



NORTHERN MARIANAS COLLEGE

Faculty Senate

Meeting Minutes

September 17, 2009 • 8:00 a.m.
Room V-215

- I. Call to Order 8:10 am
 - a. Members present: Larry Lee, Lyte Chapap, Barbara Merfalen, Velma Deleon Guerrero, Judy Torres, Joan Dubrall, and Frank Sobolewski

- II. Adoption of Agenda
 - a. Reviewed agenda
 - b. Added item X: Information Technology Issues
 - c. Motion to adopt agenda by Barbara Merfalen
 - d. Seconded by Lyte Chapap
 - e. Agenda was adopted

- III. Review/Adoption of May 19, 2009, and September 10, 2009 Meeting Minutes
 - a. Reviewed May 19, 2009 meeting minutes
 - b. Motion to adopt by Lyte Chapap
 - c. Seconded by Barbara Merfalen
 - d. May 19, 2009 meeting minutes were adopted

- IV. Faculty Representatives to: (a) College Council; (b) PROAC; (c) BAFC
 - a. Frank Sobolewski noted that we nominated one too many names on PROAC. At the last Faculty Senate meeting on September 10, 2009, we nominated John Cox, Eric Johnson, and Leo Pangelinan. It was suggested that the first two who accept the nomination will serve on PROAC.
 - b. Larry Lee will speak to Leo, Eric, and John about being nominated to represent the Faculty members on PROAC.
 - c. Larry Lee will verify with Dean Cynthia Deleon Guerrero if two non-instructional credits are given to faculty serving on PROAC.

- V. Status of COMPASS Division vacancy
 - a. No updates.

- VI. Proposed New Faculty Contracts
 - a. Larry Lee has emailed the proposed faculty contracts to all Faculty Senate members.
 - b. Members present requested that we have more time to review the contracts and that this item be tabled until the next Faculty Senate meeting.

- VII. Process to Create Separate Instructional Faculty Assembly

- a. Larry Lee suggested that we create an ad hoc committee to spearhead this. It was suggested to have Frank Sobolewski chair this ad hoc committee.
- b. The members agreed that the first step toward the process is to set up a faculty assembly. A Faculty Assembly meeting will be held on Friday, September 25, 2009 in D-1 at 9:00 a.m.

VIII. Faculty Orientation & Handbook

- a. Barbara Merfalen and Larry Lee stated that the handbook should be the responsibility of the Human Resources Office, and that the Faculty Senate will assist them in providing feedback and recommendations.
- b. Barbara Merfalen stated that the Human Resources Office has direct access to hire a consultant to assist with the handbook.
- c. Larry Lee will meet with Dean Cynthia Deleon Guerrero about the Human Resources Office creating the Faculty Handbook.

IX. Academic Quality Issues

- a. Larry Lee mentioned that he had received concerns from students about instructors leaving NMC after classes had started. One specific concern is the Biology class being delayed after its third week so that the replaced instructor is given more time to prepare for the class. They shared the fear of not receiving full credit for the delay of instruction.
- b. Lyte Chapap mentioned that he is now teaching 29 credit hours.
- c. Velma Deleon Guerrero suggested that each department be responsible for compiling a list of qualified possible adjuncts.
- d. Frank Sobolewski shared Board Policy 4620 “ Faculty Senate.....To this organization is designated responsibility of exercising a substantial voice in matters of the educational program, faculty, personnel, and other matters of institutional policy which relate to their areas of responsibility and expertise, including, but not limited to academic standards, accreditation, articulation, credentialing, curriculum, staff development, and student services.”
- e. Larry Lee expressed that five out of the six academic departments do not have a permanent department chair.
- f. Frank Sobolewski suggested having Dean Cynthia Deleon Guerrero be present at our next meeting to further discuss the academic quality issues and concerns from the faculty members. All members agreed with this suggestion.

X. Information Technology Issues

- a. The School of Education had problems recently with the on campus email system.
- b. Lyte Chapap mentioned that it's possible that it was a campus issue since he was having problems earlier too.

XI. The next meeting is scheduled for Tuesday, September 22, 2009, in V-215, at 8:00 a.m.

XII. The meeting was adjourned at 9:21 a.m.