

Northland Pioneer College

Instructional Council (IC)

02-08-13

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

Non-Voting Members Present: Jake Hinton-Rivera and Hallie Lucas (recorder)

Guests: Tracy Chase, Peg Erdman, Karen Hanson, Janet Hunter, Susan Jamison, Kenny Keith, Jeannie McCabe and Chloe Reidhead

- I. Roll Call
- II. Approval of 01-25-13 Minutes
  - a. Ryan R. **MOVED** to approve the minutes of 01-25-13; **SECOND** by Lynn.
    - i. Motion **APPROVED** by unanimous vote.
- III. NOTE: IC approved many items be taken out of order from original agenda.
- IV. IC Subcommittees
  - a. Placement (PL) Subcommittee – Susan Jamison
    - i. The “written report” was just an e-mail string, etc. depicting the chain of events. The charge to the PL Subcommittee was to ask the Deans to provide a list of non-general education courses that they wanted reviewed for placement. The lists were to be prioritized by the Deans. It was clarified that this did NOT mean just one to two courses.
  - b. Catalog Review (CR) Subcommittee Report to IC – Thomas Hodgkins
    - i. Thomas gave an overview of the written report (full report posted in MyNPC).
      1. Ryan R. **MOVED** to accept the Catalog Review Subcommittee Report to IC dated 01-22-13; **SECOND** by Doug.
        - a. Motion **APPROVED** by unanimous vote.
      2. **Task:** For the first meeting in March, Hallie will add an agenda item to ask the Departments to review their program description in the catalog. There was discussion regarding whether topics and descriptions should be reviewed at the same time.
      3. **Task:** Mark will work with the Deans, Marketing and Public Relations personnel and the Dean of Student Services regarding a better name for the Model Classrooms and will report back to IC with suggestions at the 02-22-13 IC Meeting.
      4. **Task:** Thomas and Rose Kreher will check on the Higher Learning Commission Web site to see what we are mandated to put in the catalog and will report back to IC.
      5. **Task:** Thomas will forward the CR Subcommittee minutes (referred to during this meeting) to Hallie to post in MyNPC.
      6. **Task:** Thomas will refer to the Distance Education Guidelines regarding e-mail communications.

- a. Question from CR - "Are students' NPC e-mail addresses the official method of communication?" IC said yes
  - b. Question from CR – "Do instructors have the option to allow students to use other e-mail addresses for class communication (course work, etc.)?" IC said yes
- 7. **Task:** Mark will send corrected language to Thomas regarding Petitions for Exceptions.
- 8. **Task:** Jake will contact Jeremy Raisor and ask him to review the Internship Education section (located in Alternative Learning section) of the catalog for accuracy and Jake will bring back suggested changes to the next IC Meeting.
- 9. **Task:** For the next IC Meeting, Hallie will provide the research document regarding audit grade language, which lists the ways other community colleges handle it.
- 10. **Task:** Mark will follow up with Everett regarding catalog deadline dates.
- c. Dual Enrollment (DE) Subcommittee Report to IC – Rich Harris
  - i. Richard gave an overview of the written report (full report posted in MyNPC). Rich clarified that their Subcommittee did check with the Department Chairs before they brought forth their recommendations to IC. Beginning FA13, Gary Mack will act in the capacity of observer for MAT DE classes and will monitor the integrity of the content of DE courses, as well as the pedagogical delivery. Mark noted that next year the DE Subcommittee should consider whether or not we ought to charge tuition for DE students.
  - ii. Ryan R. **MOVED** that we accept the Dual Enrollment Subcommittee Report to IC dated 02-08-13; **SECOND** by Janice.
    - 1. Motion **APPROVED** by unanimous vote.
- d. Professional Development (PD) Subcommittee Report to IC – Ryan J.
  - i. Ryan J. gave an overview of the written report (full report posted in MyNPC).
  - ii. Ryan R. **MOVED** that we accept the Professional Development Subcommittee Report to IC dated 01-22-13; **SECOND** by Lynn.
    - 1. **DISCUSSION** – PD may want to consider providing more structured opportunities for Faculty including: 1) Quality Matters Rubric certification training; 2) NISOD; 3) Department Chair and New Dean Leadership Academy; 4) ISW Training (updated).
    - 2. Motion **APPROVED** by unanimous vote.

