

Northland Pioneer College

Instructional Council (IC)

11-02-12

Voting Members Present: Clover Baum, Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Michael Lawson, 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: Tracy Chase, Rich Harris and Janet Hunter

- I. Roll Call
- II. Approval of 10-26-12 IC minutes – we will review at the next IC Meeting
- III. IC Subcommittees
 - a. Catalog Review Subcommittee Report to IC – none
 - b. Dual Enrollment (DE) Subcommittee Report to IC – Rich Harris
 - i. Rich gave an overview of the DE Subcommittee Report to IC dated 10-31-12 and discussion followed, including the following highlights: 1) when considering approval of courses that are not on the approved DE list, the content experts will be asked for input; 2) Mark explained the financial side of DE; 3) different high school schedules impact instruction of college courses; 4) the DE Subcommittee helps protect the educational future of our DE students; 5) Mark read from the State of Arizona Statute #15-1821.01 and #4 includes the DE advisory committee responsibilities; 6) some courses are specified as year-long courses only; 7) clarification – DE workshops have historically not been geared toward Faculty.
 - ii. Ryan **MOVED** to accept the DE Subcommittee Report to IC dated 10-31-12; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
 2. Motion **AMENDED** to include: Subcommittees will put their charge in all reports to IC and DE will include the DE State Statute, as well.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Hallie will contact the IC Subcommittees and ask them to put a header on each report to IC, which states their charge for the year. In addition, she will ask the DE Subcommittee to place the Arizona (DE) State Statute on their report, as well.
 - iv. **SIDE NOTE** - Suggestion for future agenda item - should IC make a recommendation regarding the way NPC qualifies Faculty? – possibly involving the Department Chair and Faculty
 - v. **SIDE NOTE** - Michael requested that for the record it be noted that IC voting membership consists of four probationary Faculty, which is 36% of the committee or ½ of the voting Faculty. He feels that this is important because many things should be Faculty driven, and sometimes probationary Faculty have other concerns.

- c. Placement Subcommittee Report to IC – no report
- IV. Old Business Not Related to Curriculum
 - a. Revised Feasibility Study (final draft) (taken out of order from original agenda)
 - i. We revised the Feasibility Study per IC’s request at the 10-12-12 Meeting (where document was approved).
- V. New Business Not Related to Curriculum
 - a. None
- VI. Curriculum
 - a. Program Modifications
 - i. NUR Prerequisite changes – Peg Erdman
 - 1. Since Peg was unable to be here today, Ken **MOVED** that we table the discussion regarding the NUR prerequisite changes; **SECOND** by Lynn.
 - a. Motion **APPROVED** by unanimous vote.
 - b. New Programs
 - i. BUS – Janet Hunter
 - 1. Mark stated that there was a lot of discussion regarding AIS/BUS changes last year and IC seemed to like the direction of the program, but there is work to be done on the courses. Janet gave an overview of the proposed program changes and noted that they are trying to streamline the program by combining AIS and BUS.
 - 2. In ACRES, as a matter of a process issue, only votes cast after a resubmission of the course count toward approval. The easiest way for voting members to monitor this is to open “comments” and look at the date he/she voted. Then, he/she should open “view history” and look at the date the course was submitted. If the date on the course is later than his/her vote, then the vote is obsolete.
 - 3. Suggested changes:
 - a. Consider offering ENL 102 or ENL 109
 - b. Clarify that the Unrestrictive Electives refers to BUS courses
 - c. BUS 193 and 194 need new numbers
 - 4. **Task:** In ACRES, Wei will give Janet the ability to respond to comments.
 - 5. **Task:** Prior to the next IC Meeting, Janet will research (with Nursing Department) HES 170 and AIS 123 (new proposed course BUS 119) to determine if the courses are the same and provide a recommendation for possibly cross-referencing these courses.
 - 6. **Task:** IC members were asked to look at all BUS courses in ACRES and vote again no later than 11-09-12 (paying attention to whether it is a new course form or a modification). When tabulating votes, Mark will only look at votes from 11-02-12 forward.
 - 7. **Task:** Sometime after Mark returns on 11-14-12, he will e-mail Janet to give an indication of the courses that are moving ahead smoothly and the ones that need attention.
- c. ACRES
 - i. PSY 240 and TLC 086 – modality change only for archival purposes – semester doesn’t matter – please vote
 - ii. There was a discussion regarding the decision making process for prerequisite changes. Should these decisions be data driven, rather than simply accepting a

recommendation from an advisory committee? Rickey would like for IC to make a stand and require that prerequisite changes be data driven.

- iii. Reminder to vote on all courses in ACRES, including FRS 141.
- iv. Clover brought up three BUS courses in ACRES (that she teaches online) where she is requesting that the prerequisites be MAT and computer literacy. She has already consulted with the MAT Department; she teaches the computer literacy course.

- d. New Courses - none
- e. Course Modifications - none
- f. Course Deletions - none
- g. Program Deletions - none
- h. Program Suspensions - none

VII. Other

- a. **Task:** Mark will send out the IC approved Program Review Template, as well as the five-year program review schedule.
- b. Wei gave a brief update on the ICT program and will have a formal update at the next IC Meeting.

VIII. Adjournment

- a. Lynn **MOVED** that we adjourn; **SECOND** by Michael.
 - i. Motion **APPROVED** by unanimous vote.

Approved