

Curriculum Committee Meeting

04/29/05

District Office

9:30 – 11:30

Meeting Minutes

Attendees: Andrew Hassard (Academic Standards member), Cindy Hildebrand, Gregory Roberts, Dan Simper, Russ Ott, Chuck Kermes, Greg Maloney, Doug Seely, Mark Vest, Heidi Fulcher, Ann Zufelt (Standards Cmte.), Lois Coltrin, Trudy Bender, Penny Fairman, Janet Hunter (curricula presenter), Mike Pahl (Standards Cmte.), Eric Henderson, John Darst (curricula presenter), Brenda Manthei, Cynthia Huttone (Standards Cmte.), Ron Goulet, Peggy Belknap, Jan Kraai (Standards Cmte.), Jeanne Swarthout, Shannon Newman, Rose Kreher (secretary)

1) Action Items

- a) Minutes of March 18 Curriculum Committee were unanimously approved as presented. Motion by Kermes, second by Fairman.
- b) Minutes of the April 26 special meeting of the Curriculum Committee were unanimously approved contingent on adding Peggy Belknap to attendees. Motion by Belknap, second by Hildebrand

2) Curriculum Items

- a) Janet Hunter's request to delete the AIS area of specialization in Legal Transcription was approved on a motion by Vest, second by Simper.
- b) Janet Hunter's request to delete AIS 142 and AIS 148 from her areas of specialties and CoPs was approved on a motion by Vest, second by Henderson. Also included in the motion was the request that Hunter submit curricula change requests to Rose deleting AIS 142 and 148 as well as AIS 226 and 248 from her list of electives so that these changes can be affected for the 2005-06 catalog. (These requests need to be to Rose by the first week of June.)
- c) A request to change the prerequisite for MAT 112 from 109 or satisfactory placement was amended to read: MAT 109 or the minimum placement score for MAT 121. The motion to approve the amended request was made by Vest, second by Simper.
- d) A request to approve a new course, EDU 280 Foundations of Approaches to Serving English Language Learners, was approved contingent upon removing the reading level. The motion was made by Belknap, second by Fulcher.
- e) Requests to approve two new English courses, ENL 110 Scriptwriting and ENL 210 Screenplay Writing, were approved jointly on a motion by Belknap, second by Simper.
- f) Requests to delete NAT 102, NUR 120, NUR 210 were approved in a single motion by Belknap, second by Seely
- g) A request to update the course prerequisites for NUR 117, NUR 122, NUR 125, NUR 219, NUR 221, and NUR 222 were all approved on a motion by Belknap, second by Kermes.
- h) A request by John Darst to change course titles, credits and core requirements in the BOC program and to change course requirements and delete courses in Building Maintenance was passed unanimously on a motion by Simper, second by Seely.

2) Discussion Items

Draft

- a) The “snapshot” for the “official” college catalog will be July 1 this year and in the future. This “snapshot” will be the calendar that students entering in the Fall will be under.
- b) The committee members discussed processes that would formalize the Curriculum Committee’s working rules and procedures
 - i) Proxy votes
 - ii) Abstentions
 - iii) Rules of Order
- c) The committee also discussed concerns that they would like have presented to the District Governing Board clarifying the committee’s role in the shared governance procedures, and what role the curriculum committee has in that scheme.
- d) The committee members voted unanimously to have Jeanne incorporate the ideas discussed and draft a letter of concerns to be presented to the DGB for their clarification.
 - i) She will send out the draft for additional comments, responses and suggestions from each committee member before writing and presenting the finalized letter.

Approved

Special Curriculum Committee Meeting

04/26/05

Silver Creek Campus

2:00 – 4:30

Meeting Minutes

Attendees: Jeanne Swarthout, Mark Vest, Dan Simper, Dick Heimann, Penny Fairman, Eric Henderson, Chuck Kermes, Greg Maloney, Russell Ott, Lois Coltrin, Doug Seely, Cindy Hildebrand, Trudy Bender, Shannon Newman, Heidi Fulcher, Brenda Manthei, Peggy Belknap, Rose Kreher, (sect'y), proxy vote submitted by Ron Goulet, Rich Fleming (guest), Jane Hobart-Kahler (guest), Pat McCann (guest), Lee Sweetman (guest)

1) Discussion Items

Jeanne Swarthout convened the special meeting of the committee to consider the Automotive program that had been tabled at the March 18 meeting.

Dr. Fleming said that he was prepared to take any questions the committee might have about the program

Committee members asked if the same presentation as the last meeting was being considered, and Dr. Fleming responded that the committee was being asked to approve the courses contained in the Automotive program and for a recommendation that the college award a Certificate of Applied Science (CAS) in this automotive program. The tabled request had been for both an AAS and CAS.

2) Curriculum Items

- a) At the suggestion of the chairman, the committee considered the ATO 100, 102, 104, 106, 200, 202, 204, and 206 as a group as they shared common characteristics.
 - i) Recommendations were made to include a prerequisite of: "Satisfactory score in general education reading test." Corrections were also noted to be made on each course to reflect actual credit, load and content hours.
 - ii) Fairman made the motion that the committee members accept the automotive courses ATO 100, 102, 104, 106, 200, 202, 204, and 206 contingent on the recommended changes; Coltrin seconded the motion. With a show of hands the vote was 13 to accept, 2 to not accept.
- b) ATO 101 was discussed and the inclusion of a satisfactory reading score as a prerequisite was recommended. The motion to accept ATO 101 was made by Ott; Henderson seconded. The vote was 13 to accept, 2 to not accept.

