



Appendix M

Memos on Implementation of Recommendations from the Composite Report, Assessment Cycle 1, for 1) B.S. in Elementary Education; 2) A.S. in Nursing; 3) Counseling Programs and Services, and 4) Community Development Institute: Extended Degrees and University Partnerships Program

Northern Marianas College
P.O. Box 501250
Saipan, MP 96950

Memorandum

TO: Program Review and Outcomes Assessment Committee (PROAC)

FROM: Cynthia Deleon Guerrero, Director
 School of Education/Bachelor of Science in Elementary Education

DATE: October 08, 2008

SUBJECT: Implementation of Recommendations from the Composite Report, Assessment Cycle 1, for the Bachelor of Science in Elementary Education

Group A

Recommendations from the Program to Itself Approved by PROAC	Implementation of Recommendations
1. The SOE needs to work closely with Office of Admissions and Records in identifying current students according to the two-tiered program: Elementary Education and Teacher Candidacy.	The Office of Admissions and Records (OAR), through communication with SOE, has updated the database system to identify the BSEE program as a two-tiered program: Elementary Education and Teacher Candidacy. In addition to this, on September 25, 2008, OAR sent to each academic department a listing of current and active students; the SOE verified and updated this listing to include students' status in the two-tiered program, advisor assignment, and other student information. This information was returned to OAR and has been updated in the PowerCampus database system.
2. The next budget proposal cycle will include requests for the identified necessary resources.	The budget request submitted on September 16, 2008 cited direct links to the identified necessary resources described in the program's assessment and the Composite Report.
3. The next assessment cycle will include an Administrative Unit Outcome (AUO) that identifies, measures, and reflects the types of services available to students in the SOE and their effectiveness.	The second cycle of program assessment (Fall 2008) includes an Administrative Unit Outcome that aims to measure the advising and pre-registration services to continuing students of the SOE.
4. The SOE recognizes the need for a comprehensive community needs assessment and the analysis of relevant data to support this growth, and therefore plans for renewed and affirmative partnerships with the CNMI PSS and other educational entities in determining these needs. SOE will continue to collect, review, and analyze its student enrollment data and their identified goals in specific areas such as secondary level education and special education to determine the need for the program to expand into these areas. SOE will also need to work closely with other NMC content areas to determine best course content IDP's (i.e. Math and	The following actions have been taken to address this recommendation: a) An action research has been initiated by SOE and PSS to determine the community's need for an expanded education program at the SOE. Preliminary data has been gathered for analysis. Completion of this action research is pending updated data from PSS-HRO for school year 2008-09. b) A monthly meeting schedule has been identified for the SOE, OIE, and PSS to ensure continuous dialogue between agencies and to support renewed and affirmative partnerships in determining needs.

