

## Responses to the Requests of ACSCU Action Letter

### A. School of Education Faculty Workload

NMC School of Education (SOE) faculty have been teaching more courses than would normally be expected. As the following shows, the College has been and is continuing to try to make progress in reducing the workload of faculty in the institution's baccalaureate degree program.

**School of Education Faculty Workload Spring and Fall 2007:**

Faculty Member	Spring Teaching Load	Additional Credit Duties	Total Credit Load	Fall Teaching Load	Additional Credit Duties	Total Credit Load
** Faculty A	15.9	0	15.9			
Faculty B	20	11	31	18	8	26
Faculty C	14	7	21	26	4	30
** Faculty D	12	3	15			
* Faculty E	0	0	0	18	8	26
Faculty F				9	10	19
Faculty G				8	9	17

\* Instructor on sick leave for the entire semester

\*\* Instructors no longer employed at NMC

Average total workload for Spring Semester: 20.725 credits per full-time instructor.  
Spring Semester teaching load per instructor 15.475 credits per instructor.

Average total workload for Fall Semester: 23.6 credits per full-time instructor.  
Fall Semester teaching load per instructor 15.8 credits per instructor.

In an effort to alleviate the over-extension of faculty workloads, the School of Education has been advertising for two full-time faculty members following the vacancy of two faculty members (as indicated \*\*) in June and July 2007. The Dean of Academic Programs has also tried to distinguish between "Teaching Load" and "Additional Credit Duties" by designating student classroom instruction as part of a faculty member's teaching load, while administrative oriented duties fall under the latter designation. In addition, two new faculty members had been hired to bring the total School of Education faculty up to seven members for Fall 2007 Semester, but faculty loss over the summer kept the current number of School of Education faculty at five. With the addition of two more instructional faculty, the School of Education faculty workload is expected to be reduced to more manageable levels. With the two additional full-time faculty being recruited for Spring 2007 Semester, the College will be less reliant on adjunct faculty and able to reduce teaching loads.

**Additional Credit Duties SOE instructors are compensated for include the following:**

- Coordinating with students for Teacher Candidacy Program (3 credits)
- Supervisor of students in the Teaching Practicum (1 student, 1 credit)
- Development of the SOE Student Teacher Handbook and Student Orientation (1 credit)
- Service Learning Coordination (1 credit)
- Development of online courses (1 credit)
- Assessment and Certificate Program Review (2 credits)
- Supervisor of students in the Teaching Practicum (5 students, 5 credits)
- Supervisor of students in the Community Education Practicum (3 students, 3 credits)
- Student Teaching Co-Coordinator (2 credits)
- Student Teaching Practicum (4 students, 4 credits)
- Interim Program Coordinator of the Teacher Candidacy Program (3 credits)
- Student Teaching Co-Coordinator (2 credits)
- Student Teacher Coordinator (8 credits)

#### **B. Director of School of Education Position**

Dr. Michael Reber has submitted his resignation as SOE Director effective December 2007. As of October 5, 2007, Human Resources has received three applications for the Director of School of Education position (VA-07-045). Verification of information and eligibility will be completed in mid-October. The position is currently a director, not a dean, position.

#### **C. Relationship with the Public School System**

The Acting President Wyatt attended the PSS Board of Education meeting in Spring Semester. In addition, he spoke during a principal's meeting about the work that NMC is doing to bring an English as a Second Language Certificate Program through Southeast Missouri State University to the CNMI. As the vast majority of students in the PSS classroom are either ESL or EFL students, providing additional training to PSS instructors would be beneficial to the CNMI as a whole. The Southeast Missouri State University ESL program has been very receptive to providing Certificate training that could lead to a Masters degree, with the initial courses taught in the CNMI while the remaining half year to full year of instruction would be on the Cape Girardeau campus.

In addition, SOE and the NMC Community Development Institute have been working together to provide PSS certification for special education teachers, the Related Services Technician (RST) for teacher aides, and Head Start Certificate programs for teachers. The RST certificate courses are scheduled to be completed in mid-November. Both of these programs are NMC certificates through the SOE bachelor's program, while special education is PSS Certification.



Currently, the College has been in negotiation with PSS in gathering information on its advanced placement (AP) courses to set up procedures for students performing well in AP courses to receive credit at NMC to facilitate transfer of credits between the two institutions. In addition, The School of Education Advisory Council has continued to meet quarterly.

#### **D. President Fernandez' Relationship with the Public School System**

On her first day as President of NMC, President Fernandez met with Dr. David Borja, Commissioner of Education. The two agreed to a strong working relationship. The President met with the Commissioner and his key staff in May 2007 and commitments were made to improve programs and services.

The President attends PSS high school graduations and other events when invited. The Commissioner and his management team sit on the CNMI SWAT. This will further help to collaborate actions that need to be taken by both institutions.

#### **E. B.S. in Elementary Education Enrollment**

Since the beginning of the baccalaureate program in 2001, there have been 158 graduates. The early graduates of the program had taken general education courses at NMC and were transitioning between the University of Guam (UOG) baccalaureate program that had been articulated and offered at NMC Saipan.

There are currently 32 students on track to graduate in May 2008. The average number of teacher candidates completing student teaching each semester has been 13. This number is expected to more than double in Fall 2008, with approximately 30 students on track to complete student teaching that semester.

ACADEMIC YEAR	01-02	02-03	03-04	04-05	05-06	06-07	TOTAL
BS: Elem Ed	30	24	32	27	13	32	158

Enrollment in the baccalaureate program has been fluctuating, somewhat mirroring the overall decline in enrollment. This general decrease has been attributed to a number of factors including the overall decline in the CNMI economy, the dramatic increase in the cost of living related to rising fuel costs, the out migration of families, and the increase in the cost of attendance (tuition and fees) beginning Fall 2006.

# NMC Enrollment by Academic Year and Term 2003-04 to Fall 2007

Overall Enrollment at NMC								
Academic Year	Fall Headcount	Fall FTE*	Spring Headcount	Spring FTE*	Summer Headcount	Summer FTE**	Unduplicated Headcount	AY Total FTE***
2003-2004	1233	1354	1212	1125	437	621	1725	1116
2004-2005	1285	1226	1167	1090	350	402	1689	1007
2005-2006	1126	1097	1032	1010	242	222	1472	892
2006-2007	968	944	842	823	315	390	1320	814
2007-2008	942	894	*****	*****	*****	*****	*****	*****

Enrollment in the BS in Elementary Education Program								
Academic Year	SOE Fall Headcount	SOE Fall FTE*	Spring Headcount	Spring FTE*	Summer Headcount	Summer FTE**	Unduplicated Headcount	AY Total FTE***
2003-2004	199	212	241	261	79	72	249	204
2004-2005	265	281	235	243	49	40	304	218
2005-2006	246	260	236	253	36	26	303	210
2006-2007	221	232	203	217	41	35	269	187
2007-2008	209	225	*****	*****	*****	*****	*****	*****

Enrollment figures taken from Annual Reports and Enrollment Reports.

\*Total credits divided by 12.

\*\*Total credits divided by 6.

\*\*\*Total AY credits divided by 30.