

Northland Pioneer College

Instructional Council (IC)

10-12-12

Voting Members Present: Clover Baum, Trudy Bender (proxy for Janice Cortina), Lynn Browne-Wagner, Rickey Jackson, Michael Lawson, Ryan Rademacher, Mark Vest, Leslie Wasson (proxy for Eric Henderson), Penny Weiermann (proxy for Carol Stewart) and Ken Wilk

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

Guests: Ruth Creek-Rhoades

- I. Roll Call
- II. Approval of 09-28-12 IC Minutes
 - a. Ryan **MOVED** to approve the minutes of 09-28-12; **SECOND** by Leslie Wasson.
 - i. Michael **ABSTAINED**
 - ii. Motion **APPROVED** by majority vote.
- III. IC Subcommittees
 - a. Suggestion to Include that Minutes, Proposals, Reports, Etc. be Sent to Archives
 - i. There was a discussion regarding records and the need for them to be sent to NPC's Archives, in order to preserve a historical record of events. Trudy proposed that the Subcommittees send their reports to Archives; however, it was decided that these should be sent from IC after approval has occurred.
 1. Ken **MOVED** that IC send the approved minutes and approved reports to the Archives; **SECOND** by Leslie.
 - a. Ken **MODIFIED** his motion to include that these should be sent electronically.)
 - i. Motion **APPROVED** by unanimous vote.
 - b. IC Charge to Learning Technology (LT) Subcommittee
 - i. Michael **MOVED** that per the Shared Governance model, as stated in Procedure 2125, the LT reviews and coordinates issues related to learning technology, and for the 2012-2013 academic year, IC requests the following topics be top priority: 1) give a recommendation for a series of hands-on trainings; 2) moderate faculty discussions of best practices in using technology for distance education; and 3) provide recommendations to IC regarding priority topics to discuss with IS; **SECOND** by Lynn.
 1. Motion **APPROVED** by unanimous vote.
 2. **Task**: Hallie will contact IS Director, Eric Bishop, to attend the IC Meetings once every other month for the first meeting of that month (which is opposite the meetings in which LT is scheduled to report).
 - c. IC Charge to NAVIT (NAV) Subcommittee
 - i. Trudy **MOVED** that we charge NAV with recommending ways to help NAVIT students become more successful including: 1) scheduling options; 2) study

prep course. She also asked that NAV attend the next IC Meeting and give their suggestions for any possible additions to the charge; **SECOND** by Ryan.

1. Motion **APPROVED** by unanimous vote.
 - d. Dual Enrollment Subcommittee Report to IC (dated 10-08-12)
 - i. Trudy **MOVED** that we accept this report and attach a statement to it asking the group to review their charge and respond accordingly; **SECOND** by Ryan.
 1. Motion **APPROVED** by unanimous vote.
 2. **Task:** Hallie will notify the Chair of the DE Subcommittee that we accepted their report and ask that they review the charge given by IC on 09-28-12.
 - e. Catalog Review Subcommittee Report to IC – no report
 - i. IC is comfortable with Everett Robinson, staff member, serving on this Subcommittee.
 1. **Task:** Hallie will notify the Chair of the Subcommittee that Everett Robinson has offered to serve with this group.
 - f. Placement Subcommittee Report to IC – no report
- IV. Curriculum
- a. Program Modifications – none
 - b. New Programs
 - i. Construction (CON) Program Proposal and Feasibility Study
 1. Ken gave an overview of the program including:
 - a. Phase One includes: 1) Associate of Applied Science degree in CON; 2) National Center for Construction Education and Research (NCCER) certification; 3) Occupational Safety and Health Administration (OSHA) certification.
 - b. Phase Two – modify existing courses
 - c. Phase Three – (to be conducted at a later date) study the feasibility and demand for a CON management program – university transfer
 - d. Changes needed:
 - i. Change wording - AS: Construction Management to AS
 - ii. In place of SPT 251 – develop a train the trainer class for how to teach classes for youth
 1. **Task:** Ken will check into the possibility of some existing classes (University of NM or EDU 276 at NPC)
 2. Note – this can be checked into at a later date and Ken will come back to IC with recommendations for changes.
 - iii. HQO 180 and HQO 220 – Titles need switched (on every document affected)
 - iv. CON 105 – needs moved down into the Construction Core College Curriculum
 - v. Give more information where it says “With the help of NAVIT, we hope to have an initial enrollment of 30-50 students” – check with high schools that could be potential feeders