[Break -- 2 members had to leave the meeting: Bender and Maloney]

- c) The committee reconvened to consider the request to recommend forwarding the CAS in automotive to the District Governing Board. Belknap suggested that MAT 152 be deleted as a choice for the math general education requirement. Fulcher made the motion that the committee members approve a recommendation to forward the CAS to the DGB with the change in the Math gen ed requirement. Fairman seconded the motion. The show of hands vote was 7 to approve, 1 no, 6 abstentions, resulting in a tie. The submitted proxy was a blanket approval of the Automotive Technology program. The final tally was a simple majority to recommend the automotive program be presented to the District Governing Board for action.
- d) A motion was presented by Seely, seconded by Manthei, requesting that proper procedures be adhered to by both the College and its partners in curriculum development. The motion was adopted by a unanimous vote of 13-0.

3) Next meeting: The regular Curriculum Committee is scheduled to meet Friday, April 29, District Office, 9:30-11:30. It will be a joint meeting with the Academic Standards Committee. The focus will be discussion items with broad instructional implications. Please submit agenda requests to Rose.

Development of new programs, courses and degrees at NPC

1. A request for a new program is presented to the college, or generated by college staff. As a result of the request the Dean will review and then prepare a proposal. The proposal consists of a needs statement, community survey and market study to determine need and viability, advisory committee input, costs (including estimates of initial and ongoing costs for program, staffing, facilities, etc) and other relevant information to the specific program.
2. The request for a new program is sent to the president for review.
3. The president will present the proposal for new program to the 'expanded cabinet' for discussion. The cabinet will evaluate need for program and financial commitments needed for program. The cabinet will approve the financial/budget commitment to the program.
4. After the expanded cabinet approves the budget commitment for the program the dean will then begin to develop the actual courses to be taught. The program/courses will conform to approved/adopted standards of content.
5. Dean will combine the courses into a sequence of courses along with other supporting and general education courses to develop a proposal for appropriate certificates and/or degrees.
6. The courses and the proposed certificates/degrees will be forwarded to the Curriculum Committee for their review.
7. The Curriculum Committee will review all courses for appropriate curricular content, institutional requirements, credits, objectives, prerequisites and other items as necessary. The committee will modify, approve or reject the course(s) as they see appropriate. Once courses are approved by the Curriculum Committee they can be entered into the course bank and the courses taught.
8. The Curriculum Committee will review the certificate/degree requirements to assure they meet institutional requirements and are appropriately formatted. When all curricular issues are resolved the Curriculum Committee will recommend approval of the certificate/degree to the College president.
9. New degrees and certificates will be presented to the District Governing Board for their approval.

Definitions:

Program: a series of courses that lead to an occupational outcome that may be a CoP, CAS or AAS.

Degree or Certificate: The credential awarded by the institution to a student who completes the approved sequence of courses which has a coherent focus and defined objectives leading to specific educational goals or occupational competencies.

(Developed from the discussion by Dr. Fleming at the Curriculum Committee of 26 April 2005.)

~~DRAFT~~

approved

Curriculum Committee Meeting

03/18/05

District Office

9:30 – 11:30

Meeting Minutes

JK
PF

- 1) Attendees: Russell Ott, Jeanne Swarhout, Peggy Belknap, Eric Henderson, Penny Fairman, Doug Seely, Chuck Kermes, Brenda Manthei, Dan Simper, Lois Coltrin, Mark Vest, Cindy Hildebrand, Shannon Newman, Heidi Fulcher, Gregory Roberts, Joe Young (guest), Rich Fleming (guest), Rose Kreher, (sect'y)
- 2) Committee/general reports
 - a) CASAA (none)
 - b) Chuck Kermes reported that IGC had approved the initial steps in online course development to LIB 102, 103, & 108. The course MAT 161 & 162 was reviewed for approval; the committee is considering how to deal with older online courses that have not yet been under committee review. Jeanne indicated that the committee was nearing its budget limit for the year.
 - c) No report from ILG; it will meet Friday, April 1.
 - d) Standards Committee was to meet in the afternoon following Curriculum Committee.
 - e) Other
- 3) Action Items
 - a) Minutes of February 25 Curriculum Committee were unanimously approved with the modification of two entries. Motion by Kermes, second by Fairman.
- 4) Discussion Items (none submitted)
- 5) Curriculum Items
 - a) Voting unanimously on a motion by Coltrin, second by Manthei, the committee tabled the request to add an automotive program to the curriculum until a Dean is named to provide oversight for the program's logistics.
 - b) A request to delete the Certificate of Proficiency in Power Plant Fundamentals was re-approved (it came up again in error this month). Motion by Fairman, second by Kermes.
 - c) SPT 115 Interpreter's Theatre was approved on a motion by Belknap, second by Seely. Two other Speech/Theatre courses (SPT 230 Video Production and SPT 240 Video Editing) were approved together on a single motion by Belknap, second by Manthei. (n.b., Contact hours on 230 and 240 to be changed to 60 from 90.)
 - d) A modification to the Community Health Advisor Certificate of Proficiency was approved on a motion by Belknap, second by Henderson.
- 6) Next meeting: The Curriculum Committee is scheduled to meet Friday, April 29, District Office, 9:30-11:30. It will be a joint meeting with the Academic Standards Committee. The focus will be discussion items with broad instructional implications. Please submit agenda requests to Rose.