## V. Curriculum

- a. New Programs
  - i. BUS - Revised Catalog Format Document dated 02-03-13 - Janet Hunter
    - 1. Cindy Hildebrand suggested the following changes:
      - a. BUS 120 and 121, courses are not listed the same as in ACRES
      - b. ENL is prefix for English (not ENG)
      - c. Page 8 – 3 titles all describe the same Certificate, but the wording is different in each title
      - d. Revisit BUS 180 and 185 (check with Hildebrand if necessary)
      - e. Page 13 – BUS 170 – should be Communication (not Communications)
      - f. Page 14 – MS Office (not Microsoft Office)
    - 2. Mark gave Janet the document that had Cindy's suggested corrections.

3. IC was asked if anyone had any additional issues with the program; there were no responses.
4. Doug asked about BUS 129, as it is a pre-requisite for one of his CIS 245 courses.
  - a. **Task:** Doug, Janet, Clover and Kenny will discuss this and Doug will likely submit a course modification for CIS 245 to change the pre-requisite.
- ii. IMO-MET - Catalog Format Document - Kenny Keith
  1. Kenny noted that instead of being a whole new program, it will go under IMO as an area of specialization. For now, there will not be a Certificate of Proficiency.
- iii. Paramedic to NUR – Revised Feasibility Study (already approved – posted for information) – Lynn Browne-Wagner
  1. The Paramedic to Nurse Feasibility Study 01-31-13 (posted in MyNPC) reflects IC’s suggestion to include it in the NUR program as a specialization.
- b. Program Modifications
  - i. COS – Program Modification in ACRES – Chloe Reidhead
    1. Deleting individual student interviews and adding mandatory orientation
    2. Program description is more than 80 words (limit is 50 words) – suggestion take out specifics, such as telephone numbers, etc.
    3. Ryan R. **MOVED** that we send the COS Program Modification back, so that it can be revised to a maximum of 50 words and determine if some of the content should be included in a brochure, instead of the catalog description; **SECOND** by Julie.
      - a. Motion **APPROVED** by majority vote.
  - ii. AA, ABUS, AAEE, AS, AAS, AGS – Eric Henderson
    1. Arts and Humanities General Education – recommendation to add two courses – MUS 250 World Music and ART 215 Native American Art (awaiting word from one of the Universities regarding transferability)
    2. Social and Behavioral Sciences change BUS 140 and 141 to ECN 211 & 212
    3. Will be on agenda for the next IC Meeting
  - iii. MDA – Revised Program Modification in ACRES - Karen Hanson
    1. Changes previously suggested by IC have been corrected in ACRES.
    2. Doug **MOVED** that we approve the MDA AAS and CAS Program Modifications; **SECOND** by Ryan R.
      - a. Motion **APPROVED** by unanimous vote.
    3. **Task:** Hallie will talk to Lisa Jayne and see if she wants this on the District Governing Board for February or March. Hallie will also let Karen and Peg know which DGB meeting it will be listed.
  - iv. NUR Admissions Prerequisite – Peg Erdman
    1. This item was already approved.
- c. ACRES – Review of All Courses in ACRES that Need to be Discussed – Including ECN 211 & 212

- i. **Task:** IC members need to be diligent with participating in ACRES – either by voting or writing comments on all courses, etc. – especially over the next two weeks
- ii. BUS 112 – enough votes
- iii. BUS 121 – enough votes
- iv. BUS 122 – Janet Hunter responded with a comment on 01-27-13 – Lynn, Carol and Janice indicated that their yes votes stand, which gives enough votes
- v. BUS 123
  1. Doug **MOVED** that we approve BUS 123, **SECOND** by Lynn.
    - a. **DISCUSSION** included: 1) possible need for quantitative competency; 2) BUS Department looked at data (pass rates and not placement scores), but did not document it; 3) software performs calculations; 4) is it the function of IC committee to review the entire course, and not just the changes?; 5) course gives students some knowledge of tax code.
    - b. Vote was taken by a show of hands: Yes = 4, No = 3, Abstentions = 2. Motion **FAILED**.
    - c. **Recommendations** to the BUS Department Chair regarding what needs to be done to correct the course:
      - i. IC would like to see the data to support whether or not a prerequisite is needed, and why it is needed. Specifically, IC would like to see the relationship between the placement scores and the grades. This should be written up in a rationale.
        1. **Task:** The Chair of the BUS Department will send the rationale document to Hallie, and she will post it in MyNPC or e-mail it to IC as an attachment.
- vi. BUS 125
  1. Lynn **MOVED** that we table the approval of BUS 125 until requested data is provided to IC members (as requested in the recommendations section for BUS 123 regarding a prerequisite); **SECOND** by Carol.
    - a. **DISCUSSION** included: 1) Janet noted that students don't need to take BUS 117 as a pre-requisite – they don't need to know how to create an income statement, etc.; 2) BUS 117 is a difficult course, with advanced accounting techniques – it barely touches on payroll; 3) if there should be any pre-requisite required, should it be BUS 112?; 4) degree programs should have some structure to provide a specific skill set; 5) it depends a lot on the individual student whether BUS 112 is appropriate or if they should go directly into BUS 117.
    - b. Vote was taken by a show of hands: Yes = 6, No = 0, Abstentions = 2. Motion **PASSED**.
- vii. BUS 126
  1. HES 170 will be used in the MDA Program – BUS 126 will be used in the BUS Program (courses not interchangeable)
  2. Ryan R. **MOVED** that we approve BUS 126; **SECOND** by Julie.
    - a. Motion **APPROVED** by majority vote.