English) and consider alongside PRAXIS level II.	b) The SOE faculty and staff met on September 30, 2008 to begin planning and mapping the SOE 2-5year plan. c) Follow-up meetings have been scheduled to take place in the succeeding weeks until the plan is completed..
5.Changes to the Individual Degree Plan (IDP) must be made to include the requirement of English Speaking and Listening course EN 092 or a score of 55 or above on the TOEFL test.	Action on this item will take place when EN 092 is made available.
6.A yearly plan that includes mapping and updating activities for all SOE faculties and staff must be supported to ensure the continuous progression of courses throughout the program and the assurance of up-to-date methods, content information, and pedagogy in all courses.	This item is embedded in the 2-5year program plan which the SOE have been in that faculty and staff activities and progressive needs have been identified and are discussed as resources throughout the mapping of this 2-5 year program plan.
7.The SOE will finalize its policies and code of ethics/conduct soon but needs to ensure a systematic way of disseminating and enforcing both.	Three department policies on the topics of Attendance, Academic Dishonesty, and the SOE Code of Conduct are now included in each SOE course's syllabus. They are also discussed and signed for in every SOE class. Department policies are continuously reviewed and discussed by faculty and staff and there is on-going work on the creation of an SOE policy handbook for students, faculty, and staff.
8.The SOE faculty have departmentalized the inclusion of program SLO's in each course syllabi, including detailed course scheduling with identified SLO's for each session. This will continue and new faculty will be supported in the development of their syllabi and schedule through mentorship.	Several actions towards the implementation of this recommendation have taken place, including the following: a) Each SOE course syllabus includes a detailed schedule with SLO for each session. b) Mapping of program SLO's to Gen. Ed. has been completed. c) Mentorship of adjunct faculty and new faculty is on-going and continuous. (Pam B. with Dr. Wilgus and Velma Dlg.and Bobbi M. with Velma Dlg. and Joy L.)
Recommendations [Feedback] from PROAC to the Program	Implementation of Recommendations
1.Review history of the CRC, and work with the Library and Academic Council for resolution about the scope and responsibility for managing the CRC in addition to its respective place in the organizational structure.	The CRC is under the direct managing responsibility of the Library Services/Student Support Services Division. Sallie Sablan and Cynthia Deleon Guerrero will research the CRC history and make recommendations on findings. The SOE Director was also invited to a Library Services staff meeting to share SOE needs and concerns regarding need for updated resources, materials, and CRC service hour scheduling. The Acting Library Director and CRC Coordinator were receptive to SOE needs and concerns and have begun collaborating closely in improving resources and services to SOE students.
2.For additional employment data, contact private schools for past graduates. Consider contacting all graduates directly.	a) A scheduled monthly meeting between the SOE, OIE and PSS has been set (2 nd Friday of every month) to discuss inter-agency data needs including employment data of graduates.

	b) The OAR is working closely with the NMC Alumni Association to update and make available the Alumni listing to academic departments/programs for data collection purposes.
Other Actions for Program Improvement	Implementation of Actions for Program Improvement
1. Continued review of program policies for updating and addressing of specific student needs.	SOE Policy Handbook is being developed. Some policies already revisited are: policy on a time limit for GI's and other special situational students; limit on number of attempts made at Student Teaching Practicum; and time limit on validity of course credit(s) before course(s) must be retaken (includes transfer credits)
2. Identifying professional development needs of faculty and staff.	Faculty have submitted to the SOE Director information on professional development needs, including conferences and workshops that relate directly to what they teach and this information was included in the department's budget request.
3. Review of the SOE mission.	In Summer 2008, SOE faculty and staff revisited and updated the mission statement to support progression and cohesiveness with the entire institution's mission.
4. Support collegial relationships amongst all faculty in the learning community of NMC.	<ol style="list-style-type: none"> 1. SOE conducted weekly workshops on course syllabus scheduling to include SLO's and on Bloom's Taxonomy for all interested faculty. 2. SOE faculty facilitated workshop trainings for two days during institutional staff development days. 3. SOE faculty conducted staff training for ABE. 4. SOE faculty volunteered and conducted 2 Classroom Management workshops for PSS. 5. SOE membership on the General Education Assessment Committee. 6. SOE faculty teaching College Life Skills course for the Social Sciences department. 7. SOE faculty and staff are also members of PROAC, Faculty Senate, Registration Committee, PowerCampus User Group Committee, and Recruitment Committee.
5. Registration scheduling to meet student needs.	Registration schedules are flexible so as to accommodate the scheduling needs of the Troops to Teachers, working students, and others.
6. Continued review of program needs and requirements and assessing student learning needs.	<ol style="list-style-type: none"> 1. Conducted follow up on graduate students who had performed the Community Project Practicum (ED 493). Two graduates were hired by PSS as classroom teachers and are now enrolled in the ED 495: Professional Student Teaching Internship. 2. Service Learning is embedded in all SOE courses. 3. Completed Catalog updates which included placing one certificate program and one endorsement program on Inactive status due to low or no enrollment.
7. Continue to address faculty workload limitations by providing adequate faculty resources to deliver the curriculum of the program.	<ol style="list-style-type: none"> 1. Added sixth faculty member and decreased adjunct to one. 2. Continue to work towards targeted workload of 15 credits per semester and will attain this once additional

faculty is hired.