ACADEMIC STANDARDS

Minutes March 18, 2005 Audio Room, 1:17pm-2:05pm

Present for ASC: Cynthia Hutton, Brenda Manthei (chair), Michael Pahl (LCC),
Shannon Newman (TLC Rep. for Jan Kraai) and Debra Redsteer (secretary)

1. **Meeting called to order** at 1:17 and moved to PDC Audio room from PDC Science Lab.
2. **Minutes of Previous Meeting** – A motion was made by Michael to approve the minutes, as amended, of the February 18, 2005, minutes. Seconded by Cyndi. Motion passed unanimously. Brenda will submit approved minutes to John Chapin, NPC Web Master, for posting to NPC website.
3. **Term of Participation** – The members would serve 3 years. Once a rotation starts, every member's term would become 3 years. For example, if this is Michael's first year on ASC, in 2008 he would be off. This is Cyndi's second year, she would be off the committee in 2007 and a new person would come step in. The committee agreed that 2 new people each year is doable.
A motion was made by Michael that length of terms be 3 years and follow natural attrition. Seconded by Cyndi. Motion passed.
4. **"P" Grades** – A recommendation was brought forward from the Vice President council concerning Pass "P" grade. After a lengthy discussion regarding "P" grades, a motion was made by Cyndi to the Vice President Council recommendation changing the wording on page 16 of the college catalog to include "the P grade is not equal to any letter grade but represents works equal to a C or better." Shannon seconded. Motion passed and Brenda will contact Dr. Jeanne Swarhout, VPL, about "P" grade recommendation.
Note: "For purposes of fulfilling course prerequisites the "P" grade will be equal to a "C" or better." language will be included in the catalog.
5. **Survey** – Debra sent "Grading Protocols" and Late Entry Into Internet Courses" to 20 of NPC's 25 instructors teaching a course via the net. Exactly one half of the surveys sent out were returned. Survey results were summarized w/comments and given to members present for review. Committee decided to invite Cyndi Hildebrand, Registrar, to our next meeting to explain late entry and CARS network.
6. **Next Meeting** – The Curriculum Committee invited the Academic Standards Committee to a joint meeting on Friday, April 29th, at 9:30am - noon at the District Office. There will not be a ASC stand alone meeting on April 22nd, on V2 as discussed in this ASC session.

Michael made a motion to adjourn the meeting. Cyndi seconded the motion. Meeting adjourned at 2:05pm.

Academic Standards Committee
(email: asc04-05@npc.edu)

Andrew Hassard	Brenda Manthei, Chair	Debra
Redsteer,		
Cynthia Hutton	Michael Pahl	Secretary
Jan Kraai	Ann Zufelt	

Curriculum Committee Meeting
02/25/05
White Mountain Campus
9:30 - Noon

Minutes

- 1) Attendance: Eric Henderson, Chuck Kermes, Trudy Bender, Jeanne Swarthout, Rose Kreher (sect'y), Gregory Roberts, Dan Simper, Brenda Manthei, Heidi Fulcher, Cindy Hildebrand, Joe Young (guest), Doug Ressler (guest), Russ Ott, Dick Heimann, Mark Vest, Shannon Newman, Ron Goulet.
- 2) Committee/general reports
 - a) Eric Henderson reported that CASAA is revisiting the unfinished Gen Ed program review; they are working on mission statements for departments based on student learning outcome; this will be dependent on the college mission statement; they recommend that the VPL office be the central location for all the assessment materials required for the NCA visit.
 - b) Chuck Kermes said that IGC approved Ben Schoening's MUS 150 under the newly developed rubric; the committee will now address review of online courses more than 3 years old as well as looking at the need for online courses to now all move to the WebCT platform
 - c) ILG meeting was cancelled due to conflict with PAC briefing; the next meeting will be April 1 at the DO
 - d) Brenda Manthei, committee chair, went over the approved minutes of the recent Standards Committee. (These are posted at the Infoweb site at: <http://infoweb.npc.edu/intra/>. The committee will be dealing with 'P' grade equivalency at its next meeting.
 - e) Other (none)
- 3) Action Items
 - a) Minutes of January 28 Curriculum Committee were approved on a motion by Henderson, second by Manthei contingent on identifying LIB as program requesting MAT 103 be added as another course to satisfy mathematics requirement and adding that ENL 224/225 be added to the gen ed requirements for all degree programs.
- 4) Discussion Items
 - a) After discussion the committee agree that the language on degree exclusion (page 19, item 2, in the current catalog) be changed to read, "For each degree students must complete 12 additional credits that are transferable to all three state universities," then delete the wording "and have taken the common core courses offered by NPC for that degree," and substitute, "and meet all course requirements specific to that degree." --
 - b) Due to limitations in the CARS system, the deadline for approval of prerequisite changes is now the February meeting of the Curriculum Committee. The changes must be in place prior to the start of summer registration in order to take place the subsequent fall semester. New courses will start the following semester after approval and program changes will take place in the fall semester following approval as has been the procedure. Now, however, prerequisite changes, no matter when approved will not take effect until the following fall semester (even,

for instance, prereq changes approved at a September meeting would not go into effect until one year from then.)

- c) Again, after discussion the committee recommended deleting that section of the current calendar dealing with "Academic Probation." (page 17). We have no such process in place. Jeanne says that we should had the issue off to standards to see if we need to develop one. Mark added that this would be an in vain exercise until the college's instructors come to some kind of consistent application of W or F grades.

5) Curriculum Items

- A revision of the Tribal Court Advocacy program was approved unanimously on a motion by Kermes, second by Heimann.
- Discussion on a request to approve a new Pharmacy Technician Program was tabled until later in the meeting on a motion by Vest, second by Kermes.
- A title change and prefix change for the Administration of Criminal Justice (ACJ) program now known as the Administration of Justice Studies (AJS) program was approved on a motion by Goulet, second by Bender
- Revision of the former ACJ now AJS program were approved on a motion by Fulcher, second by Heimann. This includes approval of all revised courses as well (AJS 100, AJS 125, AJS 148, AJS 210, AJS 250.)
- The Power Plant Fundamentals program was revised, including the development of two areas of Specialization and the addition of a CAS. The motion was made by Manthei, second by Henderson.
 - A separate request to delete the current CoP needs to be submitted at the next meeting.
- The following Library Media Technology courses: LIB 102, 103, 106, 107, 108, 111 and 112 were modified with a change in lecture and load to 3.0. Instructor approval was also added to the prerequisites. The motion was made by Fulcher, second by Goulet.
- A new course, GEO 111 Physical Geography, was approved on a motion by Kermes, second by Ott.
 - A request to add GEO 111 to the AAS gen ed list will be submitted next meeting
- Another new course, SPT 190 Introduction to Costume Design, was approved on a motion by Henderson, second by Bender.
- A removal of prerequisites for MUS 137 Ear Training I was approved on a motion by Bender, second by Goulet.
- The following LAS courses were deleted from the catalog and course bank: 110, 111, 114, 115, 116, 210, 211, 212, 213, 214, 215, 218, 219. The motion was made by Bender, second by Kermes.
- Individual courses within the PHT program (HES 120, PHT 100, 110, 198 & 200) were approved on a motion by Henderson, second by Bender, with the vote 6 to accept, 4 to reject and 3 abstentions.
- A motion was made by Simper to not approve the Pharmacy Technician Program. Eric Henderson made the second. The vote was 8 to accept the motion; 4 to reject, 1 abstention.
- On a motion by Simper, second by Kermes, the previously approved PHT courses will be in the course bank until such time as a program is established, but will not be in the catalog. HES 120 will move forward as a new course pending a review by the Vice President for Learning of revised outcomes. Vote was unanimously in favor.

