

Northland Pioneer College

Instructional Council (IC)

04-27-12

Voting Members Present: Trudy Bender (proxy for Michael Lawson), Lynn Browne-Wagner, Janice Cortina, Andrew Hassard, Eric Henderson, Rickey Jackson, Kenny Keith, Michael Lawson, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

Non-Voting Members Present: Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma and Hallie Lucas (recorder)

Guests: Peggy Belknap, Stuart Bishop, Tracy Chase, Deb Holbrook, Shannon Newman, Mike Solomonson and Leslie Wasson

- I. Roll Call
- II. Approval of 04-13-12 IC Minutes
  - a. Kenny **MOVED** to approve the minutes of 04-13-12; **SECOND** by Lynn.
    - i. Motion **APPROVED** by unanimous vote
- III. IC Subcommittees
  - a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC – Shannon Newman
    - i. Dialogue Day was 04-13-12.
    - ii. We extended our participation in the HLC Assessment Academy for one year.
    - iii. Kenny **MOVED** that we table ASK's recommendation to alter the membership terms of the ASK Subcommittee until the 05-11-12 IC Meeting; **SECOND** by Ryan.
      1. Motion **APPROVED** by unanimous vote.
      2. **Task:** Hallie will add this as an action item for the 05-11-12 IC Meeting.
    - iv. Lynn **MOVED** that we accept the ASK Subcommittee Report; **SECOND** by Carol.
      1. Motion **APPROVED** by unanimous vote.
    - v. **Task:** The Ask Subcommittee will give Mark a formal recommendation, for the President, that we exit the HLC Assessment Academy, including the recommended date and the reasons for the exit.
  - b. Learning Technology (LT) Subcommittee Report to IC – Deb Holbrook
    - i. The LT Subcommittee recommends that all audio classrooms develop the capability to view instructor-presented video. Evidently Eric Bishop is in agreement with this recommendation and LT has asked that Information Services move this item be moved to a high level of priority.
    - ii. LT will be looking at the changes in the Quality Matters Rubric. The significant changes include more focus on learning objectives, instructor responsiveness and learner interaction; and, the grading rubric will change from 85 to 95 points.
    - iii. Eric would like to see the rationale for each change in the Rubric.
    - iv. Ryan **MOVED** that we approve the Learning Technology Subcommittee Report; **SECOND** by Lynn.

1. Motion **APPROVED** by unanimous vote.
  2. **Task:** Wei will send the language (including the changes, rationale and annotations) for the new Quality Matters Rubric to Hallie to post on the Instructional Council Page in MyNPC.
  3. **Task:** Mark will check on the Distance Education Guidelines regarding the consequences of an online class not being able to pass the Quality Matters Rubric. He thinks that the intent was to take it off line until it passes the Rubric. Mark may add this as an item for the 05-11-12 IC Meeting.
- c. Professional Development Subcommittee Report to IC – no report
- IV. Curriculum
- a. Program Modifications - none
  - b. New Programs - none
  - c. ACRES
    - i. AJS 102
      1. There is a concern about the high credit load for this course.
        - a. Stuart reported other Arizona police academy programs are structured with the high credit course loads.
        - b. Stuart stated that this course is really all or nothing and you can't really break it into separate courses.
        - c. Eric noted that in the past, AZ Peace Officer Standards and Training (POST) sponsored course work at the community college was broken into a number of smaller credit courses, which were taken sequentially. This allowed for a student who dropped out or failed out of the program to possibly walk away with credits that could be applied to graduation for another field.
        - d. Stuart pointed out that the NPC catalog states that we will give 30 credit hours for a POST certification. Also, the agencies are the ones paying for the student to attend.
        - e. Eric asked how we as a college want to deal with enormously excessive credit hours.
        - f. Since Northeastern Arizona Training Center is not yet an approved site, students would not be able to receive financial aid.
        - g. Next year, the AJS Department will request an AJS program, which will have to be approved by IC.
        - h. Kenny **MOVED** that we approve AJS 102. **SECOND** by Ken.
          - i. Motion **APPROVED** by a roll call vote of 7 yes and 3 no.
    - ii. FRS 129
      1. This course has been taught for 2-3 years as a 199 course.
      2. Ken **MOVED** to approve FRS 129; **SECOND** by Rickey.
        - a. Motion **APPROVED** by unanimous vote.
    - iii. FRS 141
      1. Stuart noted that the reason for the change in prerequisite was to match the ENL 101 (opt up) score, at the recommendation of Leslie Collins, Academic Adviser.