**Northern Marianas College
P.O. Box 501250
Saipan, MP 96950**

Memorandum

TO: Program Review and Outcomes Assessment Committee (PROAC)

FROM: Pasquana H. Calvo, Nursing Instructor
Nursing Department

DATE: October 7, 2008

SUBJECT: Implementation of Recommendations from the Composite Report, Assessment Cycle 1, for A.S. in Nursing

Group A

Recommendations from the Program to Itself Approved by PROAC	Implementation of Recommendations
1.The absolute highest priority recommendation from the Department of Nursing is the hiring of a chairperson.	Announcement for vacant Nursing positions on-going. Interview committee interviewed 1 candidate, however candidate was not recommended for hire. Process is still on-going to find the best qualified candidate to fill the vacant nursing positions.
2. A Program Advisory Council (PAC) needs to be reconstructed to be able to gain input into our standing in the community and what changes may need to be made to further meet our mission within the community. PAC membership needs to be active, from the community, with a member from the Nursing Board.	Program Advisory Board members have been identified. List of the members names have been forwarded to Acting Dept. Chair to be forwarded to the President for further action.
3.Many present and past students are asking the program to offer a NCLEX review course for students who have graduated from NMC and those nurses who are here from the Philippines who are studying for the exam. This course can be offered now. Concur this should not be on the IDP.	The Community Development Institute (CDI) in collaboration with the NMC Nursing Program was able to conduct an RN- Review class for 4 weeks. This review class was made possible thru funding from the Area Health Education Center (AHEC). Review class was offered to previous NMC graduates and recent graduates (May 2008). 2 of the 9 recent NMC graduates attended the first week of the course then decided not to take the course as their testing date was scheduled for the 3 rd week of Aug. Both students passed the RN-NCLEX. 2 Previous NMC graduates who are staying in Rota were able to take the review course thru teleconference.
4. An annual subscription to the NCSBN Program Report will allow the nursing program to keep close track on the scores of our graduates on the NCLEX-RN exams and help us in making changes if needed.	Our Acting Dept Chair requested \$300.00 to pay subscription to the National Council of State Boards of Nursing (NCSBN) and a check was made since April. However, John called NCSBN to inquire if the check has been received and the Board hasn't received the check.

Recommendations [Feedback] from PROAC to the Program	Implementation of Recommendations
1. Need to work on CARE plans; to be included in Form 1.	Nursing care plan is introduced during the first semester of the nursing program and used throughout the 5 semester. However, we have not been collecting samples of the student's work . We are going to collect samples of the student's NCP(both 1 st yr & 2 nd yr) this semester for assessment.
2. Program needs to review history of the Nursing certificate programs, and present to Academic Council a proposal to inactivate them if warranted.	Currently reviewing data to confirm number of students that graduated from the nursing certificate programs. Found memo written in October 20, 2007 to make NU 108 (NU 95) , NU 109 (Hemodialysis Tech), and Practical Nursing Certificate on Inactive status. The Last Nursing Assistant Program was taught in Spring 2003 were 7 students graduated based on the students' grade book. This number is not reflected in the OAR list. Last Hemotech class was taught in 2007 by DPH staff, fund to support the program was from WIA. The last Practical Nurse graduates was in 1993. All these certificate courses were requested to be placed on Inactive status due to lack of Instructors, lack of market demand & lack of resources.
Other Actions for Program Improvement	Implementation of Actions for Program Improvement

Northern Marianas College
P.O. Box 501250
Saipan, MP 96950

Memorandum

TO: Program Review and Outcomes Assessment Committee (PROAC)

FROM: Leo Pangelinan, Director
 Counseling Programs & Services

DATE: October 3, 2008

SUBJECT: Implementation of Recommendations from the Composite Report, Assessment Cycle 1, for
 Counseling Programs & Services

