

Northland Pioneer College
Instructional Council
10-10-08

In attendance: Brian Gardner (proxy for Lynn Browne-Wagoner), Kenny Keith, Jeannie McCabe, Michael Solomonson, Cindy Hildebrand, Peggy Belknap, Mark Vest, Ruth Zimmerman, Bill Bohn, Shannon Newman, Clifton Lewis, Jake Hinton-Rivera, Trudy Bender, Eric Henderson, Pat Canary, Russell Dickerson (recorder)

- I. Approval of 09-26-08 IC minutes
 - a. Peggy moved to approve; second by Ruth.
 - b. Peggy abstained; remaining IC members vote to approve.
 - c. 09-26-08 IC minutes approved.

- II. Subcommittee reports
 - a. Placement Subcommittee: No report
 - i. Mark Vest notified members of IC that Placement Subcommittee Chair, Sandra Johnson was unable to attend the 10-10-08 IC meeting.
 - b. Assessment Subcommittee report
 - i. Report is mostly done. ASK is waiting for some numbers from Workforce Development.
 - ii. ASK needs an academic advisor to fill its roster. Mark announced that Debbie Thompson is to be appointed to ASK.
 - iii. The Assessment Team has developed a general education mission statement (see IC JICS handout) and seeks approval from IC. The gen ed mission statement supplements the gen ed values and purposes. The group needed a statement that related to the college mission statement for Assessment Academy purposes.
 - iv. Task: place formal approval of general education mission statement on the agenda for 10-24-08.

- III. New business not related to curriculum
 - a. Discussion/clarification of subcommittee report protocol
 - i. IC members wanted the ability to review subcommittee reports in advance of IC meetings to be prepared to ask questions of subcommittee chairs.
 - ii. IC members discussed timeframes for report submission. Bill Bohn moved that subcommittee chairs submit an electronic report document to Russell, to be posted on the IC JICS page, no later than 8:00am on the Wednesday before regularly scheduled IC meetings.

1. Second by Ruth.
 2. Motion passed by unanimous vote.
- b. IC member Michael Solomonson forwarded some suggestions from Faculty Association President Michael Lawson to members of IC
- i. President Lawson would like for IC subcommittees to be changed to standing committees.
 1. An IC member questioned the reclassification and remarked that ad hoc committees provide flexibility.
 2. Michael Solomonson told IC members that President Lawson felt that classification as a standing committee would serve to strengthen shared governance.
 - ii. President Lawson also asked IC to consider making the Faculty Association President a member of IC.
 1. IC members suggested that the Faculty Association could simply appoint the President as a faculty member of IC.
 - iii. The explicit reclassification of subcommittees and inclusion of the Faculty Association President as an IC member would require amendments to Procedure 2125.
- c. Discussion of course load classification of Nursing students and how financial aid eligibility is impacted
- i. Due to the rigors of the Nursing program, students are encouraged to complete all necessary prerequisites and general education courses prior to admission.
 - ii. While this allows students to focus solely on the core nursing courses, it results in students being enrolled less than full time (see Nursing Document posted on IC JICS page) which impacts their financial aid eligibility.
 - iii. Ruth asked if there was anything IC could do to help nursing students.
 - iv. Mark told IC members that the Department of Education sets the minimum number of credit hours for full time classification (currently set at 12 credit hours).
 - v. Questions and suggestions offered by IC members included:
 1. Can the nursing program be restructured to facilitate full time enrollment? *Ruth told IC members that the number of contact hours for nursing students is limited by the League of Nursing.*
 2. Should the Nursing program reevaluate the number of credit hours of courses? *Ruth indicated that this has already been done.*
 3. Could a nursing study skills course be developed that would promote necessary skills and boost nursing student credit hours? *Again, Ruth cited the League of Nursing limit.*
 4. Could students take classes that are outside of the nursing core of classes and not violate the nursing credit hour limit? *Ruth stated that class scheduling would be an issue.*
 5. Could the nursing program take a look at prerequisites and see if it would be possible to adjust them so that students could be registered full time?
 - vi. After much discussion, IC members decided that the best approach to take would be to examine internal scholarship funds rather than address federally defined credit hour classifications and college wide procedures. Mark suggested that the number of credit hours required for scholarships could be looked at.

