

Northern Marianas College
ACADEMIC COUNCIL
Minutes of January 27, 2012

Approved 2/3/12

DATE: January 27, 2012

TIME: 9:00 a.m.

PLACE: BOR Conference Room

Voting Members Present:

Barbara Merfalen, Chair, Academic Council, Dean of Academic Programs & Services
James Kline, Vice Chair, Academic Council, Chair, Languages & Humanities Dept. (LH)
Dr. Alfredo De Torres, Chair, Sciences, Mathematics, Health & Athletics Dept. (SMHA)
Dr. John Griffin, Chair, Business Dept.
Thomas Sharts, Chair, Social Sciences & Fine Arts Dept. (SSFA)
Rosa Tudela, Chair, Nursing Dept.
Timothy Baker, Director, Counseling Programs & Services

Non-Voting Members Present:

Cynthia Deleon Guerrero, Director, Office of Admissions & Records (OAR)

Others Present:

Charlotte Cepeda, Instructor, Education, School of Education (SOE) (Proxy for Roy Greenland)
Velma Deleon Guerrero, Program Coordinator, Liberal Arts Program
Lisa Hacskaylo, Institutional Researcher, Office of Institutional Effectiveness (OIE)
Daniel Kintol, Program Coordinator I, Office of the Dean of Student Services
Judy Torres, Instructor/Program Coordinator, Criminal Justice Program (under SSFA)
Loly Kingzio, Admin. Manager, Academic Programs & Services (APS), Recorder

Meeting called to order at 9:30 a.m.

1) Review and Adoption of January 27, 2012 Agenda

The following change was made to the agenda:

Add under Old Business: d) Credit by exam for NDU courses

Dr. Griffin moved to approve the agenda as amended. Tim seconded the motion. Motion carried.

2) Review and Adoption of the following Minutes

December 12, 2011: **Dr. Griffin moved to adopt the minutes without changes. Tim seconded the motion. Motion carried.**

December 19, 2011: **Dr. Griffin moved to adopt the minutes with changes. Tim seconded the motion. Motion carried.**

3) Announcements

None

4) Old Business

- a) BE 111 adoption as a core course and effective date of revised IDPs
(Reference: October 3, 2011 AC minutes): The AC Chair stated that in the October 3, 2011 AC meeting, the Academic Council approved to have BE 111 as a core course on all individualized degree plans (IDPs). **All IDPs will need to be revised to include BE 111 College Success as a core course.** The only stipulation was to ensure that this decision did not become an issue with the accrediting commission. **The AC Chair will ask Galvin Deleon Guerrero, Director of OIE and Accreditation Liaison Officer (ALO), to clarify this matter.** Department heads need to work within their degree program to review their IDPs and see how they can fit the BE 111 course as a core course. An elective may be deleted from an IDP so that the total number of credits for a degree program does not become excessive. **All revised IDPs will take effect Fall 2012.** If AC members feel that this decision needs to be rescinded, provide a reason why it should be rescinded.

It was also clarified that since BE 111 will now be a required core course it no longer needs to be indicated as a prerequisite for MA 087, MA 089, and MA 091.

Dr. Griffin moved to approve BE 111 College Success as a core course, effective Fall 2012, for all incoming new students. Tim seconded the motion. Motion carried.

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- b) 3-year Class Schedules: The 3-year class schedules (Fall 2012 to Spring 2015) for each department were distributed. **AC members were asked to review them and provide feedback.**
- c) 3-year Academic Calendars: The 3-year academic calendars (Spring 2013 to Fall 2015) were distributed. **AC members were asked to review them and provide feedback.**
- d) Credit by exam for NDU courses: The Vice Chair reiterated Eric Johnson's concern about doing a credit by exam for math NDU courses. Some students want to challenge their math and English placement levels by challenging a math and English NDU course that they placed in. Cynthia stated that the current policy does exclude non-degree unit courses from the credit by exam process. The policy only takes into consideration credit by exam for credit courses (i.e., giving credit for a credit course). The developmental math and English courses are not credit courses. If the Academic Council feels that credit by exam should be allowed for NDU courses, then it can propose a change to the current policy or create a new policy that will grant credit or course credit for NDU courses. Dr. Griffin stated that we are not talking about giving credit, but just taking an exam and passing it so that students do not have to take the course. Cynthia stated that there is already a mechanism in place (a diagnostic test) that is administered to students within the first week of instruction to challenge a course. Students take a placement test and are placed in a certain level of math or English course and if they feel they can challenge the course, earn credit, and not have to take that particular course they take the diagnostic test. If they pass the test they are able to move to the next math or English level course right away. Cynthia reported that the current procedure is that students take a placement test and are placed in a certain level course and they enroll in the course. During the first week of instruction they take the diagnostic test and if they pass it the instructor refers the students to OAR to fill out an Add/Drop form to drop the course they just successfully challenged and enroll in the next level course – they just move along without any indication that they passed the “first level” course. Dr. De Torres would like the college to forego all these “prerequisites” and have students enroll in beginning courses. Cynthia stated that OAR does not require students to prove that they passed one level of a certain NDU course so they are enrolling for the next level course. OAR allows students to add/drop NDU courses based on their advisor's or instructor's approval or if the students were misplaced. If the College is going to require students to do a credit by exam for NDU courses, it would mean tracking their movement through these courses with the students paying for all NDU courses that they place and enroll in, and successfully test out of. Furthermore, it would make all NDU courses (each course, level by level) a requirement, but it is not a requirement because none of them are on the individualized degree plans (IDPs). Currently, the College has practices in place – the diagnostic test, advisor's and instructor's approval – for the math and NDU courses on how the students progresses. The only concern that OAR has is that the diagnostic test be given within the first week of instruction because after the first week of instruction students will have to pay 20% for a course that they may have erroneously been placed in.