Group C

Recommendations from the Program to Itself Approved by PROAC	Implementation of Recommendations
Hire and provide professional development for an additional counselor for advising and work with students with disabilities.	Re-wrote position description, received approval/support from Dean of Student Services to hire, and directed Human Resources to initiate recruitment process for this position.
Provide resources for professional development among Counseling Center staff.	Submitted an official request for \$10K additional funding for FY 2008 for counselors to participate in 3 professional development activities.
Establish uniformity and consistency for evaluating programs, events, and services.	Currently utilizing the Fall 2008 Student Success Series evaluation form as a template for evaluating activities and events.
Enhance effort to facilitate student transfer to four-year colleges and universities	Linking resources from College Access Challenge Grant to expose students to college recruiters and admissions officers.
Identify top reasons for student absences and tardiness. Address issues through education and resources as appropriate.	Compiling Early Intervention forms for analysis. Plans underway to distribute a survey to faculty.
Develop and distribute FAQ list to students and for publishing on College website to inform student of campus and community resources.	Linking resources from College Access Challenge Grant to produce an attractive brochure to appeal to both students and parents.
Engage students with campus/community resources during New Student Orientation.	Counselor co-coordinated Fall 2008 New Student Orientation, assisted with development of materials for student packets, and presented information on key support resources on campus.
Recommendations [Feedback] from PROAC to the Program	Implementation of Recommendations
Include an AUO for Personal Counseling in next assessment cycle.	Deliberating Options

Northern Marianas College
P.O. Box 501250
Saipan, MP 96950

Memorandum

TO: Program Review and Outcomes Assessment Committee (PROAC)

FROM: David Attao, Director
 COMPASS – Community Development Institute (CDI) Extended Degrees and University Partnerships (EDUP) Program

DATE: October 7, 2008

SUBJECT: Implementation of Recommendations from Composite Report, Assessment Cycle 1, for Extended Degrees and University Partnerships (EDUP) Program.

GROUP D

Recommendations from the Program to Itself Approved by PROAC	Implementation of Recommendations
1. Stipulate in the MOA/U's the completion of student evaluation by each partner and/or their representatives.	MOA/Us have been reviewed to determine the appropriate placement of this stipulation for future agreements made after September 8, 2008.
2. Be more effective in collecting data from partners, etc, by creating and issuing evaluation forms for all courses provided by the program.	Evaluations have been created and issued for all courses offered by partners. Collection is done on the last day of each completed course. Time is reserved during this period for the issuing and collection of evaluation forms.
3. Improve for Framingham State College orientation, size and type of classroom, computers and printers need in classrooms, schedules adjustment to improve coordination and staff access, and student evaluation needs to be improved to reflect actual needs of students.	FSC Cohort 6 served as the first group to participate and or provided proper orientation to NMC and FSC programs and services as stipulated in the MOA/U and/or provided by the respective institution. FSC Cohort 7 completed the same orientation process on October 3, 2008. Size and type of classroom are reserved through the appropriate NMC channel at least one month in advance. Computer and printer access are provided to the students via the W-4 (COMPASS) computer lab or the CDI mini-lab located in building P. Computers and internet access in classrooms are provided and organized on an as needed basis. Students are advised to follow the reserved office hours or to make appointments for improved access to the CDI staff. CDI student evaluations of the services provided by CDI to the students have been created and used for the past seven FSC courses and are prepared for the last two remaining courses.
4. Improve for UoG and Argosy University coordination to collect information and data needs.	Coordination between UoG SROTC and NMC has improved through a series of communications conducted between the CDI Instructor/Coordinator and the UoG SROTC authorized representatives. A new UoG SROTC office is now within the CDI office, along with a storage space, office equipment and furniture as stipulated in the MOA. UoG SROTC representatives have been informed about CDI's efforts to collect information and data from the UoG SROTC

