
Academic Council Meeting Minutes

Friday, February 16, 2024

Call to order

A regular meeting of the Academic Council was held at 9:00 a.m. in Room V-217 on Friday, February 16, 2024.

Voting members in attendance included Barbara Hunter, Beylul Solomon, James Kline, Isabel Matsunaga, Lisa Lunde, Kathy Winkfield, Kelsey McClellan, Velma Deleon Guerrero, William Hunter, and Zerlyn Taimanao.

Voting members not in attendance: Christine Inos (Proxy = Dawn Sarmiento), Johnny Aldan, and Mary Tabarsi Tsang.

Non-voting members in attendance: Geri Rodgers

Guests: Charlotte Cepeda, Sean Pak, Randy Yates, and Vilma Reyes

The meeting was called to order at 9:00 a.m.

Adoption of Agenda and Minutes

The agenda was presented to the Council by Velma Deleon Guerrero. Beylul Solomon requested to table *Old Business (b) Self Study* until the end of the semester or Fall 2024 semester since the Council had several degree programs and course guides to review this semester. Velma Deleon Guerrero also tabled the new course guides for *Introduction to Kinesiology (KI 111)* and *Kinesiology (KI 280)*. Beylul Solomon made a motion to adopt the agenda with changes. The agenda was adopted.

The minutes for the February 2, 2024 meeting were presented to the Council. Lisa Lunde stated that she served as a proxy for Zerlyn Taimanao and to have that added to the attendance portion of the minutes. Kathy Winkfield made a motion to adopt the minutes with changes. The minutes were adopted.

Announcements

A. None.

Reports

A. None.

Old Business

- A. Course Assessment Form (CAF) Evaluation for the Fall and Spring Semesters. Two courses (10%) from Geri. See the Rubric [here](#). PPT: How to Access Aqua (Outcomes Assessment Projects)

- a. Velma Deleon Guerrero stated asked Geri Rodgers to pull up Council members' comments on the CAF for College Algebra (MA 161). Lisa Lunde stated that she wasn't able to access the CAF because it wasn't showing on Aqua. Geri Rodgers explained that a Council member had inadvertently checked out all the available copies that were created for each Council member for grading. Thus, she refreshed the system and Council members who had not been able to grade the CAF for MA 161 were given time to do so.
 - b. After everyone had submitted their feedback, Geri Rodgers stated that one of the main comments provided by Council members was that the Mission Statement on the CAF was outdated. She explained that the CAFs being reviewed were from the previous academic year and the NMC Board of Regents formally adopted the new Mission Statement on January 25, 2023, thus the mission statement was not updated since it was mid-cycle of the CAF assessment.
 - c. Feedback from Council members included adding the percentage of students expected to meet the acceptable rate; a sample of the assessment measures used; and re-examining the unusually high scores for the online class. William Hunter suggested using Respondus to address cheating issues with online classes and Sean Pak stated that he uses it for online quizzes. Overall, Council members gave "1's" (100% - 97.37%) as the grade for the CAF for MA 161.
 - d. Kelsey McClellan asked Council members how faculty evaluate students who don't do the assignments or tests being assessed for the CAF. Geri Rodgers stated that this issue could be addressed under the *Recommendations* section of the CAF.
 - e. Beylul Solomon stated that although AC 227 wasn't being assessed at the current meeting, she noted that 7 different Student Learning Outcomes were being assessed by 2 measures which was not appropriate. Barbara Hunter stated that it was the instructor's first time completing a CAF and she wasn't sure how to go about it so she decided to assess all the SLOs of the course. Velma Deleon Guerrero stated that the instructor should be utilizing the curriculum map to determine which SLOs to assess depending on the GELO identified for that academic year.
- B. Self-study Review starting January 2024. Recommendation for periodic review every 3 years.
- a. This agenda item was tabled.
- C. Substantive Changes for New Degree Programs.
- a. Velma Deleon Guerrero requested for Council members to discuss this agenda item first since ALO/Dean Charlotte Cepeda needed to leave early. ALO/Dean Charlotte Cepeda gave historical background on the reason the institution was requesting substantive changes for the 3 degree programs. She explained that she spoke with William Hunter in April 2023 about creating online degree programs due to the construction that would be occurring at NMC. She said that there have been discussions about facilities transition with NMC's leadership team, thus she reached out to WASC about offering online degree programs. She clarified that online degree programs does not mean that they are 100% online. It only means that the institution would offer 50% or more of the courses virtually somehow. She explained that the institution's WASC representative, John Hausaman, suggested selecting 3 degree programs with the highest number of students, which is how Criminal Justice, Liberal Arts, and Business were selected, since Nursing wasn't a viable option to have more than 50% of the courses held virtually/online. She also apologized to the Council for not submitting the documents earlier and stated that there was a lengthy process that these programs needed to go through (AC, Dean of APS, College Council, NMC President, and the Board of Regents (BOR)) before they can be submitted to WASC.