There was a concern from the Dean of Student Services, Leo Pangelinan, that the English Department was giving two placement tests. The department would give a placement test to place students in a course, then during the first week of instruction, give them another placement test (the diagnostic test) to ensure they were placed correctly for anyone who challenged their placement level. This was causing a problem because many students believed they were not placed correctly. As a result, giving a diagnostic test within the first week of instruction became difficult to do. The Vice Chair had a meeting with Dean Pangelinan, Dean Merfalen, and Cynthia to figure out how to get around this problem of so many students challenging the placement test. An idea was to have the students do a credit by exam so if students did not pass the challenge test they know they were placed correctly the first time and to reduce the number of students trying to challenge their placement level because there were consequences, such as not being allowed to enroll for the course until the next term; and this seemed to work well. That is why the Languages & Humanities Department and Eric Johnson wanted to move towards giving credit by exam for NDU math and English courses and are seeking the Academic Council's approval. With the high number of students challenging their placement levels, Cynthia stated perhaps this is not an issue of credit by exam, but an issue of are we using the appropriate placement tool. **The Vice Chair will put together a presentation regarding this issue for the English courses and will ask Eric to present the math department's side of the issue.**

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5) Degree and Certificate Program Review

- a) Revisions to Individualized Degree Plans/Individualized Certificate Plans
 - i) A.A.S. in Hospitality Management IDP Tabled

- b) Department Request to Place Program(s) on Inactive Status: None

6) Course Guide Review

- a) Inactive Status: None
- b) Cancellations: None
- c) Modifications: None
- d) New: None

7) New Business

- a) Current NMC General Catalog (Dan Kintol): Dan has been tasked by Dean Pangelinan to update the new NMC general catalog and to attend AC meetings to take note of any AC actions that will affect the catalog. AC members recommended to update the list of faculties and staff with their credentials – include degrees, universities/colleges, etc. – check the catalogs from Guam Community College (GCC) and University of Guam (UOG). It was also recommended to include the Advising Guide in the catalog.

- b) Open Electives: The AC Chair reported that the president, Dr. Hart, asked why the College is not generalizing its electives in its degree programs. This is the first time Dr. Hart has seen degree programs with very specific electives. ***The AC Chair asked the department heads to do research on other Pacific Postsecondary Education Council-PPEC (regional) and peer (national) institutions on their electives and provide feedback at the next AC meeting.***

- c) Cynthia distributed the current enrollment data (draft). ***The CENSUS data for Spring 2012 will be retrieved on February 4, 2012.*** If you have any questions or would like a copy of the CENSUS data, let Cynthia know.

- d) Concerns from the Registration Committee regarding Add/Drop Week: Students making changes to their schedules because of cancelled classes, being misadvised, and other administrative errors – OAR has received memos from advisors and instructors requesting to waive the 20% fee for the course because of these reasons.

The committee does not support the continued printing of schedule booklets for distribution. Students and advisors will be referred to the College website where the schedule is uploaded and updated daily. It was shared that administrative managers print the online schedule for students and advisors to view during registration. Registration procedures and the academic calendar will be printed and distributed. This will help cut administrative costs.

The AC Chair clarified that from now on course schedules will be on the College website and printed, as needed, by the departments and programs.

There are five pieces of data that will be looked at to evaluate the registration process:

1. International Student Orientation Survey
2. Regular Student Orientation Survey
3. Star Award System
4. Registration Survey
5. Data on Cancellations and Changes

If departments still have their “stars”, submit them to Cynthia.

8) Adjournment

Meeting adjourned at 11:30 a.m. Next meeting will be on Friday, February 3, 2012, at 9:00 a.m.

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