	<p>program. A meeting was also held on September 19, 2008, with 4 high-ranking military officials from UoG SROTC and the U.S. Army, who came to perform an on-site review of the program. The meeting provided an opportunity for both NMC and UoG SROTC and the US Army to improve coordination, including student data collection and program articulation with UoG.</p> <p>Communication between Argosy University and NMC is ongoing.</p>
<p>5. Evaluate the cost of utilities, room rentals, facility usage, and NMC employee costs and include such in future MOAs.</p>	<p>This activity is ongoing. CDI requested former CFAO for the financial analysis and break down of utilities costs per square foot. When applicable, the current room rental rates are being charged to CDI clients. CDI increased the amount charged for facilities fee from \$1,000 to a new rate of \$1,500 to cover estimated expenses for facility usage. NMC employee costs are pending.</p> <p>CDI is considering the assessment of an “indirect cost” or “administrative overhead cost” to our partners in the MOAs.</p>
<p>Recommendations [Feedback] from PROAC to the Program</p>	<p>Implementation of Recommendations</p>
<p>No additional commentary</p>	<p>N/A</p>
<p>Other Actions for Program Improvement</p>	<p>Implementation of Actions for Program Improvement</p>
<p>No additional commentary</p>	<p>N/A</p>



Appendix N

Memo on Board Operations: Institutional Effectiveness Policy No:1025
Relative to Institutional Effectiveness



Northern Marianas College

COLLEGE COUNCIL
PO Box 501250, Saipan, MP 96950

October 06, 2008

MEMORANDUM

TO: President

FROM: Chair

**SUBJECT: Board Operations: Institutional Effectiveness Policy No:1025
Relative to Institutional Effectiveness**

Attached are two copies of the College Council's Resolution No. 2008-01 "*Relative to Board Operations: Institutional Effectiveness Policy No:1025*" that was unanimously passed by College Council on Friday, October 03, 2008.

The passage of CC Resolution No. 2008-01 memorializes the College Council's 1) acknowledgement of the importance of the continued improvement of student learning, academic programs, and college operations through assessment, planning and monitoring, 2) affirmation of the establishment of SLOCIP as the College's system to ensure institutional effectiveness and a high standard of quality in academic programming, and 3) recognition of PROAC as the official working committee charged to review plans and reports submitted by various departments and units of the College.

The College Council duly recognizes SLOCIP and PROAC as official actions by the President and as affirmed in an NMC-wide assembly with further recommendation that you report such actions by your Office, the Council, and the College community to the Board of Regents in fulfillment of Board Operations: Institutional Effectiveness Policy No. 1025 (attached).

Please let me know if you wish to discuss the action taken by the College Council.

Felicitas "Tee" P. Abraham

Attachments College Council Resolution No. 2008-01
Board of Regents in fulfillment of Board Operations:
Institutional Effectiveness Policy No. 1025

Copies to: Members, College Council



Northern Marianas College

COLLEGE COUNCIL

RESOLUTION NO. 2008-01

Relative to “Board Operations: Institutional Effectiveness Policy No:1025”

WHEREAS, the College Council is charged with facilitating shared communications and decision-making as well as serving as an advisory body to the President of Northern Marianas College;

WHEREAS, the College Council shall also serve as a:

- (1) clearinghouse for all recommendations and issues from the respective constituencies for action by the President;
- (2) coordinating body for receiving and sharing information from and amongst the constituencies and the President; and serve as a
- (3) key component of the planning, assessment and monitoring processes for Northern Marianas College; and,

WHEREAS, the College Council acknowledges that the primary purpose of an ACCJC-accredited institution is to foster learning in its students thereby ensuring that its resources and processes support student learning, continuously assesses that learning, and pursues institutional excellence and improvement; and,

WHEREAS, an effective institution maintains an ongoing, self-reflective dialogue about its quality and improvement and that such dialogue be institution-wide and at the heart of the self-evaluation process for the college community to gain a comprehensive perspective of the institution.