DRAFT

- Mark Vest recommended that a feasibility request to establish an Allied Health Care Program with areas of specialization be undertaken. Those who will do this will be the Dean of Sci/Ma, the VPL/ and the college President.

6) Next meeting: The Curriculum Committee is scheduled to meet Friday, March 18 the DO from 9:30-Noon.

ACADEMIC STANDARDS

Minutes February 18, 2005 Teleconference, 1:30pm-3:40pm

APPROVED

Present for Standards: Cynthia Hutton, Brenda Manthei (chair),
Michael Pahl, Ann Zufelt, Debra Redsteer (secretary)

1. **Minutes of Previous Meeting** – A motion was made by Ann to approve the minutes, with any necessary corrections, of the January 21, 2005, minutes. Seconded by Cynthia. Motion passed unanimously.
2. **Posting minutes to the web** – A motion was made by Michael to accept posting minutes to the web after ASC acceptance and approval. Seconded by Cyndi. Motion passed unanimously. Members agreed to send in corrections by next Weds, Feb 23, 2005. Brenda will submit the approved minutes to Everett, M & PR Director, for posting on the NPC website.
3. **Survey** – Debra will redo the survey format and distribute to committee members for review and comments.
4. **“P” Grades** – A recommendation is needed concerning Pass “P” grade acceptability to meet continuing education standards for state and national certifications and NPC qualifications. Finalized discussion of “P” grades will be held at the next meeting.
5. **Term of Participation** – members were requested to think about Term of Participation and respond via e-mail to ASC.
6. **Next Meeting** – The next Academic Standards meeting is scheduled for Friday, March 18th, at 9:30am at the District Office. This is a joint meeting with the Curriculum Committee. ASC will meet immediately after the joint meeting at the Science Faculty lounge at PDC.

Michael made a motion to adjourn the meeting. Ann seconded the motion. Motion passed unanimously. Meeting adjourned at 3:40pm.

Academic Standards Committee
(email: asc04-05@npc.edu)

Andrew Hassard	Brenda Manthei, Chair	Debra
Redsteer,		
Cynthia Hutton	Michael Pahl	Secretary
Jan Kraai	Ann Zufelt	

APPROVED

Curriculum Committee Meeting
01/28/05
Silver Creek Campus
2:30-3:30

Minutes

- 1) Attendance: Lois Coltrin, Eric Henderson, Ron Goulet, Gregory Roberts, Dick Heimann, Cindy Hildebrand, Chuck Kermes, Greg Maloney, Brenda Manthei, Shannon Newman, Penny Fairman, Russ, Ott, Doug Seely, Dan Simper, Jeanne Swarthout, Mark Vest, Rose Kreher, Sect'y
- 2) Committee/general reports: (none)
- 3) Action Items
 - a) Minutes of December 2, 2004 Curriculum Committee were unanimously approved with corrections (HPE 161, MDA program, secretary's name) on a motion by Kermes, second by Manthei
- 4) Discussion Items (none)
- 5) Curriculum Items:
 - HPE 125 Swimming (1 cr.) was deleted on a motion by Fairman, second by Seely.
 - CHM 090 Preparation for Chemistry was deleted on a motion by Vest; second by Fairman
 - CHM 151 General Chemistry 1—request to change prerequisites was approved on a motion by Henderson, second by Kermes.
 - A request to delete the Medical Assistant Program was unanimously passed on a motion by Ott, second by Maloney.
 - A request to add MAT 103 to satisfy AAS and CAS math requirement in the LIB program was passed on a motion by Fairman, second by Heimann
 - A request to revise MUS 100 with a change in name was approved on a motion by Fairman; second by Roberts
 - A request to modify the Tribal Court Advocacy program was tabled
 - A request to revamp and rename the Administration of Criminal Justice program was tabled.
 - A request to add ENL 224/225 to the list of courses satisfying the general education requirements for all degrees was approved on a motion by Vest; second by Kermes
 - A request to delete the LAS Program from the catalog was approved; the courses will also be removed from the catalog, but retained in the course bank. These will sunset if not removed earlier by 01/06. The motion and amendment was made by Vest, with a second by Kermes.
- 6) Next meeting: The Curriculum Committee is scheduled to meet Friday, February 25 at WMC, Aspen Center, Rm. 111, from 9:30-noon.

ACADEMIC STANDARDS

**Minutes
January 21, 2005
V2, 10am-noon**

APPROVED

Present for Standards: Andrew Hassard, Cynthia Hutton, Jan Kraai, Brenda Manthei,
Michael Pahl, Ann Zufelt, Bobette Welch (secretary)

Guests: Mark Vest (briefly)

1. **Minutes of Previous Meeting** – A motion was made by Andrew to approve the minutes of the October 15, 2004, minutes. Seconded by Cynthia. Motion passed unanimously.
2. **Incompletes** – Incompletes revert to F’s the following semester. This means for I’s given during the Spring or Summer semester, grades will turn to F’s in the Fall semester.
3. **Non-credit vs. Audit** – At the previous Standards meeting, approval was voted to investigate renumbering classes using the Central Arizona College model, where CAC has four categories of classes. Brenda will discuss this with Cynthia Hildebrand.