- vii. Mark asked that the Nursing program put together a proposal that shows how nursing students' needs are being excluded. Mark will direct the Financial Aid office to work with Nursing to see if and how nursing students are being excluded.
- d. Degree exclusions and exceptions
 - i. The NPC catalog, Page 20, item 3 under the heading Degree Exclusions and Exceptions reads: *Students who completed an AA, AAEE, AS, ABus, or AAS degree or higher degree at NPC or another accredited institution are not required to complete the General Education requirements of a second AAS or CAS to be earned at NPC, unless the NPC degree has specific general educational requirements to meet external certification not previously taken.*
 - ii. Advising staff have come across a small number of students who earned Associate degrees from accredited institutions but only took one Math and one English class. Question: is this an academic standards issue?
 - iii. Comments/questions from IC members:
 - 1. Does a minimum number of general education credits need to be added to the exclusions and exceptions statement?
 - 2. What about students who have the necessary number of general education credits but no math or science?
 - 3. What kind of graduate does NPC want to put out into the world?
 - 4. IC members generally agreed that 16 general education credits provides for a more solid educational foundation.
 - iv. Peggy moved that faculty be asked for input and that this item be tabled until faculty input is received. Second by Bill Bohn. Faculty will be presented with the following options:
 - 1. Option A: leave the exclusions and exceptions statement as is.
 - 2. Option B: Change the statement so that students must meet the NPC minimum of 16 general education credits.
 - 3. Option C: Change the statement so that students must meet departmental standards.
 - v. The motion passed by unanimous vote. Mark will ask the Faculty Association to raise this issue at the next Faculty Association meeting.

IV. Old business not related to curriculum

- a. Update of AGECE database in the AzCAS system
 - i. Eric explained that the input of dates into the database is important because it allows transfer students and universities to see what courses NPC listed as general education. Eric asked for IC approval to proceed with the inputting of dates into the database.
 - ii. Peggy moved to approve input of dates into the database; second by Patrick and Jeannie.
 - iii. Motion passed by unanimous vote.
- b. ACRES
 - i. Overview: the online form can be changed to suit our needs. It should be set up to closely mirror the current 3035 form now in use.
 - ii. Permissions and routing: IC will have to determine the decision making structure.

1. Peggy pointed out that Advisory Committee approval is needed before the faculty proposer fills out the online 3035 form. IC members agreed that, where applicable, approval by an Advisory Committee is a precondition of course entry into the ACRES system. This will be scrutinized at the Dean level.
2. Preliminary structure as discussed:
 - a. Faculty member presents proposed course to the Advisory Committee.
 - b. If approved, the faculty proposer inputs the course using the online 3035 form.
 - c. The division dean reviews the proposed course
 - i. If approved, proposed course forwarded to the AAVPL.
 - ii. If not approved, proposed course sent back to faculty proposer for revision and resubmission.
 - d. AAVPL reviews document
 - i. AAVPL needs to know what proposed courses are in the works and acts as proofreader.
 - ii. Well-crafted proposed courses then forwarded to IC.
 - e. IC reviews the proposed course
 - i. If approved, proposed course goes to the VPL.
 - ii. If not approved, proposed course sent back to faculty proposer with suggestions/corrections, etc.
- iii. Task: Eric will send ACRES information to Russell to post on IC JICS. IC members will review the information and come to a consensus, by e-mail, before voting.
- iv. Task: Eric will try to line up ACRES training for IC members at the 11-14-08 IC meeting.
- c. Discussion of course and program development guide (Eric)
 - i. Due to time constraints, item tabled.
 - ii. Task: Add item to 10-24-08 agenda.
- d. Discussion of course/lab loads (Peggy)
 - i. Due to time constraints, item tabled.
 - ii. Task: Add item to 10-24-08 agenda.

V. Curriculum

- a. New courses: MUS 261 and MUS 262
 - i. Availability of course numbers verified by Cindy Hildebrand
 - ii. Start dates revised to Spring 2009.
 - iii. Peggy moved to approve MUS 261 and MUS 262; second by Ruth.
 - iv. Michael Solomonson abstained; remaining IC members vote to approve MUS 261 and MUS 262. Motion passed.

VI. Recap of 10-10-08 meeting

- a. Russell (recorder) had to leave the meeting early. Mark provided the following recap:
 - i. Task: Russell to notify subcommittee chairs on report procedure and deadline.
 - ii. Task: Mark to ask Financial Aid to work with Nursing.
 - iii. Task: Mark to ask the Faculty Association for a recommendation on the AAS degree exclusions and exceptions issue.
 - iv. IC approval given to input dates into the AGECE database.

- v. Task: Add approval of the general education mission statement to the 10-24-08 agenda as an action item.
- vi. Task: Eric will forward ACRES information to Russell to post on IC JICS.
- vii. Task: Add discussion of program and course development to the 10-24-08 agenda.
- viii. Task: Add discussion of course/lab loads to the 10-24-08 agenda.
- ix. Task: Trudy to send electronic copies of online course development to John Chapin.

Michael Solomonson moved to adjourn; second by Patrick.

Motion passed by unanimous vote.

Meeting adjourned.

Next meeting: Friday, 10-24-08, 9-11:30am, PDC, Tiponi meeting room