NOW THEREFORE BE IT RESOLVED, that College Council hereby affirms the establishment of the Program Review and Outcomes Assessment Committee (PROAC) as the official working committee charged to review plans and reports submitted by various departments and units of the college as specified in the Student Learning Outcomes Comprehensive Implementation Program (SLOCIP) and adopted in a college-wide assembly in August of 2007.

BE IT FURTHER RESOLVED, that College Council hereby advises that copies of the same be transmitted to the President and then to the Board of Regents.

BE IT FURTHER RESOLVED, that College Council hereby acknowledges SLOCIP and PROAC, as created by the President and approved in a college-wide assembly, to serve as the official system established to evaluate the effectiveness of the College in meeting the needs of its stakeholders in fulfillment of “Board Operations: Institutional Effectiveness Policy No: 1025.”

APPROVED:



Felicitas “Tee” P. Abraham
Chairperson
College Council

ATTESTED:



Debra T. Cabrera, Ph.D.
Chairperson
Program Review and Outcomes
Assessment Committee



Appendix O

NMC Form 1 (5 Column Model) Course Assessment for Fall 2008 Courses

Northern Marianas College
Form 1 (5-Column Model) Course Assessment for Fall 2008 Courses

	Course Alpha & Number	Course Title	First 3 Columns Submitted	First 3 Columns Not Submitted	All 5 Columns Completed	Remarks
1	AC 220	Accounting Principles I	X			
2	AC 221	Accounting Principles II	X			
3	AR 101	Intro. to Art	X			
4	AR 135	Studio for Non-Majors	X			
5	AR 216	Ceramics	X			
6	BE 110	College Life Skills	X			
7	BI 101	Principles of Biology	X			
8	BI 225	Basic Microbiology	X			
9	BI 251	Human Anatomy & Physiology I	X			
10	BI 252	Human Anatomy & Physiology II	X			
11	CH 124	General Chemistry	X			
12	CH 141	Survey of Organic & Biochemistry	X			Independent Study
13	CM 101	Elementary Chamorro I	X			
14	CO 210	Fundamentals of Speech Communication	X			
15	CS 103	Intro. to Computers	X			
16	CS 140	Database Applications I	X			
17	CS 150	Spreadsheet Applications	X			
18	DR 120	Drama in Education	X			
19	EC 211	Principles of Macroeconomics	X			
20	ED 105	Intro. to Computers for Education	X			
21	ED 113	Intermediate Related Services	X			Offered through CDI
22	ED 114	Intermediate Related Services Practicum	X			Offered through CDI
23	ED 144	Guiding & Nurturing Young Children	X			Offered through CDI
24	ED 205	Child Development	X			
25	ED 211	Intro. to Teaching	X			
26	ED 282	Multicultural Foundations	X			
27	ED 315	Inclusive Practices	X			
28	ED 320	Fine Arts for Elementary Teachers	X			
29	ED 321	Language Arts for Elementary Teachers	X			
30	ED 330	Math for Lower Elementary Teachers	X			
31	ED 351	Instructional Strategies & Classroom Mgt.	X			
32	ED 370	Integrated Planning & Programs	X			
33	ED 432	Teaching Elem. & Middle School Math	X			
34	ED 433	Science Inquiry Methodology	X			
35	ED 434	Soc. Studies in Action: A Methodology Course	X			
36	ED 435	Diagnostic & Prescriptive Reading	X			
37	ED 450	Assessment & Evaluation	X			
38	ED 471	Integrated Lessons & Activities	X			
39	ED 480	Educational Technology	X			
40	ED 492	Student Teacher Practicum	X			
41	ED 493	Community Education Practicum		X		Independent Study
42	ED 495	Student Teaching Internship		X		Independent Study
43	EN 070	Beginning English: Speaking & Listening	X			
44	EN 071	Beginning English: Reading & Writing	X			
45	EN 072	Speaking & Listening Development I	X			
46	EN 073	Reading & Vocabulary Development I	X			
47	EN 074	Writing & Grammar Study I	X			
48	EN 082	Speaking & Listening Development II	X			
49	EN 083	Reading & Vocabulary Development II	X			
50	EN 084	Writing & Grammar Study II	X			
51	EN 093	Reading & Vocabulary Development III	X			
52	EN 094	Writing & Grammar Study III	X			
53	EN 101	English Composition I	X			