She stated the institution is still looking for spaces for face-to-face classes and student engagement. She also added that there were sections of the program proposals that were highlighted in yellow which indicate the areas of the proposals where data still needed to be plugged in. She assured the Council that they were hoping to get the data and have it filled by the following week. Furthermore, she said that each program proposal had to be under 10,000 words and that there were still other sections that needed to be included. She requested that Council members review the 3 online degree program proposals and prioritize the review since they wanted to submit it the following week for institutional approval.

- b. Velma Deleon Guerrero asked whether the 3 online degree programs would need new IDPs stating that they would be online. ALO/Dean Charlotte Cepeda stated that the language in the proposal indicates that the institution is taking an existing degree program and converting it to a distance education program. Thus, she said if new IDPs are created, it would only be to ensure that students understand that the programs are online.
- c. Velma Deleon Guerrero asked how students who go from one degree program to another degree program would be addressed. ALO/Dean Charlotte Cepeda stated that would have to be done through marketing and ensuring that students are informed. She added that they are hopeful to have the programs start in the Fall 2024 semester, but that it could end up being the Spring 2025 semester since it will be dependent on WASC.
- d. Beylul Solomon asked when ALO/Dean Charlotte Cepeda would like to have Council members complete the revisions. ALO/Dean Charlotte Cepeda said that she would ideally like to have the revisions completed prior to the special BOR meeting on Friday, February 23, 2024. Velma Deleon Guerrero stated that since the Council only meets every 2 weeks, this would require an electronic vote from members. ALO/Dean Charlotte Cepeda agreed and also asked Council members to put in all their edits/comments in suggesting mode.
- e. William Hunter stated that there was a point in time when all NMC courses were in the online modality and that these program proposals are formalizing that. He thanked ALO/Dean Charlotte Cepeda, Velma Deleon Guerrero, and everyone else who put in all the hard work on creating the proposals. He reiterated how much these online programs would benefit NMC students in Tinian and Rota. Additionally, he stated that the modality (online vs. in-person) does not show up on student transcripts.
- f. ALO/Dean Charlotte Cepeda added that Interim Dean Lorraine Maui has put in a request for faculty training for the online modality. She also requested that the Academic Council look into adopting language that addresses online etiquette on syllabi since it isn't standardized across course syllabi at the moment.
- g. Velma Deleon Guerrero added that there have been courses for these online degree programs that would remain face-to-face (i.e. math courses, science with lab components, physical education classes, language classes, etc.)
- h. William Hunter explained that distance education is defined as the separation of students and instructors by technology. Thus the creation of these programs would allow the institution to offer virtual courses because we currently can not offer more virtual courses than we currently do. Thus, even trying to offer a virtual synchronous course (i.e. Zoom class) which is different from a virtual asynchronous course (i.e. fully online), can't happen at the moment. Thus, he explained that we would be able to have more virtual course offerings. Beylul Solomon cautioned that the marketing needs to be absolutely clear that these programs are not 100% online for students who are off-island and sign up for the programs. ALO/Dean Charlotte Cepeda agreed and

stated that there would be language making it clear that components of the program would require the students who are not on Saipan to come for those face-to-face components of the program.

- i. Lisa Lunde stated that she had verbiage she utilized that clearly indicated which parts of a course would be online and that she would share it with Velma Deleon Guerrero. William Hunter suggested not adding verbiage about course modality into course guides since that would require the Academic Council to review the course guide to change the modality. Beylul Solomon agreed and stated the modality should only be indicated on the syllabus not the course guide. She stated verbiage about in-person and online activities could be included under the *Course Activities and Design* section of the course guides.
- j. ALO/Dean Charlotte Cepeda said that the substantive change that WASC is looking for in terms of having the highest value is that we need to have active faculty and student engagement irrespective of modality.
- k. Velma Deleon Guerrero said that she'll send out an email for an electronic vote for next week Wednesday, February 21, 2024, and that she would send out the results by Thursday, February 22, 2024.

