

Northern Marianas College
ACADEMIC COUNCIL
Minutes of July 15, 2010

DATE: July 15, 2010

TIME: 2:00 p.m.

PLACE: N-5

Voting Members Present:

Dr. Alfredo De Torres, Acting Chair, SMHA Dept.

Dr. John Griffin, Chair Business Dept.

James Kline, Chair, L&H Dept.

Dr. Patrick Moran, Director, SOE

Thomas Sharts, Acting Chair, SSFA Dept.

Non-Voting Members:

Cynthia Deleon Guerrero, Director, OAR

Others Present:

Bobbie Hunter, Acting HR Manager

Lisa Hacskaylo, Institutional Researcher, OIE

Amanda Allen, Distance Learning, IT

Julene Santos, Recorder

Shirley Blas, Recorder

Lauren Cundiff, CACP Ambassador, Counseling Dept.

Meeting was called to order at 2:10 p.m.

1) Review and Adoption of July 15, 2010 Agenda

- a) Amanda requests for the Nursing Assistant Certification review to be tabled till next meeting.
A motion was called to adopt the Agenda as amended M/S:

2) Review and Adoption of the following Minutes

- a) June 3, 2010 *
b) June 17, 2010 *
c) June 17, 2010 *
d) July 1, 2010 – **Tabled**
* A motion was called to adopt the minutes. M/S:

3) Announcements

NONE

4) Old Business

- a) First Week of Instruction and Professional Services Contracts for Adjuncts- Bobbie Hunter (HRO)
Bobbie Hunter presents no changes in policy when hiring an Adjunct Instructor except when hiring externally. For instance, hiring a CNMI Retiree or a Non-Resident in which NMC must hire the company. Any applicant who is a non-resident and is employed elsewhere, will be hired with the company's consent. If unemployed, applicant will be hired under Intermittent Contract (Personnel Action). HRO will be working closely with the Admin. Managers on clarifying the status of the applicant. Bobbie also announces that this is the only change so far due to an audit finding.

Dr. Griffin Inquires with Bobbie if they will provide a list of potential Adjunct Instructors for hire and confirms that HRO will be distributing to each department.

Mr. Sharts inquires on the status of an Adjunct Instructor who is set to teach this Fall Semester. Bobbie replies with- we are good since we still have a couple of days to work with the Marketing Department to advertise on our website which would still be within the required thirty day announcement period. Double checked with Anita (Procurement) and was informed that as long as we advertise campus wide, we should be fine.

Approved: 10/18/10

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Dr. De Torres asks Bobbie if this advertisement procedure is new from the current Board or has it been on-going for a while. Bobbie replies that because of the form that we are using, the Auditors found that we should be advertising and that according to Anita, there are some Procurement policies that have overlapped but are in the process of passing new proposed policies so that it'll separate what HRO does from Procurement.

Dr. De Torres also asked if there is a deadline within the establishment of the Adjunct Pool of applicants. Meaning, if certified and hired, how long can they maintain that status before having to be re-certified. Bobbie replies that it is required for them to update their application with HRO annually.

- b) FERPA (Family Educational Rights and Privacy Act)
NONE

- c) Textbooks for Courses

Dr. Griffin shares an interesting find on the internet from the Dept. of Education- a new grant totaling 9.9 million dollars, 1 million available to grantees to cover a two year period. The purpose of the grant is to buy college textbooks for students to rent so that they can save money. Dr. Griffin also shares that he has sent the information to the NMC Bookstore and is willing to work with them on the request.

Dr. De Torres mentions a grant that was justified under his NRM Program for textbooks. The idea of the grant is for ten students who are recipients of scholarships will be allowed to purchase textbooks. Dr. De Torres made suggestions to former Dean Tee Abraham that rather than giving the students the grant, why not give it to the Library or for instance, the Science Department so that they can purchase textbooks. He mentions that John Furey's book is being used by three or four different courses and that there are limited textbooks available for the Science Department.

- 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

b) Cancellations

c) Modifications

d) New

- i) LI 260

a) James Kline shared that one of the concerns in regards to this new addition is whether it is transferable to other universities. Did research on various universities and found out that there are comparable courses that are allowed to transfer.

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9) New Business

a) Fall 2010 Course Schedule

Cyndi Deleon Guerrero requests from the Council to prioritize the submission of a draft since the Fall Semester is less than four weeks away. Loly passes out the draft schedule that she just received from Joyce but, also addresses that there are some changes that still need to be applied. Cyndi informs everyone of the proper procedure in making changes on the schedules. The Department Chair submits to the Dean's office for approval and is then submitted to OAR.

b) Updated Advisor-Advisee Listing

Cyndi asks all the Departments to update their lists for the upcoming Fall Semester.

c) Liberal Arts – Program Coordinator?

Cyndi asks who students should meet with in regards to this major. Dr. Moran tables this issue reserving it for discussion with the current Dean.

d) Updated IDPs and/or ICPs (program changes that will be effective Fall 2010)

Cyndi states that all changes must be approved by the Dean and submitted to AOR by the Dean's Office. She informs everyone that IDPs and ICPs are reviewed and approved by the council it is then forward to OAR. One of the challenges OAR is experiencing is for the approved documents to actually make its way to OAR for updates in the system. She requests from the council assistance in coming up with a system that's reliable in assuring that these documents are received by OAR.

e) Updated Course Guides (courses that will be offered in Fall 2010)

Cyndi informs everyone that if a course guide is reviewed and approved by the council it is then forwarded to OAR. One of the challenges OAR is experiencing is for the approved documents to actually make its way to OAR for updates in the system. She requests from the council assistance in coming up with a system that's reliable in assuring that these documents are received by OAR.

f) Nursing Assistant certification review - **Tabled**

Adjournment

Motion to adjourn was made. M/S: John Griffin/Pam: Meeting adjourned at 3:24 p.m.

Motioned by Thomas Sharts and 2nd by Dr. John Griffin

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