Northern Marianas College
Form 1 (5-Column Model) Course Assessment for Fall 2008 Courses

	Course Alpha & Number	Course Title	First 3 Columns Submitted	First 3 Columns Not Submitted	All 5 Columns Completed	Remarks
54	EN 202	English Composition II	X			
55	GE 201	World Regional Geography	X			
56	HE 150	Personal Health	X			
57	HE 230	Nutrition & Health	X			
58	HI 101	American Nation I	X			
59	HI 121	History of World Civilizations I	X			
60	HI 255	History of the Northern Mariana Islands	X			
61	JA 100	Conversational Japanese	X			
62	JA 101	Elementary Japanese I	X			
63	JA 102	Elementary Japanese II	X			
64	LI 150	Intro. to Literature	X			
65	LI 250	Literature of the Pacific	X			
66	MA 088	Basic Mathematics	X			
67	MA 089	Pre-Algebra	X			
68	MA 091	Beginning Algebra	X			
69	MA 132	Intermediate Algebra	X		X	
70	MA 141	Contemporary Mathematics	X			
71	MA 151	Intro. to Statistics	X			
72	MA 161	College Algebra	X		X	
73	MA 162	College Trigonometry	X			Independent Study
74	MA 192	Mathematics/Science Tutoring	X			Independent Study
75	MG 206	Business Communication	X			
76	MG 220	Applied Math in Business	X			
77	MG 231	Intro. to Business	X			
78	MG 233	Principles of Selling	X			
79	MG 238	Business Law	X			
80	MG 240	Personnel/HR Management	X			
81	MU 106	Intro. to Music		X		
82	NS 100	Earth Science	X			
83	NS 101	Intro. to Physical Science	X			
84	NU 105	Basic Nursing Concepts & Skills	X		X	
85	NU 124	Pharmacology & Clinical Math	X			No instructor
86	NU 207	Medical-Surgical Nursing II	X			
87	OT 101	Keyboarding/Typewriting	X			
88	PE 115	Tai Chi	X			
89	PE 125	Beginning Basketball	X			
90	PE 133	Beginning Scuba Diving	X			
91	PE 140	Physical Fitness	X			
92	PE 149	Walk, Jog or Run	X			
93	PI 201	Intro. to Philosophy	X			
94	PS 110	Principles of Democratic Institutions	X			
95	PY 101	General Psychology	X			
96	SL 101	Beginning Sign Language I	X			
97	SO 101	Intro. to Sociology	X			
98	SO 297	Current Issues in the CNMI	X			
99	SP 101	Elementary Spanish I	X			
100	TS 101	Intro. to Travel & Tourism	X			
101	TS 182	Courtesy & Guest Relations	X			

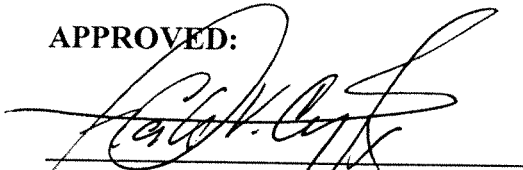


Appendix P

Institutional Closure and Teach-Out/Transfer-Out Plan
Signature Page

**INSTITUTIONAL CLOSURE and TEACH-OUT/TRANSFER-OUT PLAN AS
APPROVED ON THIS NINTH DAY OF OCTOBER, 2008.**

APPROVED:



MR. CHARLES CEPEDA
Chairman of the Board

ATTESTED:



DR. CARMEN FERNANDEZ
President and Executive Secretary
to the Board of Regents