

**College Council Meeting
Summary for Wednesday, October 5th, 2005
Room N5**

Members Present: Dean Jack Sablan, Acting Dean Jeanette Villagomez, Tricia Tudela for Raaj Kurapati, Severina Ogo, Glenn Keaton, Jerry Smith, Lorraine Cabrera, Anastasia L. for Faculty Senate and Vera Pangelinan as recorder.

Meeting Facilitator: *Jim Wedding*

NMC Staff: Jack Kiyoshi, Lisa Hacskaylo, Randall Nelson, Daisy Bier, and Danny Wyatt
Excused Absent: President Guerrero and Raaj Kurapati

Jim Wedding, meeting facilitator called meeting to order at 1:47 p.m.

1. Review and Adoption of Agenda

- October 5, 2005 Agenda was moved, seconded, and unanimously approved with amendment.
 - Add under Announcement: a) Systematic Approach Assessment
 - Add under New Business: d) Release Form for Use of Students Work Sample

2. Review and Adoption of Meeting Summaries

- Meeting Summary for September 28, 2005 was moved, seconded, and unanimously approved with minor change to correct date of meeting summary.

3. ANNOUNCEMENT:

- a. **Systematic Approach to Assessment** – Lisa H. passed out a copy of the web conference announcement. She said earlier this week, the Assessment Task Force listened to “How to take a systematic approach to assessment”. Task force is suggesting, as many employees as possible, to listen to this presentation. They are going to make the presentation slides available and it will also be audio recorded. Presentation is scheduled on Saipan in room D-1, Thursday, October 13, 2005 in the afternoon from 2:00 p.m. to 3:30 p.m. and then on Friday, October 14, 2005 in the morning from 10:00 a.m. to 11:30 a.m. This information was sent out last week. After the meeting, Lisa H. will follow up with Rota and Tinian about this presentation.

4. OLD BUSINESS:

- a. **PROA Updated** – item tabled. No new update.
- b. **Membership of Governance & Working Groups** - At the last meeting, Tinian and Rota Administrators were asked to review various committees that they felt would be important for them to participate. Jim W. asked to partake in the Strategic Master Plan and Marketing. Severina O. also asked to be included in the Strategic Master Plan and Marketing. In addition to that, she asked to add Frank Sobolewski in the Faculty Senate, and Student Body President and advisors in the ASNMC.

Dean Sablan recommends to the governance bodies and ad hoc committees to forward any changes that they would like updated on to their committees to Vera before the next CC meeting. Vera informs the Council that she’s waiting for the succession planning and strategic master plan summaries. Jack Kiyoshi was asked to remind Elsie H. to provide summary for the Succession Planning committee

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- c. **WASC Progress Report Update** – Dean Sablan provides the final update to the CC members. Dean Sablan said the Ad hoc Committee made a presentation to the President and BOR Chairperson in which they signed the final Progress Report. Progress Report will be sent out Friday, October 7th, 2005 to WASC. Progress Report will also be available on-line. Tinian and Rota were asked to make hard copies available for their campus. The next WASC visit is tentatively scheduled for October 14, 15, or 16, 2006. Dean Sablan said he recommended to the President that no one goes on-leave during the WASC visit.
- d. **Revised IAP** – Lisa H. brought up last week before the Council the revised IAP that was worked on, completed on the last couple of months by the Assessment Task Force. Task Force was directed by the President to review the old Assessment Plan that was part of the 1999-2004 Strategic Master Plan. Now, the new master plan is being worked on in which the Task Force was asked to look at the Institutional Assessment Plan to see if it met the needs of the institution now. Task Force agreed to use the four key indicators for effectiveness as a model taken from the ACCJC. Lisa said this model is really standard ways that the institution describes their effectiveness over the last couple of years or so. Tinian suggested changing key indicator one, raising it up at 75%. Lisa added that both, Tinian and Rota participated in reviewing the revised IAP.

Motion: Dean Sablan moved to adopt the revised Institutional Assessment Plan, Jerry S. seconded, and it was unanimously adopted. Motion carried.

5. NEW BUSINESS:

- a. **Strategic Master Plan** – a copy of the draft strategic master plan was passed out. Lorraine said she emailed it out to the campus asking for comments, which she only received one. She said the committee came up with the strategic vision and three goals and objectives, and we will be making a presentation next week.
- b. **Request for new position classification for Database Administrator III** – Jerry introduced the agenda item so that it could be on next week agenda under old business. Currently, there is one opening for Database Level I, which was previously occupied. He said he spoke to Jeanette and to beef up the position, they talked about using grant money for the first couple of years to increase the qualification, increase the salary, and increase the responsibility of this position. NMC does not have a job description for Database Administrator III. Due to any change in existing position, it requires Board of Regents approval. Therefore, he seeks the CC approval at the next CC meeting. Dean Sablan asks the CC members that because of the urgency of this request to suspend the rules and to go ahead and make a motion so that they can start preparing for the Board of Regents meeting.

Motion: Jerry S. moved to approve and to recommend to the Board a request for the creation of new position classification for Database Administrator III, Lorraine seconded, and unanimously approved. Motion carried.

- c. **New Student Email Procedures** – Jerry said this came out from the Technology and Education Committee. He introduces the item to go on next week agenda under old business. This does not need to go to the Board but for information only, to include it under the President's Report. Jerry

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asks the CC members to review and to make comments, and then for discussion at next week meeting.

- d. **Release Form for Use of Students Work Sample** – Danny Wyatt seeks the College Council to approve the release form so they can begin collecting samples of students work for NMC's assessment process. They envision having students sign during registration. Once the students sign the release form, then they can collect the assignments. Dean Sablan said he discussed this with Danny in which they will use it to determine the students' grades.

Motion: Dean Sablan moved to approve the Release Form for the Use of Students Work Sample, Lorraine C. seconded, and it was unanimously approved. Motion carried.

Discussion:

Danny Wyatt will email a copy of the release form to Jim W. and Severina O.

6. MISCELLANEOUS:

- a. **Professional Tip** - Jim Wedding shared his professional tip on "Decision Brief".

Next facilitator is Lorraine Cabrera.

Meeting adjourned at 2:22 p.m.