

Northland Pioneer College  
Instructional Leaders Council  
PDC/CEC

January 26, 2007  
9:30-2:30

Meeting Minutes

Attendees: Debra McGinty, Eric Henderson, Mike Solomonson, Trudy Bender, Mark Vest, Lee Sweetman, Dick Heimann, John Darst (guest), Clifton Lewis, Eric Bishop (guest), Doug Seely, Benjamin Schoening, Tom Nagle, Claude Endfield, Heidi Fulcher, Gary Mack (guest), Jeanne Swarthout, Peggy Belknap, Cindy Hildebrand, Gregory Roberts, Rose Kreher, Sect'y

Discussion Items:

- 1) Jeanne asked for volunteers to serve on an Ad Hoc Task Force to make recommendations on chair consolidation.
  - a) There are currently 21 chairs making the group too fragmented for good assessment
  - b) Group is to act in the spirit of "collegial synthesis"

Those who volunteered are: Doug Seely, who will call the first meeting, but is not necessarily the chair; Tom Nagle; John Darst; Mike Solomonson; and Lee Sweetman

- c) In that spirit of collegial synthesis, Clifton Lewis resigns his chair position as of FA 2007
- 2) Jeanne asked that the General Education dual enrollment committee be re-convened
  - a) Membership should reflect the major disciplines currently being taught in the high schools.
    - (1) The vocational dual enrollment committee is fine as constituted.
- 3) After a brief discussion the ILC group gave the nod to continue allowing quarter-hour credit classes
  - a) When reviewing these courses for approval, committee members felt they would give them extra scrutiny to insure that they meet our standards, and that they are kept to a limited number
  - b) Jeanne is the arbiter for 199 classes being offered for quarter credits.
- 4) Jeanne said that representatives from the newly established committees that are direct reports to ILC will be asked to attend general ILC meetings to make their reports/recommendations
  - a) She would like the Gen Ed Program Review committee to be first up and make its report to ILC by the 2/23 meeting.

Jeanne will contact them and let them know they need to make a report to ILC by this date.

Action Items:

- 1) Gary Mack presented his online MAT 152 Advanced Algebra course to ILC to receive the group's recommendation that he teach it this fall.
  - a) ILC recommended improving his navigation instructions for the students
  - b) ILC also said he needs to make changes in his assessment methods.

- i) The committee asked him to make these changes and return at a later meeting for another review
  - ii) ILC members may view his course at the WebCT log -in with a user name/password of spring7/spring7
  - c) The group gave him tentative go ahead with developing his other courses but he must confer with his dean and Dr. Swarthout regarding Title III requirements as well as CMS changes that are planned for NPC.
- 2) Minutes of the December 8, 2006 meeting were approved with changes noted to action item (note creation of CoP in Education Assistant area of Specialization, as well as a change in the math requirements for the CAS in this same area.)

#### Curriculum Items

- 1) HES 109 Phlebotomy, a new course, was unanimously approved on a motion by Belknap, second by Fulcher
- 2) MDA 120 Administrative Office Procedures, a new course, was unanimously approved on a motion by Henderson, second by Solomonson
- 3) MDA 123 Clinical Procedures, a new course, was unanimously approved on a motion by Sweetman, second by Schoening.
- 4) MDA 198 Administrative/Clinical Internship, a reinstatement of a deleted course, was approved based on a correction in the prerequisite, on a motion by Solomonson, second by Nagle.
- 5) A request to reinstate an AAS and CAS degrees in a previously deleted program, Medical Assistant, was unanimously approved on a motion by Vest, second by Schoening. The motion was based on numerous corrections of typographical errors.
- 6) Changes in program designation for COR 123 Corrections as a System and COR 231 Correctional Administration were approved—both on a motion by Sweetman, second by Schoening. The courses will now be listed under the Administration of Justice Studies prefix, AJS
- 7) On a motion by Belknap, second by Seely, the council unanimously approved deletion of 13 courses from the Corrections Program (COR): 112, 121, 124, 125, 139, 141, 142, 146, 147, 222, 228, 230, and 290.
- 8) That motion was followed by a request to delete the entire Correctional Services Program including the AAS, CAS and CoP degrees. On a motion by Belknap, second by Seely, the request to delete was approved unanimously.
- 9) TLC 091 Reading Skills III was approved by the committee to move forward as an online course; motion made by Schoening, second by Henderson
- 10) REA 101 Real Estate for Buyers and Sellers, a new course, was unanimously approved on a motion by Schoening, second by Seely.
- 11) On a motion by Schoening, second by Sweetman, council approved a request to create a new prefix for real estate course, REA, and to assign it to course previously listed under the Business prefix (BUS).
- 12) After considerable discussion, the council approved a new course, HDE 105 Success Strategies for College. The motion to accept was made by Endfield, second by Nagle; Fulcher and Heimann abstained.

