

Northland Pioneer College

Instructional Council (IC)

02-22-13

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, Leslie Wasson and Hallie Lucas (recorder)

Guests: Peggy Belknap, Tracy Chase, Peg Erdman, Janet Hunter, Kenny Keith, Jeannie McCabe and Chloe Reidhead

(NOTE: IC approved some items be taken out of order from original agenda.)

- I. Roll Call
- II. Approval of 02-08-13 IC minutes
 - a. Lynn **MOVED** to approve the minutes of 02-08-13; **SECOND** by Clover.
 - i. Michael **ABSTAINED**.
 - ii. Motion **APPROVED** by majority vote.
- III. Curriculum
 - a. New Programs
 - i. BUS – Courses to Review in ACRES – Revised Catalog Format Document – BUS 123 & 125 Supporting Documentation – Accounting Program Sequence - Janet Hunter
 1. BUS 123 & 125
 - a. Ryan **MOVED** to approve BUS 123 & 125; **SECOND** by Carol.
 - i. Eric **ABSTAINED** for BUS 125 only.
 - ii. Motion **APPROVED** by majority vote.
 2. Ken **MOVED** to approve the new BUS Program, Associate of Applied Science Areas of Specialization, Certificates of Applied Science and Certificates of Proficiency in Business as reflected in the 02-19-13 Catalog Format Document, **SECOND** by Ryan.
 - a. Motion **APPROVED** by unanimous vote.
 3. **Task:** Janet will fill out an AIS program deletion form and a mass deletion of courses in ACRES, so that it can be approved by IC no later than 03-08-13 (IC members need time prior to that to vote).
 4. **Task:** It was strongly suggested that Janet or a representative from BUS attend the 03-19-13 District Governing Board Meeting to answer potential questions.
 5. BUS 129 – enough votes
 - ii. IMO-MET – Courses to Review in ACRES – Proposed Program– Kenny Keith
 1. MET 110
 - a. Ryan **MOVED** to approve MET 110; **SECOND** by Lynn.

- i. Motion **APPROVED** by unanimous vote.
- 2. MET 120
 - a. Lynn **MOVED** to approve MET 120; **SECOND** by Carol.
 - i. Michael offered a **FRIENDLY AMENDMENT** to; 1) move forward with a favorable vote on the course; 2) Kenny and Rickey will have a follow-up conversation regarding satisfactory placement wording; 3) the Program/Course Development Task Force will address future wording for courses in general.
 - 1. A general discussion regarding the amendment followed, to determine the best way to handle the “Satisfactory Placement” wording.
 - 2. Michael **WITHDREW** his friendly amendment.
 - ii. Original motion **APPROVED** by unanimous vote.
- 3. **Task:** For an upcoming IC Meeting, Eric will request an agenda item to discuss better wording for “Satisfactory Placement”.
- 4. **Task:** In general, the wording for “Satisfactory Placement” should also be reviewed by the Program/Course Development Task Force.
- 5. MET 130
 - a. MAT 121 – Eric has no objection to leave in there (for now)
 - b. Per IC’s request, during the IC Meeting (while IC waited), Wei fixed pre-requisite wording in ACRES.
 - c. Carol **MOVED** to approve MET 130; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.
- 6. MET 140
 - a. Eric **MOVED** to approve MET 140; **SECOND** by Michael.
 - i. Motion **APPROVED** by unanimous vote.
- 7. MET 150
 - a. Ryan **MOVED** to approve MET 150; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.
- 8. MET 160
 - a. Ryan **MOVED** to approve MET 160; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.
- 9. MET 200
 - a. Per IC’s request, during the IC Meeting (while IC waited), Wei fixed course catalog description wording in ACRES.
 - b. Lynn **MOVED** to approve MET 200, with the revised course description that Wei just updated; **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.
- 10. MET 210
 - a. Eric **MOVED** to approve MET 210 with a request that Kenny corrects the typos as requested in the comment section in ACRES; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.
- 11. MET 220
 - a. Ryan **MOVED** to approve MET 220 with a request that Kenny corrects the typos as requested in the comment section in ACRES; **SECOND** by Ken.

- i. Motion **APPROVED** by unanimous vote.
- 12. **Task:** Kenny will get with Wei and ask him to make the typo corrections requested for MET 210 & 220.
- 13. MET 230 – enough votes in ACRES
- 14. MET 240
 - a. Ryan **MOVED** to approve MET 240; **SECOND** by Michael.
 - i. Motion **APPROVED** by unanimous vote.
- 15. Discussion regarding the proposed MET program (Catalog Format Document dated 02-06-13) included; 1) high number of credits; 2) are the required electives really needed for students going into a BAS program?
 - a. Suggested changes needed:
 - i. AIS classes will be deleted from course bank – replace with applicable courses
 - ii. Create an AAS in MET, delete MAT 101 and 109 (as seen in IMO Program) and replace it with MAT 112 or MAT 121, 1 credit -unrestricted elective
 - b. **Task:** Kenny will redo the program (including the feasibility study and the catalog format document) and bring is back to IC, so that it can be voted on at the 03-08-13 IC Meeting. (from original feasibility study, credits have shifted, no longer have MET 100, MET 120 dropped to 4 credits, originally had MAT 152)
 - iii. Paramedic to RN – Courses to Review in ACRES –Program Consideration - Lynn Browne-Wagner
 - 1. NUR 123
 - a. Discussion included: 1) in NUR, admission packet lists all the pre-requisites; 2) missing load factor – is it necessary? – instructors paid by credit hours; 3) 3035's should be based on a semester model – scheduling is a separate matter; 4) problems really only technical.
 - b. Suggested changes:
 - i. Missing load
 - ii. Lecture hours issue
 - iii. Pre-requisite language same as NUR 121
 - iv. Typos
 - 2. Lynn answered several questions regarding the program in general, which is similar to many other programs across the country.
 - 3. NUR 131
 - a. Suggested changes:
 - i. Missing load
 - 4. NUR 223
 - a. Suggested changes:
 - i. Missing load
 - 5. NUR 224
 - a. Suggested changes:
 - i. Missing load
 - 6. NUR 231

