

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

OFFICE OF THE SUPERINTENDENT  
DEPARTMENT OF EDUCATION  
SAIPAN, CM 96950**MEMORANDUM**

TO : Superintendent of Education

DATE: 4/8/81

FROM : Acting Dean, NMCC

SUBJECT: Response Plans to Executive Order No. 25

Following is a plan to prepare for the implementation of Executive Order No. 25 which may take effect May 12. Please notify me of any additional matters that should be considered.

I. Time Line

- April 1 - Make staff assignments.
- April 1 - Request for Board meeting prior to May 12.
- April 8 - Submission of plan for preparation.
- April 15 - Assigned staff reports collected.
- April 22 - Submission of first draft of completed plans, policies and procedures.
- April 22 - TASK Force meeting.
- May - Board meeting.
- Following- Adjustments - implementation.

## II. Mandate, Powers, Duties, Purposes and concerns in Executive Order.

- Provide college credit program.
- Provide continuing education.
- Research
- Financial aid
- Career counseling
- Academic counseling
- Library services and other.
- Audio visual resources and other.
- Community services
- Plan Post Secondary Programs.
- Organize Post Secondary Program.
- Administer Post Secondary Programs.
- Assist students to attend post secondary programs out of Commonwealth.
- Develop, consolidate, administer vocational programs.
- Consolidate, administer student final assistance.
- Train Civil Service Personnel.
- Private Business training for local economy.
- Prepare citizen for entry into American Political Family.
- Prepare 2 years transfer program for post secondary.
- Provide para/professional - technical training.
- provide adult education.

III. *Brief summary of methods, type and programs.*

<u>Delivery Method</u>	<u>Type</u>	<u>Programs (Training)</u>
Traditional courses	Accredited	Teacher training
T.V. courses	Credit	Civil Service employee training
Satellite courses	Certificate	CETA
on-the-job training	No credit	Adult Basic Education
CLEP (college level exam)		Health training
Correspondence courses		Vocational training
Evaluation - past - experience		Community services
Individual learning		Transfer basic program
Independent study		Continuing Education
Home study kits		Para professional/technical train
Workshops		Private business training
Inservice		Prepare American Political Family
Off-Island training		
Credit by exam		
Internship		
Fellowship		

IV. *Identified areas of preparation (random order).*

Information on the following will be prepared to present to the Board. These items are in a random order. Materials will be presented to the degree we have it available or a plan will be presented for completing the task.

- Description of purpose
- Philosophy
- Summary of survey data available.
- Decision as to additional planning data needed (General, Government and High School).
- Advisory citizen committee establish.
- Survey of interests at high school.
- Survey of need/interest community.
- Determin priority needs.
- 1 year/5 years/10 years Curriculum plan for courses.
- Transfer plan
- Graduation requirements
- Catalog
- Accreditation plan
- Enrollment projection
- Budget
- Fund raising plan (Federal, Contribution, CNMI budget and foundation).
- Accounting procedures
- Purchasing procedures
- Office procedures
- Insurance
- Public relations plan
- Lecture/concert program
- Publications
- Patrons club
- Board
- Legislation
- Travel plan
- Coordination other colleges
- Intergovernmental cooperation

-3-

- Research
- Class size policy
- Library plan
- Evaluating instructors plan
- Staff development
- Scheduling
- Instructor selection procedures
- Admission/probation/retention
- Tuition
- Bulletin
- Advertisement
- Data collection
- Student handbook
- Registration procedures
- Student record keeping
- Counseling program
- Testing program
- Student loan/scholarship
- Financial aid
- Calendar
- Bookstore
- Organizational chart/job description
- Salary plan
- Maintenance plan
- Faculty manual orientation/obligations
- Site facilities/needs
- Course development procedures
- Grading procedures
- Current equipment inventory
- Adopt seal
- Operating policies/procedures
- Administration/Board relationship
- Community College Trust Fund plan
- Central filing system
- Evaluation
- Degree design

Kit Porter