- 13) LIB 110 Young Adult and Children's Literature was deleted from the catalog and course bank on a motion by Belknap, second by Endfield; other minor changes to the Library Media Technology program were included in the motion.
- 14) BOC 100, 101, 105 were deleted on a motion by Schoening, second by Nagle.
- 15) BOC 102 Construction Safety Practices, a new course, was
- 16) BOC 170 and 171 Carpentry Levels I & II, new courses, were approved on a motion by Schoening, second by Sweetman; Belknap abstained.
- 17) Program revisions to Construction Technology were approved contingent on changes (Change core requirement credits in construction tech area of specialization, adding in BOC 170, changing core requirement credits in area of specialization for carpentry, adding in BOC 170, 171; adding BOC 171 to the list of required electives; changing credit hours in the CAS requirements for Cabinetmaking and Carpentry. Motion by Schoening, second by Sweetman; Belknap abstained.
- 18) Revisions of CTP courses 152, 180, 243, 246, and 268 that include new titles, lab hours, lecture hours and prerequisites were approved in a single motion made by Henderson, second by Endfield. Course numbers were not changed on the basis that the requestor and the dean said that previous courses with these same numbers would be accepted for credit in the revitalized CTP program.
- 19) On a motion by Schoening, second by Nagle, the council voted to approve a new CAS degree in CTP area of specialization "Network Technician." The motion was contingent on a change in the Math requirement to read, "any math course for which MAT 109 is a prerequisite.
- 20) PHT 101 Pharmacy Technician Training, a new course, was approved contingent on a change in the prerequisites (substituting "instructor permission" for last sentence). Motion by Nagle, second by Schoening; one abstention
- 21) NUR 117 Pharmacology I was revised (reduce lecture/credit hours to 2) on a motion by Nagle, second by Seely; two abstentions. Delete prerequisite from form.
- 22) NUR 118 Pharmacology II, a new course, was approved unanimously on a motion by Nagle, second by Seely, one abstention
- 23) Revisions in credit hours to NUR 121 Nursing I, NUR 122 Nursing II, and NUR 125 Practical Nurse Completion were approved on a motion by Henderson, second by Schoening; one abstention.
- 24) After discussion, the request to revise NUR 219 NCLEX Review Seminar, by increasing the class to 2 hours and making it part of the core curriculum, was approved on a motion by Endfield, second by Belknap. There were three abstentions.
- 25) A change in the prerequisite and the credit hours for NUR 221 Nursing III was approved on a motion by Nagle, second by Endfield.
- 26) An adjustment of credit hours from 9 to 8 in NUR 222 Nursing IV was approved on a motion by Henderson, second by Nagle.
- 27) Modifications to the Nursing Program were approved on a motion by Belknap, second by Henderson contingent on adding SPT 120 as an alternative course to satisfy Communications requirement; change in Math requirement from placement in CHM 130 to placement in MAT 112. There was one abstention.

#### Next meeting

- February 9, 2007 at Silver Creek, PAC 115, following the Faculty Convocation.