New Business

- A. None.

Course Guides and Individualized Degree Plans for Review

- A. Introduction to Kinesiology (KI 111)
 - a. The course guide for KI 111 was tabled.
- B. Kinesiology (KI 280)
 - a. The course guide for KI 280 was tabled.
- C. Introduction to Public Health (HE 220)
 - a. Lisa Lunde presented the new course guide for HE 220. She said that the reason for creating this course was because it fulfills an elective course requirement for the A.A. in Liberal Arts with an emphasis in Kinesiology.
 - b. Council members made the following recommendations: standardize the name of the degree program throughout; add when the course will be offered under the *Catalog Course Description* section; and add "internet" to the *Instructional Resources Needed* section.
 - c. Beylul Solomon made a motion to adopt the course guide with changes. The motion was adopted.
- D. Individualized Degree Plan for the M.A. in Teaching
 - a. Velma Deleon Guerrero informed Council members that she wanted to first review and adopt the IDP for the M.A.T. before reviewing the course guides. Randy Yates presented the IDP for the M.A.T. and stated that the School of Education will be submitting a substantive change request to WASC but needs to have the program go through all the necessary review steps first. He also added that the last course on the IDP (internship) allows for flexibility for students who are already full-time teachers (12-credit course over 2 semesters) or students who want to do the internship full-time (6-credit course over 1 semester). He explained that the program is designed for

students who do not have a Bachelor's degree in Education since this Master's program is just building on the Bachelor's. Thus, the program is for people who have a degree in something else. He also added that a Master's degree is for specialization not for the basics. Thus, he recommended that students who already hold a Bachelor's degree in education may want to specialize in a Master's in Special Education. He stated that this was built off of a needs assessment from the community and it is stepping into what Framingham used to offer.

- b. Discussion centered on whether SOE would deny students with a Bachelor's degree in Education from being able to enroll in the program. Randy Yates stated that it was "above his pay grade" in terms of denying students from enrolling but that he would advise them from doing so since typically a person with a Bachelor's degree in Education would specialize in something else for their Master's degree.
 - c. Council members also suggested having the word "Elementary" in the name of the degree program since Randy Yates had stated although the courses would cover a wide range of topics, the focus would be in elementary education. William Hunter added that if the requirement for PRAXIS II is in Elementary education, then the program should probably also reflect that or have no specific content requirement for PRAXIS II. Randy Yates agreed and said that it could be left generalized for PRAXIS II.
 - d. Lisa Lunde asked why the degree was not an M.Ed. in Teaching instead of an M.A. Beylul Solomon suggested that perhaps it could be named as M.A. in Teaching – Elementary Education since there were other programs nationally that had that degree name.
 - e. Kathy Winkfield also asked about the *Professional Paper* course and what that entailed. Randy Yates explained that that is the last class students take in the program and they'll be putting together all the content they have learned, conducting research, and writing a professional paper.
 - f. Other recommendations included: replacing "College of Education" with "School of Education, changing "Mater" to "Master"; changing "registration" to "register; spelling out all the course titles instead of using abbreviations; and adding "in Elementary Education" for PRAXIS II.
 - g. Zerlyn Taimanao made a motion to adopt the IDP with changes. The motion was adopted unanimously.
- E. Individualized Degree Plan for the M.Ed. in Special Education
- a. Randy Yates presented the new IDP for the M.Ed. in Special Education.
 - b. Lisa Lunde asked why the program is a Master's in Education and not a Master's of Arts. Randy Yates explained that it was different from an M.A. degree since students enrolled in the program would need to have a Bachelor's in Education to be a part of the program.
 - c. There was a recommendation to remove the School of Education's director's name from the IDP since none of the other signature lines had names on them.
 - d. Kelsey McClellan made a motion to table the IDP so that more Council members could have time to review them. The motion was adopted with one abstention by Beylul Solomon.

Adjournment

The meeting was adjourned at 10:54 a.m.

Beylul Solomon

Secretary

Date of approval