Brenda asked Mark to explain the impact of the audit option on non-credit classes. Mark explained that, by definition, a student cannot sign up for a non-credit class to audit it. The audit option cannot be used for one-day workshops or any community services courses. The audit option is only for students who wish an alternative to receiving a letter grade in a *credit* course.

Beginning with the day the instructor is required to authorize students entering his/her class, audit students may be added. The student gets an audit request form from the advisor. The student gets the instructor’s approval, then takes the signed form to the office and registers for the course. Instructors may add audit students only up to the class capacity – cannot overload the class with audit students. Audits don’t count toward the load for a class. Instructors will not be paid for auditing students.

Would the deans like a copy of the auditing form? Bobette asked if the roster will show whether or not a student is auditing. Mark said yes. In that case, Bobette said the deans probably wouldn’t need a copy of the form.

Brenda will send committee members the link to the Arizona State Statutes where credit/non-credit classes are defined. ARS 15-1401 at www.azleg.state.az.us/

4. **Term of Participation** – The term of participation on the Standards Committee is now a 2-3 year rotation. Bobette was asked to research previous minutes to see who is on what rotation. She will send Brenda this information.
5. **Academic Honesty** – Brenda has sent an article to committee members on this subject. The current procedure is: If an instructor has an infraction in his/her class, refer to situation to Mark Vest. The committee has been asked to make a recommendation on whether to change the above procedure

Academic Standards Committee (email: asc04-05@npc.edu)		
Andrew Hassard	Brenda Manthei, Chair	Bobette Welch,
Cynthia Hutton	Michael Pahl	Secretary
Jan Kraai	Ann Zufelt	

Michael made a motion that the procedure remain the same (report the situation to the appropriate reporting person) maintaining a common place for record keeping. Ann seconded the motion. Motion passed unanimously.

6. Overload Classes – How many overload classes is appropriate for fulltime faculty before it affects the quality of teaching? Right now the policy says an instructor can teach up to nine (9) overload points (basically three regular classes or one science class). Suzanne may have done some research of other community colleges; Brenda will check with her. Michael made a motion to table this item and obtain some research. Andrew seconded the motion. Motion passed unanimously.

7. How many times can a student repeat a course? – From the January 2004 minutes, the committee agreed on the following statement: “A course can be repeated up to four times to improve a grade or improve learning.”

8. In-Progress Grades/Late Entry into Internet Courses – Should students continue to be allowed to enter Internet courses up to the 7th or 8th week of the semester; and if so, do we want to give in-progress grades instead of I’s for Internet courses?

Michael made a motion to do a survey of Internet instructors. Cynthia seconded the motion. Motion passed unanimously. Ann Zufelt will work on some questions that can be sent to Internet course instructors to see if IP grades need to be used.

9. Teacher Evaluations – Should instructors be evaluated by students more often? Would they benefit more from professional development rather than more evaluations, or peer reviews of each other?

Currently, non-probationary full-time faculty are evaluated by students once a year. The following points were discussed:

1. Review the evaluation instrument; need writing prompts, strengths/weaknesses
2. No peer review – see no value
3. Don’t see value in being evaluated anymore than we are now
4. Evaluate all classes if useful evaluation instrument is used and at instructor’s option
5. Need way for instructors to receive improvement suggestions
6. Give larger window of time to give the evaluations
7. Need Dean’s assessment of what they are looking for
8. Have professional development opportunities coming to the college

10. Next Meeting – The next Academic Standards meeting is scheduled for Friday, Feb. 18, at 10:00am on Video 2.

Michael made a motion to adjourn the meeting. Andrew seconded the motion. Motion passed unanimously. Meeting adjourned at 11:05am.

Corrected

Approved 1/28/05

**Curriculum Committee Meeting
12-02-04
District Office
9:30 - Noon**

Minutes

- 1) Attendance: Chuck Kermes, Doug Seely, Jeanne Swarthout, Scott Burt (guest), Peggy Belknap, Dan Simper, Jane Hobart-Kahler (guest), Dick Heimann, Brenda Manthei, Penny Fairman, Cindy Hildebrand, Gregory Roberts, Rose Kreher (sect'y)
- 2) Committee/general reports
 - a) CASAA – no report
 - b) IGC – Chuck Kermes said the IGC has finalized in the development rubric for Internet courses; the rubric will also be used to assess courses presented to the committee for adoption by the college. The committee has not yet determined a time frame for applying the rubric for existing Internet courses as they come up for bi-annual review.
 - c) ILG – Jeanne reported that the program chairs are working on a revision of the Student Evaluation of Instructional Effectiveness survey.
 - d) Standards Committee – no report
 - e) Other – none
- 3) Action Items
 - a) On a motion by Belknap, second by Fairman, the committee unanimously approved the minutes of October 29 Curriculum Committee (Item #1 - attached)
 - b) The committee voted unanimously to adopt the 2005-2006 academic calendars as submitted by Simper.
- 4) Discussion Items
 - a) Academic honesty statement (Vest) was tabled until the next meeting.
- 5) Curriculum Items:
 - The request to delete “instructor’s permission” from the prerequisites for BIO 201 and BIO 205 was approved on a motion by Belknap, second by Hildebrand.
 - The request to modify FRS 104 prerequisites was unanimously approved on a motion by Kermes, second by Seely.
 - The request to modify the Fire Science program was approved as submitted on a motion by Manthei, second by Fairman.
 - All requested prerequisite changes for CIS 116, CIS 117, CIS 120, CIS 200, CIS 226, and CIS 258 were approved in a single group motion made by Belknap, seconded by Seely.
 - A new course, CIS 205 Visual C#.Net Programming, was approved on a motion by Seely, second by Belknap.

