

Northland Pioneer College

Instructional Council (IC)

10-26-12

Voting Members Present: Clover Baum, Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Michael Lawson, Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

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

Guests: Peg Erdman, Thomas Hodgkins, Kenny Keith and Michael Solomonson

- I. Roll Call
- II. Approval of 10-12-12 IC Minutes
 - a. Ken **MOVED** to approve the minutes of 10-12-12; **SECOND** by Michael L.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees
 - a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC – Michael Solomonson
 - i. Michael S. presented the ASK Subcommittee Report to IC of 10-23-12, which contained the assessment dates for the year.
 1. Eric **MOVED** to accept the ASK Subcommittee Report to IC of 10-23-12 and to accept the assessment dates contained therein; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task:** Now that the dates have been confirmed by IC, Michael S. will e-mail them out to everyone.
 - b. Learning Technology (LT) Subcommittee Report to IC – no written report
 - i. Michael L. gave a short verbal update for LT, including; 1) have met several times this semester; 2) addressing ongoing issues, as well as this year's charge from IC; 3) added new members and will have co-chairs; and 4) will rotate committee members to report to IC; 5) will readdress consequences of Quality Matters process.
 - c. NAVIT Subcommittee Report to IC – no report
 - d. Professional Development Subcommittee Report – no report
 - IV. Old Business Not Related to Curriculum
 - a. Academic Calendar 2013-2014 – Rickey Jackson
 - i. Rickey summarized the differences between the alternative calendar and the original draft calendar. A discussion followed.
 1. Lynn **MOVED** that we accept the alternative calendar draft of 05-10-12 and change the grades due date to 05-14-12; Lynn **AMMENDED** her motion to include the elimination of the 04-18-13 Spring Holiday reference and this calendar be moved on to College Council to address the issue of another holiday in place of Presidents' Day; **SECOND** by Michael L.

- a. Motion **APPROVED** by unanimous vote.
 - b. **Task:** Rickey will make the changes to the alternative version of the Academic Calendar (see motion above) and send it to Hallie.
 - i. **Task:** Hallie will post it on the IC Group in MyNPC.
 - ii. **Task:** Mark will take the calendar to College Council.
- V. New Business Not Related to Curriculum
 - a. Program Review – Mark Vest
 - i. Mark gave an overview of the Program Review Draft and noted that focus is to be concise and specific. The Departmental annual reviews should help make the program review much easier. If a department needs data that is not on the program review outline, the request must be approved by the Dean and the Director of Institutional Effectiveness.
 - 1. Ken **MOVED** to adopt the Program Review Draft Outline of 10-23-12 as a template for program review; **SECOND** by Lynn.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task:** Mark remove the word “draft” off of the document and will send it to the Deans and Faculty.
 - b. Pillar 6 Input Needed – Ken Wilk (taken out of order from original agenda)
 - i. From the 2012-2015 NPC Strategic Plan, Priority 2, Goal 6.2.6, 2nd bullet, IC seemed comfortable with the wording - “completed annually by January 1st of academic year” (referring to the timing).
- VI. Curriculum
 - a. Program Modifications - none
 - b. New Programs
 - i. NAT Certificate of Proficiency (CP) – Peg Erdman
 - 1. Peg gave a brief overview of the program including: 1) 17.5 credit hours; 2) complete at least 15 credits (for the CP) at NPC; 3) Financial Aid fundable; 4) NAVIT students will be primary beneficiaries, but allows our adult students to receive funding; 5) two semesters needed for NAVIT students to complete; 6) all course work already exists.
 - a. Changes needed on all documents where referenced:
 - i. Remove EAC wording
 - ii. Eliminate EMT 104 - instead say Health Care Provider CPR Certification (under certification information)
 - iii. Change total credit hours to 17
 - iv. Change Compass mathematics to Compass Pre-algebra
 - v. MAT 103 - include boiler plate language used in other AAS degrees “MAT 103 or MAT 105 or MAT 109 or MAT 112 or any mathematics course for which MAT 112 is a prerequisite”.
 - vi. Under academic course work requirements, consider eliminating placement verbiage for ENL 101 and MAT 103
 - 2. Even though Eric supports ENL 101 or MAT 103 in this proposal, he believes that this should not become a precedent for other 17 credit hour CPs.
 - 3. Lynn **MOVED** that we table this decision and have nursing bring it back after the suggested corrections are made, along with a final

recommendation regarding the general education component; **SECOND** by Ken.

- a. Motion **APPROVED** by unanimous vote.
- ii. Mechatronics Discussion – Kenny Keith (IC approved that this item be taken out of order from original agenda)
 - 1. Since Kenny already had the green light from IC to move forward with this program (which will be approximately 75 credit hours with strong math and science courses), he wanted to know how to proceed, other than preparing a business plan. Suggestions from IC included:
 - a. Provide outline of the program in college catalog formatting
 - b. Check to see if program is Financial Aid viable
- c. ACRES
 - i. PHY (should be PSY) 240 – modality change for archive purposes only – please vote – it has been returned to ACRES
 - ii. Please go into ACRES and vote, on all non-BUS coursework.
 - iii. COS deletions – “Students still need this for a degree” - reason for it to be retained in the course bank (for now)
 - iv. BUS curriculum – we are still waiting for the Department Chair to review program proposal with IC (before we proceed)
 - v. TLC 086 - only modality change – semester doesn’t matter – please vote
- d. New Courses - none
- e. Course Modifications - none
- f. Course Deletions - none
- g. Program Deletions - none
- h. Program Suspensions - none
- VII. Other
 - a. None
- VIII. Adjournment
 - a. Lynn **MOVED** that we adjourn; **SECOND** by Ryan.
 - i. Motion **APPROVED** by unanimous vote.