students.
- c) Math Exit Exam (SHEFA)
None (Tabled)
- d) Faculty Peer Review
None (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

- a) AAS in Criminal Justice
Frank introduced Mr. Edward Camacho, the new Criminal Justice Program Coordinator. They recommended to AC that this degree program should be a terminal degree program, and not a transfer degree program.

It was moved to approve the revised IDP for Criminal Justice with the following noted on the IDP. Revised and Approved: April 8, 2010 and Effective: Summer 2010. M/S: Dr. Griffin/Barbara. Motion carried.

8) Course Guide Review

a) **Cancellations**

None

b) **Modifications**

None

c) **New**

None

9) New Business

- a) Family Educational Rights and Privacy Act (FERPA)
Item was tabled. Melena who requested to have this on the agenda was absent.
- b) Course Assessment
It was mentioned that the Academic Council is responsible for course assessment, and we need to ensure that assessment is on-going. The Chair, Dr. Moran, directed department chairs to meet with their department's faculty and discuss course assessment and return with their report.

Department Chairs are to report on the status of course assessment at the next meeting and proceed from there.

Northern Marianas College
ACADEMIC COUNCIL
Minutes of April 8, 2010

- c) NMC Catalog
The catalog has been sent to the printer.
- d) First Week of Instruction for Adjuncts
This Issue was brought up by administrative managers who were asked if adjuncts can get paid for meeting with students during the first week of instruction when the class is later canceled. It was requested that someone from the Human Resources Office be asked to attend AC to discussions options and what can we do to accommodate adjuncts.
- e) Professional Services Contracts for Adjuncts
This issue was somewhat in line with the above item (9.d under new business). It was suggested that Anita Camacho (aka Miki) the Procurement Manager attend AC to address this issue.
- f) Additional Math and English Placement Testing at the High Schools
To boost enrollment, Zenaida Javier, Acting Director of Counseling, Programs and Services was requesting if the departments can accommodate high schools' request for more English and Math placement testing dates. She explained that the scholarship deadline is after registration, so taking the test in advance would be great. It was recommended that she and the department chairs work on this. The deadline to submit placement test dates was set for Wednesday, April 14, 2010. Issues regarding fees must go through the Budget and Finance Committee (BAFC).

It was mentioned that TracDat also tracks course review, so Lisa will ask Keane Palacios who handles TracDat to make a presentation.

10) Adjournment

Meeting was adjourned at 2:20 p.m.

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