Approved 1/28/05

- A new course, CIS 260 Web Design Technologies, was unanimously approved contingent on a change in the course title from "Survey of Web Design Technologies." The motion was made by Belknap, second by Seely.
- A request to revamp the CIS Area of Specialization in Computer Graphics including a change in title to AoS in Graphics Design was unanimously approved on a motion by Belknap, second by Hildebrand.
- A new Certificate of Proficiency in Graphics Design was approved on a motion by Simper, second by Seely.
- Requests for a new CIS Area of Specialization and Certificate of Proficiency in Web Design were tabled and will be resubmitted for electronic review, discussion, and possible approval.
- A request to modify the prerequisites for EDU 276 was approved on a motion by Belknap, second by Kermes.
- A request to change the prerequisites for EDU 291 Children's Literature by adding ENL 102 was unanimously approved on a motion by Kermes, second by Belknap.
- ENL 291 Children's Literature was approved as a new course for the purpose of cross listing. The motion was made by Kermes, second by Belknap.
- Program modifications to the Associate of Arts degree in Elementary Education were approved on a motion by Fairman, second by Hildebrand, contingent on re-phrasing two areas of the electives requirements.
- Requests to change the prerequisites for HPE courses 150-155 were approved in a single motion by Kermes, second by Fairman.
- A new course, HPE 124 Beginning Swimming, was approved by the committee on a motion by Kermes, second by Fairman.
- A new course, HPE 126 Fitness Swimming, was approved by the committee on a motion by Fairman, second by Seely.
- A new course, HPE 127 Aqua Fit, was approved by the committee on a motion by Seely, second by Fairman.
- A request to modify the Tribal Court Advocacy program was tabled.
- The request to delete NUR 218 was approved on a motion by Manthei, second by Kermes.
- A request to delete AST 100, 111, 112, 125 and 126 was passed on a motion by Kermes, second by Fairman.
- A request to delete CHM 090 was tabled
- A request to delete HPE 231 Advanced Lifesaving was passed on a motion by Seely, second by Hildebrand.
- A request to delete HPE 100, 172, 173, 174, 175, 176, 177, 180, 205 was passed on a motion by Belknap, second by Fairman. The request to delete HPE 161 was tabled.
- A request to delete MAT 131 and 132 was passed on a motion by Seely, second by Belknap
- A request to delete MDA courses 104, 123, 153, 263 and 198 was approved. A request to delete the program will be presented at the next meeting.
- A request to delete PHY 113 and 114 was withdrawn.

6) Next meeting: The Curriculum Committee is scheduled to meet Friday, January 28 at SCC in the afternoon, following the All College Convocation, in the Learning Center, room 111.

Approved

Curriculum Committee Meeting
10/29/04
Silver Creek Campus, SNC 116
1:30 PM

Minutes

- 1) Attendees: Doug Seely, Lois Coltrin, Russ Ott, Brenda Manthei, Peggy Belknap, Penny Fairman, Jeanne Swarthout, Gregory Roberts, Shannon Newman, Mark Vest, Cindy Hildebrand, Greg Maloney, Dick Heimann, Rose Kreher, secretary; Guests: Joe Young, Gary Mack, Linda Heiland, Linda Day
- 2) Committee/general reports
 - a) CASAA: no report
 - b) IGC: no report
 - c) ILG: no report
 - d) Standards Committee: no report
 - e) Other: (none)
- 3) Action Items
 - a) Minutes of September 24 Curriculum Committee were approved by a unanimous vote with the following corrections: Items 11 E (AIS Area of Specialization in Medical Transcription) and 12 (AIS CoP in Administrative Office Management Fundamentals) were tabled (previously not so noted). Reword action box in item 4 b (previous was incorrect). Motion was made by Belknap with a second from Hildebrand.
 - b) Approval of governance changes was tabled as the changes are being revisited by the President.
 - c) Adoption of Academic calendar was tabled due to the absence of the registrar
- 4) Discussion Items
 - a) Guest speakers Linda Heiland and Linda Day from Central Arizona College, demonstrated an electronic method of creating, routing, evaluating, and approving new and modified curriculum. This process, the Academic Curriculum Review and Evaluation System (ACRES), is available to all the community colleges and the three universities in the state. ACRES is funded with money paid by the college for state articulation support services, and there would be no additional charges to implement it other than a salaried position to set up and maintain the system.
 - (1) Handbooks of the system were given to each member of the committee. ACRES will be a future discussion item by the Curriculum Committee.
 - b) Rose presented modestly revised 3035, course and program modification cover sheet forms which changed the title of the course form, removed signature lines for the vice president of instruction, reduced the course deletion to a single line by combining course bank and catalog deletion items on the cover sheets. The changes were made to simplify the process and make clearer the distinction between program and course changes.
- 5) Curriculum Items (all attached)
 - HES 100 Orientation for Health Vocations was deleted from the curriculum on a motion by Henderson, second by Newman, with unanimous approval.
 - Requests for new courses in ITP (260, 261, 262, 263, 264, 265, 266, 267) Power Plant Mechanic Apprentice Levels I through VIII, were approved contingent on a start date of FA 05. These courses will be listed in the catalog, but not the semester schedules. Motion was made by Vest, second by Newman.
 - MAT 161 & MAT 162 Algebra-Based Math for Elementary Teachers I & II – requests for new courses were both approved on a motion by Belknap, second by Heimann contingent on correcting the lecture hours from 0 to 3, and the lab hours from 3 to 0. The request passed on a unanimous voice vote.
 - NUR 290 RN Refresher Course was unanimously approved as a new course on a motion by Heimann, second by Henderson.

