

**Northern Marianas College**  
**ACADEMIC COUNCIL**  
**Minutes of July 13, 2012**

Approved 9/28/12

**DATE:** July 13, 2012

**TIME:** 9:00 a.m.

**PLACE:** CNMI Archives

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**Voting Members Present:**

Barbara Merfalen, Academic Council Chair, Dean of Academic Programs & Services  
Amanda Allen, Director, Distance Learning Education (Proxy for Dr. Alfredo De Torres)  
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program (Proxy for Thomas Sharts)  
Roy Greenland, Acting Director, School of Education (SOE)  
Michael Nurmi, Instructor, English, Acting Chair, Languages & Humanities Dept. (LH) (Proxy for James Kline)  
Rosa Tudela, Chair, Nursing Dept., Acting Chair, Business Dept.  
Joan Torres, Outreach Counselor, Counseling Programs & Services (Proxy for Timothy Baker)

**Non-voting Members Present:**

Rosaline Cepeda, Registrar, Acting Director, Office of Admissions & Records (OAR)

**Others Present:**

Lisa Hacskeylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)  
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:10 a.m.

**1) Review and Adoption of July 13, 2012 Agenda**

The following change was made to the agenda:

Add under Announcements: a) UH Hilo

Add under New Business: a) Definitions of NMC Distance Learning Education

**Rosa moved to adopt the agenda with the change. Roy seconded the motion. Motion carried.**

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

a) July 6, 2012 Table

b) April 29, 2011 (Minutes have not been approved): Under Voting Members Present, change Tim Burk to Tim Baker. Under New Business, a) Course Syllabus Policy – distinguish the 3 requirements for the course syllabus. The third requirement which is combined with the second requirement needs to be separated and numbered as the third requirement.

**The April 29, 2011 minutes with changes was unanimously adopted. Motion carried.**

**3) Announcements**

a) UH Hilo: Velma has begun the articulation agreement process with the University of Hawaii (UH)-Hilo.

**4) Old Business**

a) Teacher Candidacy Application (SOE): ***This item was approved at the July 6<sup>th</sup> AC meeting.***

b) Creation of Focus Group to Address New Federal Regulations on Credit Hour (Update): Lisa checked and there is no credit hour policy. The group will possibly meet next week.

The following items are from the June 29, 2012 agenda because there was no quorum at the June 29<sup>th</sup> AC meeting:

c) Budget Shortfall – **Removed from the agenda. *The AC Chair, Dean David Attao, and the President will meet regarding this issue.***

d) Review of Distance Learning Education Section for the NMC Catalog: Amanda presented the revised document. **Roy moved to approve the revised Distance Learning Education Section for the NMC catalog. Rosa seconded the motion. Motion carried.**

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- e) Submission of Electronic Copies of Course Syllabi to External Relations Office: All syllabi will be e-mailed electronically to Frankie Eliptico to upload to the NMC website. Amanda recommended that each syllabus be saved with the following file name format – course number, section, and instructor’s initial of their first name and their full last name.
- f) Prerequisite/Placement Waiver Forms – **Removed from the agenda**
- g) Program Guarantee – **Removed from the agenda**

**5) New Business**

- a) Definitions of NMC Distance Learning Education: In our reporting we would have to report what online courses, hybrid courses, and web enhanced courses are being offered. Therefore, we must have definitions to support the reports. **Roy moved to approve the definitions of NMC Distance Learning Education. Rosa seconded the motion. Motion carried.**

**6) Degree and Certificate Program Review**

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans: None
- b) Department Request to Place Program(s) on Inactive Status: None

**7) Course Guide Review**

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications
  - i) MG 239 Table
- d) New
  - i) CJ 203 Table
  - ii) CJ 233 Table

**8) Adjournment**

Meeting adjourned at 9:45 a.m. Next meeting date will be determined by the AC Chair.

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