- vi. Course fees – give a range (instead of saying approximately \$100 per course)
 - vii. Capital Expenditures – include lifespan of equipment – money needed for replacement and maintenance
 - viii. Total Program Expenses – clarify annual expenses with a breakdown:
 - 1. Faculty member – \$65,000
 - 2. Operating expenses – \$10,000
 - 3. In-state travel - \$1,000
 - 4. Competing in Skills USA - \$2,000
 - 5. Marketing and advertising - \$1,000
 - 6. Annual maintenance cost - \$20,000
 - 7. Cost of operating part of skill center - \$10,000-\$20,000
 - 8. Adjunct costs - \$10,000
 - 9. Additional faculty - \$65,000
 - ix. CON Catalog Format – 2 CON 124 listed (one should be CON 125)
 - x. Revisit the Certificate of Applied Science to determine if it is structured the way CON wants it.
2. Lynn **MOVED** that we accept the Construction Program Feasibility Study (09-25-12 draft) with recommended edits and the CON Program Proposal Summary/Implementation Plan (09-25-12) with recommended edits; **SECOND** by Penny.
- a. Motion **APPROVED** by unanimous vote.
 - b. **Task**: Ken will clean up these documents and send it to Hallie. He will also start loading the courses into ACRES and fill out the new program shell in ACRES.
- c. ACRES – Please vote
- i. Forms: 1) New Program Form; 2) Modification to an Existing Program Form; 3) Deletion of an Existing Program Form
 - 1. These forms were modified to add the CIP Code field.
 - a. Rickey **MOVED** that we accept the changes to the New Program Form, Modification to an Existing Program Form and the Deletion of an Existing Program Form; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.
- 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 - none
- VI. New Business Not Related to Curriculum
- a. Designate Department Chair Representative for IC
 - i. Michael **MOVED** that Lynn Browne-Wagner be designated as the Department Chair for IC and we note that in MyNPC under IC Membership; **SECOND** by Ryan.
 - 1. Motion **APPROVED** by unanimous vote.

- b. Choose Feasibility Study or Business Plan (or a combination of the two) (IC approved that this item be taken out of order from original agenda)
 - i. There was a general discussion regarding the pros and cons of the Feasibility Study and the Business Plan; and, in particular the need for specificity in the financial projections (as seen in the Business Plan).
 - 1. Ryan **MOVED** that we choose the Feasibility Study for our standard business plan; however, we will adapt it by removing the Financial Projections, and replace it with Preliminary Cost Benefit Analysis section from the Business Plan; **SECOND** by Lynn.
 - a. Motion **APPROVED** by unanimous vote.
 - 2. **Task:** Mark and Hallie will take the Feasibility Study and edit it to replace the Financial Projections piece with the Cost Benefit Analysis from the Business Plan and will post it on the Instructional Council site and will tell folks to use it when they bring forward program modifications that have cost associated with them or new programs.
- c. Program Review
 - i. The Deans developed a one page summary to provide a level of standardization for departments to follow for program review, while giving some latitude for unique aspects of various programs within the college.
 - 1. **Task:** Mark will send it out to the Faculty for review and then will bring it to the next IC Meeting for a vote.
- d. Other
 - i. NPC received a Department of Labor Grant, as part of a consortium; and, NPC will receive 2 million dollars. It will be presented at the District Governing Board (DGB) on Tuesday.
 - ii. We are in ongoing discussions with White Mountain Apache Tribe regarding their request to provide construction and welding instruction in Whiteriver.
 - iii. There are changes coming to the DGB membership.
 - iv. NPC Library staff will now laminate certificate cards (small size) issued by the college.
 - v. 2013-2014 Academic Calendar will be on the agenda for the next IC Meeting.
 - vi. Ryan **MOVED** that we adjourn; **SECOND** by Rickey.
 - 1. Motion **APPROVED** by unanimous vote.