

Northern Marianas College
ACADEMIC COUNCIL
Minutes of June 17, 2010

DATE: June 17, 2010

TIME: 1:00 p.m.

PLACE: N-5

Voting Members Present:

Barbara K. Merfalen, Dean of Academic Programs & Services, AC Chair

Barbara K. Merfalen, Acting Chair, SMHA Dept.

Thomas Sharts, Acting Chair, SSFA Dept.

Dr. John Griffin, Chair Business Dept.

Johnny Aldan, Acting Chair, Nursing Dept.

James Kline, Chair, L&H Dept.

Pam Buckingham, Acting Director, SOE

Zenaida Javier, Acting Director, CPS

Non-Voting Members:

Elena Hofschneider, Acting Director and Registrar, OAR

Daisie Camacho, Acting Director, IT

Others Present:

Joyce Taro, Recorder

Lisa Hacskaylo, Institutional Researcher, OIE

Melena Slaven, Director, RHSP

Amanda Allen, Distance Learning, IT

Frank Sobolewski, I, SSFA Dept.

Lyte Chapap, Instructor, SMHA Dept.

Meeting called to at order at about 1:08 p.m.

1) Review and Adoption of June 17, 2010 Agenda

Under announcements: added a) Amanda Allen and b) EN 101 by Frank Sobolewski

A motion was made to adopt the agenda as amended. M/S: John/Johnny. Motion carried.

2) Review and Adoption of the following Minutes

a) May 29, 2008 A motion was made to adopt the minutes as amended. M/S: John/Frank. Motion carried.

b) June 26, 2008 A motion was made to adopt the minutes as amended. M/S: John/Frank. Motion carried.

c) April 8, 2010 A motion was made to adopt the minutes as amended. M/S: John/Pam. Motion carried.

d) April 22, 2010 A motion was made to adopt the minutes as amended. M/S: John/Pam. Motion carried.

e) June 3, 2010 - **Table**

3) Announcements

a) Amanda Allen – Distance Learning Coordinator

Daisie Camacho announced that Amanda Allen replaced Ms. Bertha Leon Guerrero. Since her arrival, Amanda has been working on upgrading moodle and Spotlight which is an upgrade of flashlight. She also encourages everyone to use moodle. She will be setting up training dates at our convenience. At this time she would like to hear more from faculty and staff and what she has to offer. The developmental site of moodle that is coming soon and it's more user friendly.

As part of professional development, training will be provided for NMC online and moodle. Daisie also informed AC that Turnatin service is available and it's a great program for faculty to use. The Chair asked that Daisie email a list of the services or programs available for departments.

Ms. Pam asked Amanda if we can get training on Smartboards and Clickers. Amanda has worked with Smartboards but it's been years but will be receiving resources for it. Amanda admits that she is not familiar with Clickers but she will do whatever it will takes to address the need.

For all NMC, let IT folks know what you are getting because IT staff may not be able to support issues with the program. Will flashlight be available for our students taking classes in the Summer to do evaluations online? Daisie is currently working with the provider on that and has had technical issues and they are still working on it. Amanda's extension is 1831. Daisie also informed the Chair and AC, that Amanda will be representing IT in AC.

Approved: 07.15.10

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- b) Frank acknowledged that the 2nd and 3rd place students who graduated from from Kagman High were his students in EN 101. As a result of taking his English 101 class, they place in EN 202 now.

4) Old Business

- a) English Language Institute – International Student Needs (James Kline)
What this involves now is that the Language and Humanities department has to make a statement of the type of statement regarding the ELI program. How long will it take for the students to be in the program will be determined by their English Placement test results. James will have this statement ready for approval by tomorrow. This will not be an official certificate program but through the department only.
- b) Math Exit Exam – **Tabled**
- c) Faculty Peer Review/Instructor Evaluation – **Tabled**
- d) Course Assessment
The Chair informed that each department are responsible for this and that the Chairs/Directors are to ensure that we continue course assessment. These are part of our accreditation standards and we must continue to meet these standards.
- e) First Week of Instruction and Professional Services Contracts for Adjuncts – **Table**
- f) FERPA (Family Educational Rights and Privacy Act) – **Table**
- g) NMC Student Email (Daisie Camacho)
We are moving out students email to Gmail. We hope to launch it mid-summer but determined to have all student emails up by the Fall 2010.

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

None

6) Individual Certificate Program (ICP)

None

7) Individual Degree Program (IDP) Revision

None

8) Course Guide Review

a) **Inactive Status**

None

b) **Cancellations**

None

c) **Modifications**

i) MA 088

The written memo and oral report by Galvin prompted Frank to revise the MA088 course guide. He believes that maybe there is not enough time to learn it according to discussion with Nick Sablan, who is instructor for the class. Because the credit is raised to 3 the contact hours will be MW Lecture and TTh Lab. The textbook will also change. We need to articulate how we use course assessment to assist the students.

Motion to adopt MA087 to as a new course guide to replace MA088. Motion carried as stated.

ii) MA 089

Are the instructors aware of the format of the current exit exams? Eric should orient adjuncts on the content and format of the exit exams. The issue with the math NDU program is that the program is not stabilized which will list the SLOs and PLOs therefore the textbook issue will not be an issue. We need to start from the course level to the program level. Lyte was recognized as one that may be best at orientating adjuncts or mentor them with the NDU courses. A motion was made to approve the MA089 course guide as presented. M/S: John G./James. Vote: 4 yes. 1 no and 1 abstained. Motion carried.

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d) New
i)

9) **New Business**

a) Placement Levels and Prerequisites (Johnny Aldan)

In Nursing MA 132 is a pre-requisite but Johnny came up with a situation where one of their student placed in MA 161 after taking the placement test. Does that mean the student does not need to take MA 132 or has met the pre-requisite. The answer given was no. Current policy does not allow student to use placement test results to meet pre-req. Pam shared that maybe the department can look at what course their students will need to complete their program. Another option is testing out if they want to as well.

b) Schedule of Courses Concerns:

i) Textbooks (Lisa Hacskaylo)

Lisa asked that Alayshia work with Elena on addressing the new federal requirement of having textbook information for courses available online as well as the semester scheduled. Elena and Alayshia will take the lead on this and keep us informed.

ii) Staff and Advisors (Elena Hofschneider)

Elena asked if we could please have instructors identified and listed on the schedule before they get published. It was discussed that this is not possible but we can address them once the class meets enrollment and is not cancelled.

Elena asked if we can identify advisors as well. It was suggested that department heads be given the authority to sign for advisors who are not available.

10) **Adjournment**

Meeting was adjourned at 2:39pm

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