Unapproved

- Item #5 NUR program changes were unanimously approved on a motion by Belknap, second by Vest.
- 6) The next meeting of the Curriculum Committee has been rescheduled for Thursday, December 2, at the District Office, 9:30-11:30.

ACADEMIC STANDARDS

Minutes October 15, 2004 V2, 10am-noon

Present for Standards: Suzanne O'Hop, Brenda Manthei, Andrew Hassard, Cynthia Hutton, Jan Kraai, Michael Pahl, Bobette Welch (secretary)

Guests: Mark Vest

1. Meeting History

The Standards committee dealt with a number of issues last year: Change of grade deadlines, recommendations on Incompletes and Withdrawals, removal of the WF grade, maximum allowed course load for students, statement on academic honesty. Other issues were discussed but no decisions were finalized on lab/lecture hour loads and credit vs. non-credit courses. The faculty association will be working on lab/lecture hour loads.

2. Term of Participation on Standards Committee

The previous term was 1-2 years staggered membership; the committee felt this should be changed to 2-3 years staggered membership.

3. Late Entry Students

Suzanne brought up the question of whether students should be allowed to enter classes at week 4 of the semester, even with the instructor's permission. Some students enter late because they start the financial aid process too late. The committee will ask for registration data showing the types of courses, date of student entry and grades of students. This data should show us whether students who registered early are more successful than late-entry students. Depending on the outcome of the research, the committee will issue an information statement for advisors and instructors on this subject.

4. New Audit Registration

Mark Vest outlined the new audit registration option for students who wish to take classes strictly for personal enrichment. The audit option is a solution to a large loophole in our placement policy dealing with non-degree seeking students being able to register for classes with placement prerequisites without having to take a placement exam (Asset/Compass). We will now eliminate the personal enrichment exemption from the rules. Anyone taking a course with placement requirements for credit will need to be placement tested. If a student wishes only to

Academic Standards Committee (email: asc04-05@npc.edu)

Penny Fairman	Cynthia Hutton	Suzanne O'Hop	Michael Pahl
Andrew Hassard	Jan Kraai	Bobette Welch, Secretary	

audit the course, then there will be no placement test needed. The student would pay tuition for the audited course but would not take any exams or do any assignments and would receive no grade for the course. An AU (audit grade) will be inserted into the catalog along with an explanation of what it means. The AU grade must be non-credit, may not be used toward a degree, will not appear in transcripts and will not effect the student's GPA.

Students will not be able to register to audit a course until the day instructor approval is required. Furthermore, auditing students may only be allowed into a course if there is available space in that class. The instructor will need to sign off on the audit request form and will receive a copy of that request form back from R&R. Students cannot use financial aid money to pay tuition for audited courses.

Starting in Fall 2005, all dual enrollment students will be placement tested.

We are the only college in Arizona that is not currently offering auditing. Basically, if the student wants to take a course for credit, then the student must meet the placement requirements.

5. Academic Honesty/Code of Conduct

The committee reviewed the statement drafted last year on academic honesty. We will send the statement out to the faculty asking if they want to deal with these matters or if they want the VPI to deal with them.

6. Overload for Instructors

The question has come up of how many overload points an instructor can teach. Basic policy at this time is 9.0 overload. Are instructors being effective in all of their classes if they're teaching a high overload? Suzanne will do research on this subject.

7. New Issues

In-Progress Grades: Do we want to give in-progress grades instead of Incompletes for Internet classes? These grades would be for students who have done a portion of the work but not the 85% required for I's.

Late Entry into Internet Courses: Students are allowed to enter Internet courses up to the 7th or 8th week of the semester. Should this be changed to an earlier date?

Incomplete Changing to F in July: It's been reported that I's given in spring semesters are turning to F's in July because of the fiscal year ending. Is this correct? General knowledge says that the student has until the end of the next *regular* semester to finish the work – which would mean the end of the next fall semester. Brenda will check with R&R on this matter.

Teacher Evaluations: Should instructors be evaluated by students more often? Would they benefit more from professional development rather than more evaluations? Maybe do peer reviews of each other?

8. Next Meeting

The next Academic Standards Committee meeting will be Friday, November 19, 2004, on Video 2 from 10am-noon.

Corrected

Curriculum Committee Meeting

09/24/04

District Office

9:30 AM

Meeting Minutes

- 1) Attendance: Russell Ott, Penny Fairman, Brenda Manthei, Dan Simper, Gregory Roberts, Mark Vest, Dick Heimann, Jeanne Swarhout, Eric Henderson, Shannon Newman, Peggy Belknap, Trudy Bender, Doug Seely, Lois Coltrin, Cindy Hildebrand (not in attendance – Ron Goulet, Chuck Kermes, Greg Maloney). Guests: Pat Canary, Janet Hunter
- 2) Committee/general reports
 - a) Jeanne summarized Governance changes being proposed by Dr. President: The Academic Standards & Curriculum Committee has been renamed Curriculum Committee; Placement Committee will no longer exist; Standards Committee now answers directly to the Vice President of Instruction (VPI) rather than to the Curriculum Committee. Other changes (a copy of which members should have received the following day by email) are to be reviewed for action at the next Curriculum Committee meeting.
 - b) IGC: Has met, but there was no report—administrative chair out of town.
 - c) CASAA has not met yet
 - d) ILG will meet October 1.
 - e) Other—none
- 3) Action Items
 - a) Minutes of 04/30/04 meeting (hard copy) were unanimously approved on a motion by Belknap, second by Manthei
 - b) On a motion by Seely, second by Vest, minutes of Electronic meeting of 5/14/04 (hard copy)-- were approved unanimously with the notation that revised items were subsequently submitted in corrected format.
 - i) Revisions noted in these minutes were submitted.
 - c) On a motion by Simper with second by Seely, the committee approved, with one abstention, course deletions may not be applied only to the catalog, but include deletion from the course bank as well.
- 4) Discussion Items
 - a) Mark again outlined the purpose of the 199 course. It is used to offer a temporary class or workshop or an experimental course. It may be offered three times (*without regard to a time limit*) before it must go through the formal approval process via the Curriculum Committee to become a regular course offering..
 - i) If a course is disapproved by the Curriculum Committee it may not subsequently be taught as a 199 course.

