

**Northland Pioneer College**

**Minutes of the Meeting of the Business Advisory Board**

**Held via teleconference from Room 112 Learning Center, Little Colorado Campus  
and Ponderosa Conference Room, White Mountain Campus**

**October 9, 2007**

Present: Stephanie Prestwich, Tillman McDaniel, Jennifer Harris, Eric Duthie, Jeannie McCabe, Tracy Chase, Doug Seely, Ron Squire, Tom Nagle, Hande Tufte, Tamara Osborne, and Janet Hunter.

The meeting was called to order at 6:05 p.m. by Janet Hunter. Introductions followed. Ms. Hunter outlined the purpose and importance of the Business Advisory Board to NPC.

**Discussion of Administrative Information Services Programs:**

Ms. Hunter announced that the AIS department has strong enrollment in the health related classes this semester, especially in medical terminology. We have a large number of students (approximately fifty) from Northern Arizona Vocational Institute of Technology (NAVIT), who are enrolled in the health related occupations (HRO) programs. (NAVIT is a joint program, approved by the Arizona legislature, between area high schools and NPC in which high school students can earn college credit while still in high school.)

Many students in the vocational areas are interested in obtaining job skills, rather than completing a degree. (Most AIS classes do not transfer to the state universities because there are no similar programs at Arizona universities.) Once students have a job, they often stop taking classes, as their goals have been met. For example, Ms. Hunter noted that several students who have completed the medical coding class have obtained jobs. Certification in insurance coding is available from a national association, the American Health Information

Management Association (AHIMA), but coders must work in the industry for at least two years before taking the exam.

NPC's institutional research office attempts to track students to determine whether they have been able to use skills obtained at NPC either on the job or for transfer to a university. NPC recently hired a new institutional research officer, Nettie Klingler; tracking data for students is not available at this time.

Please send any comments or input regarding the AIS department to Janet Hunter, Little Colorado Campus, or email [janet.hunter@npc.edu](mailto:janet.hunter@npc.edu)

#### **Discussion of Business Programs:**

Doug Seely announced that Janet Hunter is now chair of both the AIS and BUS department. Tom Nagle resigned from the BUS chair position to focus on teaching.

Mr. Nagle reminded the Board that NPC offers two business degrees. The Associate of Business degree (64 credits) transfers to all three state universities. The Associate of Applied Science in business does not transfer as a complete unit; however, many of the individual courses will transfer. Mr. Nagle also noted that NPC now offers several business courses online. Ms. Hunter pointed out that, though we are close to having a complete degree online (as is required under the Title 3 Educational Grant), having an entire degree online will require a special North Central Association of Colleges and Schools (NCA) visit. The online degree accreditation is expected to be included in the NCA visit already scheduled for 2009-10.

Regarding high school transfer courses: many area high schools have articulation agreements with NPC so that courses taken at the high school level can be transferred to

NPC. Several schools also offer dual enrollment courses, in which the high school teaches the course as an NPC adjunct instructor. The student receives both high school and NPC credit for the course. Articulation agreements and dual enrollment courses are reviewed and re-established periodically.

Please send any comments or input regarding the BUS department to Janet Hunter, Little Colorado Campus, or email [@npc.edu](mailto:janet.hunter@npc.edu)

### **Discussion of Computer Information Systems Programs:**

Doug Seely indicated that the CIS department's plan is to prepare students for jobs in areas that cannot be outsourced. The goal is to change the approach of the CIS courses to provide more depth in courses, with a renewed emphasis on programs in web design (graphics) and web development (operating systems and programming).

Ms. Seely explained that the courses in the Business and Technology division, including AIS, BUS, CIS, and CTP (network technology) classes are offered in a multi-course format. Multi-course labs are offered because there is insufficient enrollment in any one course to provide individual lecture courses. The multi-course lab format provides a more individualized approach, compared to the traditional lecture format, with the instructor working one-on-one with each student.

The Network Technician program was offered through NAVIT for the first time this year. The program currently has six high school students enrolled; courses are also offered to the public. Classes are currently offered only at the Silver Creek Campus in Snowflake due to hardware requirements.

Mr. Seely announced that all AIS, BUS, and CIS syllabi will soon be available online to all instructors, including the dual enrollment instructors at the high schools. This will help to ensure consistency of coursework across instructors.

Please send any comments or input regarding CIS programs to Doug Seely, White Mountain Campus, or email [douglas.seely@npc.edu](mailto:douglas.seely@npc.edu)

**Other Discussion Items:**

Ron Squire announced that there is a large pool of dollars (\$42,000) available from Perkins Grants for professional development for the budget year ending June 2008. The funds can be used for both pedagogical training and technical skill training. There is also a small pool of funds for recruitment and retention of faculty. Mr. Squire asked that the AIS, BUS, and CIS departments consider future needs in the areas of equipment, software, professional development, etc., so that funding can be arranged to cover these needs.

**Adjournment:**

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Janet Hunter, Chair, AIS, BUS