- viii. BUS 128 – enough votes
- ix. BUS 149
  - 1. Doug **MOVED** to approve BUS 149; **SECOND** by Eric.
    - a. Motion **APPROVED** by unanimous vote.
- x. BUS 152
  - 1. Objection to proprietary software in title of course – suggestion to change to “Basic Word Processing”
  - 2. Lynn **MOVED** to approve BUS 152; **SECOND** by Rickey.
    - a. Motion **APPROVED** by unanimous vote.
- xi. BUS 183
  - 1. Ryan R. **MOVED** to approve BUS 183; **SECOND** by Julie.
    - a. Motion **APPROVED** by unanimous vote.
- xii. ECN 211 & 212 (currently BUS 140 & 141)
  - 1. Moving courses from CTE to A&S for assessment and accreditation purposes (general education courses) added a sustainability component – some rewording on ethnicity/diversity
  - 2. Ryan R. **MOVED** that we approve ECN 211 & 212; **SECOND** by Janice.
    - a. **DISCUSSION** – must say satisfactory placement
    - b. Ryan R. **RESCINDED** his motion
  - 3. **Task:** In ACRES, Mark will return ECN 211 & 212 to the Dean.
- xiii. CIS 118 – enough votes
- xiv. CIS 119 – enough votes
- xv. CON 107 – enough votes
- xvi. CON 121 – enough votes
- xvii. CON 180 – enough votes
- xviii. CON 221 – enough votes
- xix. CON 223 – enough votes
- xx. INA 103 – enough votes
- xxi. INA 104 – enough votes
- xxii. MET courses in ACRES – check to make sure all catalog descriptions are 50 words or less
  - 1. MET 110
    - a. Kenny asked IC to look at the lecture/lab/pre-requisites to make sure they are correct.
    - b. Suggested Changes:
      - i. MAT 121 has not been taught for 8 years
      - ii. Successful completion of or placement out of MAT 112
  - 2. MET 240
    - a. Suggested Changes:
      - i. Last outcome – instead of Power Point – use presentation software
- xxiii. General Question Regarding 3035s
  - 1. For courses that are based upon external certification, would it be acceptable for topics and outcomes to simply say something like “meets current COMTIA standards”? (The standards usually change every couple of years.)
    - a. Suggestion – create generic overviews of competencies and include the detailed COMTIA standards in the syllabus.

xxiv. NUR 123

1. There was discussion regarding the pre-requisite section. Lynn noted that she took the wording right out of the catalog.
    - a. **Task:** Lynn will check with Peg Erdman to make sure it is correct.
  2. **Task:** Mark will return all the NUR courses in ACRES to the Department Chair.
- d. New Courses - none
  - e. Course Modifications - none
  - f. Course Deletions - none
  - g. Program Deletions - none
  - h. Program Suspensions – none
  - i. Misc. Curriculum – none
- VI. Old Business Not Related to Curriculum - none
- VII. New Business Not Related to Curriculum - none
- VIII. Other
- a. We ask Eric Bishop, Director of Information Services, not to come today, after all. We do not have a list of items, from the Learning Technology (LT) Subcommittee, to address.
    - i. Eric H. would like to see Eric B. come to IC to talk about the developments in the learning environments that are being created.
    - ii. **Task:** Hallie will invite Eric B. to come to the first IC Meeting in March to address the question Eric H. asked (see above) and if LT turns in a list, he can address those items, as well.
- IX. Adjournment
- a. Ryan R. **MOVED** that we adjourn; **SECOND** by Carol.
    - i. Motion **APPROVED** by unanimous vote.