Corrected

- ii) The aspect of 199 courses being used for courses taught by non-certified staff will be discussed at a future time
 - iii) All 199s must have signed approval from the appropriate Dean/Director and Vice President for Instruction before being sent to the Records & Registration office.
 - iv) SBM 199 courses do not come through the VPI office
- Jeanne will bring the process to the attention of SBM Director Mark Engle.
- b) Dan Simper presented a draft of the Academic Calendar for 2005 and 2006.
- The Academic Calendar will be an action item at the next Curriculum Committee meeting.
- c) Rose Kreher asked that there be a procedural changes in Curriculum Committee by limiting curriculum requests to 6 per program per meeting.
 - i) Members felt this was too limiting and said no.
 - d) Mark suggested the committee bring in Linda Heiland to make a presentation about the ACRES curriculum submission & routing system. It is a system we already pay for so would not cost more to join. It would mean some expense for the college to have a staffer build routing systems, enter and route the data, and maintain the ACRES system.
 - i) The committee felt it worthwhile to explore this option to handle the college's curriculum process. Mark will contact Linda to see if she can visit and talk at a CC meeting about the pros and cons of the system.
 - e) Other items of note revealed during discussions include a January 18 deadline for approval by the DGB of any new programs, certificates, and/or degrees if they are to be included in the NPC print 2005-07 catalog.
 - f) March 1 is the state deadline for transfer courses to be approved by ATFs for fall credit to be automatically granted.

5) Curriculum Items

- Item #1 -- HUS CoP program change: (1) Delete references to NPC "Substance Abuse Academy" in CoP (and catalog) and remove prerequisites from HUS 111, 112, 210, 211, 212, 215, 218
 - On a motion by Vest, second by Belknap, unanimously approved contingent on correcting the word "Program" to "Academy" in item 2.
- ~~Item #2 (deleted)~~
- Item #3: BIO 160 Introduction to Human Anatomy and Physiology: request for a new course, also an AGECE component. The parenthetical statement regarding placement scores is to be deleted. Brenda says will take this course to the Gen Ed ATF to get AGECE status.
 - On a motion by Henderson, second by Belknap, BIO 160 was unanimously approved.
- Item #4 MUS 129 Vocal Ensembles – request to modify prerequisite
 - On a motion by Simper, second by Seely modification was unanimously approved.
- Item #5 MUS 135 Music Theory I – request to modify prerequisite
 - On a motion by Belknap, second by Fairman, motion to modify was approved
- Item #6 NUR 116 LPN to RN Transitions – request for a new course
 - On a motion by Seely, second by Simper, NUR 116 approved as a new course
- Item #7 NUR 219 NCLEX Review Seminar – request for a new course
 - On a motion by Coltrin, second by Newman NUR 219 approved.
- Item #8 NUR 240, 241 Pathophysiology I & II – request to delete
 - On a motion by Belknap, second by Henderson, request to delete approved.
- ~~Item #9 NUR program changes~~

Corrected

- Item #10 AIS 203 Human Relations in the Workplace – request for new class
 - Item tabled*
- Item #11 AIS 142 WordPerfect Word Processing – request to delete from catalog (but not course bank) tabled.
 - Item #11A- AIS Area of Specialization in Administrative Information Services – reflects deletion of AIS 142
 - Item tabled*
 - Item #11B- AIS Area of Specialization in Legal Office – reflects deletion of AIS 142
 - Item tabled*
 - Item #11C- AIS Area of Specialization in Records and Information Management – reflects deletion of AIS 142*
 - Item tabled*
 - Item #11D- AIS CoP in Legal Office Fundamentals – reflects deletion of AIS 142
 - Item tabled*
- Item #11E- AIS Area of Specialization in Medical Transcription – request to delete area of specialization
 - Deletion was approved then rescinded by the requestor for further consideration. Tabled.
- Item #11F- AIS CoP in Medication Transcription – reflects deletion of AIS 142
 - Tabled*
- Item #11G- AIS CoP in Modern Office Fundamentals – reflects deletion of AIS 142
 - Tabled*
- Item #11H- AIS CoP in Records Management/Data Processing Fundamentals – reflects deletion of AIS 142
 - Tabled*
- Item #12 AIS CoP in Administrative Office Management Fundamentals
 - Tabled.
- Item #13 AIS Area of Specialization in Medical Office – request to Delete 148 from Area of Specialization
 - Tabled*
- Item #14 AIS CoP in Word Processing Fundamentals – request to Delete AIS 142 & AIS 148 from CoP
 - Tabled*
- Item #15 AIS Area of Specialization in Administrative Office Management – request to Delete AIS 148 from Area of Specialization and add AIS 203 (new course above)
 - Tabled*
- Items #16 & #16 A modify AIS Required Electives for Areas of Specialization
 - Tabled*

AIS items starred above were tabled on a motion by Belknap, second by Henderson, and approved unanimously by the committee.

- Item #17 HES 101 Healthcare Career Preparedness – request for a new course (developed for NAVIT)
 - On a motion by Fairman, second by Belknap, new course approved contingent on adding “satisfactory placement” as a prerequisite.

Corrected

- Item #18 PHT 100 Pharmacy Support Documentation – request for a new course
- Item #19 PHT 198 Pharmacy Support Technician Internship – request for a new course
- Item #20 PHT 200 Pharmacy Support Technician – request for a new course
- Item #21 request for a new program in Pharmacy Support Technician (PHT)
 - On a motion by Simper, second by Vest, the committee approved to table items 18, 19, 20 and 21..

6) Next meeting: October 29, SCC, room TBA, time TBA.