2. The reason that IC has a problem with this course modification is that we are passed the deadline for prerequisite changes.
  3. Eric **MOVED** that we table FRS 141, so that the course can be revamped; **SECOND** by Lynn.
    - a. Motion **APPROVED** by unanimous vote.
  4. **Task:** Stuart Bishop will speak with Mark regarding the history of the placement requirements for ENL 101 and go over the previous and current standards.
- iv. AIS 118
    1. This course has enough votes in ACRES.
  - v. BUS 151, 225, 227 230, 240
    1. BUS 151
      - a. Course has been amended to adjust the lecture/lab load.
      - b. Just as a matter of clarification for IC voting members, if a course is returned to us after corrections have been made, Mark only counts the votes that came in after it was returned to ACRES (current version).
      - c. This Fall, IC will work on definitions/clarifications for lecture/lab load, contact hours, etc.
      - d. Eric **MOVED** that we approve BUS 151; **SECOND** by Lynn.
        - i. Motion **APPROVED** by unanimous vote.
    2. BUS 225
      - a. Eric **MOVED** that we approve BUS 225 for Fall 2012 implementation; **SECOND** by Lynn.
        - i. Motion **APPROVED** by unanimous vote.
    3. BUS 227
      - a. Lynn **MOVED** that we approve BUS 227 for Fall 2013 implementation; **SECOND** by Kenny.
        - i. Motion **APPROVED** by unanimous vote.
    4. BUS230
      - a. Ryan **MOVED** that we approve BUS 230 for Fall 2012 implementation; **SECOND** by Kenny.
        - i. Motion **APPROVED** by unanimous vote.
    5. BUS 240 is not in ACRES.
  - d. New Courses - none
  - e. Course Modifications - none
  - f. Course Deletions - none
  - g. Program Deletions - none
  - h. Program Suspensions - none
- V. Old Business Not Related to Curriculum
- a. Placement Handbook – How to Handle Change to Reading Score
    - i. When the motion was made this year to change the reading score for the general education courses, it did not include a change for the other courses that also use the general education reading scores.
    - ii. It is important to identify this in the Placement Handbook in a way that doesn't confuse everyone. The Handbook is disseminated to Academic Advisers, front office staff, high school guidance counselors, Faculty and Deans.
    - iii. Eric proposed a possible solution for how the handbook might read.

1. Mark is comfortable going with this suggested format.
  - iv. **Task:** Mark and Rickey need to discuss the TLC section of the Placement Handbook.
- VI. New Business Not Related to Curriculum
- a. Do we want to have an IC Meeting 05-11-12?
    - i. Yes, we will conduct a live IC Meeting at SCC on that date.
    - ii. Agenda will include:
      1. Academic Calendar for 2013-2014.
      2. Memorandum of Agreement with Symphony Orchestra (WMSO) (action item)
  - b. IC Membership for 2012-2013
    - i. IC voting members whose term it up:
      1. Andrew – cannot return – teaching Friday morning class
      2. Rickey agreed to serve as a Dean – will be discussed at Deans’ Meeting
      3. Kenny – cannot return – will be the President of Faculty Association
  - c. CIP (Classification of Instructional Programs) Codes and Academic Data Tracking
    - i. CIP Codes are used for reporting academic data for various reporting including IPEDS Federal reporting.
    - ii. In the past, Institutional Research (IR) has assigned the CIP Codes; however, Leslie would like to see the process systematized, to prevent future inconsistencies.
    - iii. **Task:** Hallie will put CIP Codes as an action item on the agenda for our 05-11-12 IC Meeting requesting that CIP codes be established through IC and that it be added as a field to ACRES.
- VII. Other
- a. There was discussion regarding the WMSO Memo of Agreement with Navajo County Community College District.
    - i. This agreement has increasingly affected the instructional time/space of the Fine and Performing Arts Departments at NPC.
      1. Julie Neish has brought forth several new courses. She wants to create new instrumental ensembles, a swing band and more pit bands for future musicals, thus increasing the need for space in the Performing Arts Center (PAC).
      2. About six years ago, the music director at NPC was also the director of the symphony and his focus was conducting. After he left, the focus of NPC’s music program changed to vocal.
      3. Could there possibly be a more defined agreement with WMSO?
      4. The goal was that the WMSO should become an autonomous organization; therefore, NPC funding was increasingly withdrawn.
      5. Eric is asking IC for a recommendation that the instruction that we provide through our full-time faculty and our basic programs be our primary goal for the use of the PAC.
      6. **Task:** Hallie will add the WMSO Memo of Agreement (perhaps Julie Neish could join us) as an action item for the 05-11-12 IC Meeting.
- VIII. Adjournment
- a. Ryan **MOVED** the meeting be adjourned; **SECOND** by Lynn.
    - i. Motion to adjourn **APPROVED** unanimously.