- a. Suggested changes:
 - i. Missing load
 - 7. Paramedic to Nursing Feasibility Study
 - a. Suggested changes:
 - i. Reconsider language on bridge course – design course on 16 week semester – scheduling separate
 - 8. **Task:** Since this proposal changed from a New Program to a Specialization in existing NUR Program, Lynn needs to fill out a Program Modification Form in ACRES.
 - 9. Since the problems seem to be of a technical nature, IC agreed to look at the courses and program at the next IC meeting.
- b. Program Modifications
 - i. COS – Program Modification in ACRES – Courses in ACRES - Chloe Reidhead
 - 1. Chloe explained that the rationale for splitting the 4 credit hour classes into 2 credit hours was for scheduling issues, so that the contact time required by the State and the credit hours come out even. The program was approved for Fall 2013 and this error was recently discovered.
 - 2. COS 215
 - a. General discussion brought up the following concerns: 1) lab hour to credit hour ratio has been 3-1 in the past and changed to 4-1 for the proposed COS courses; 2) questions about converting the number of hours required by an outside agency to Carnegie unit hours; 3) shouldn't the standard for curriculum be a 16 week semester and schedule the class as needed?
 - 3. Julie **MOVED** to table the proposed COS curriculum and program modification; **SECOND** by Rickey.
 - a. **DISCUSSION:** 1) substantive concerns; 2) lateness of received courses and program modification; 3) not to be considered for Fall 2013.
 - b. Motion **APPROVED** by unanimous vote.
 - ii. AA, ABUS, AAEE, AS, AAS, AGS – university documentation – Eric Henderson
 - 1. ECN 211 & 212 – enough votes
 - 2. Per Dr. Henderson: 1) MUS 250 has been accepted as elective or better by all three State universities; 2) NAU and UA have accepted ART 215 and ASU has confirmed by e-mail that they have approved it as elective; 3) ECN courses only prefix change - subject to re-evaluation by the three State universities.
 - a. Possible solutions: 1) leave BUS 140 & 141 for at least a year and temporarily remove ECN 211 & 212 from Social and Behavioral Sciences list; 2) cross list BUS 140 & 141 and ECN 211 & 212; 3) have Department Chair contact three State universities and get verbal approval for ECN 211 & 212, before next IC meeting
 - 3. IC seemed comfortable with verbal confirmation from State universities, if we can get it before the next IC Meeting.
- c. ACRES – Review of All Courses in ACRES that Need to be Discussed
 - i. HES 180
 - 1. Discussion centered on the MAT pre-requisite.

2. Rickey **MOVED** to approve HES 180; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
- d. New Courses - none
- e. Course Modifications - none
- f. Course Deletions - none
- g. Program Deletions - none
- h. Program Suspensions – none
- i. Misc. Curriculum - none
- IV. IC Subcommittees (action as required)
 - a. NAVIT Subcommittee – informational – Ken Wilk
 - i. Faculty members needed to attend the NAVIT Career Tech Meetings and let them know of changes at NPC. If you have recommendations, please let Ken know.
 - b. Catalog Review Subcommittee – informational
 - i. In the past, the 50 word limit in the catalog has always been a course description limit, not a program description limit.
 1. **Task:** From the Program Modification Form in ACRES, Wei will remove the 50 word limit from the program description field.
 2. **Task:** The Program/Course Development Task Force should give a recommendation regarding program description content.
 - ii. Per information from Rose Kreher, Higher Learning Commission (HLC) no longer mandates that we put anything in our catalog about HLC accreditation. We do have to state that we are accredited and refer people to the HLC Web site.
 1. The Catalog Review Subcommittee may want to come forth with a recommendation regarding this topic in the catalog.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
 - a. Internship – informational – Jeremy Raisor
 - i. Jeremy is working on a new internship process and hopes to have a draft to present at the next IC Meeting.
 - b. Audit Grade Survey and Suggested Changes – Jake Hinton-Rivera
 - i. Current process includes: 1) instructor right of refusal; 2) no registration before prorated day; 3) some students challenged with registration process; 4) in survey, NPC only community college which requires instructor approval.
 - ii. Proposed language change: 1) allow students to register during the first week of class, giving credit bearing students priority; 2) not subject to late fee.
 - iii. Suggested changes: 1) remove NAVIT from the exclusion; 2) consider whether one-day workshops should be excluded; 3) revise wording for “student must obtain instructor approval by having instructor sign both the Registration Form and Audit Form” and “student must take the forms to campus/center office for processing”, which is very restrictive language in a distance education system.
 - iv. Michael **MOVED** that we ask Jake provide a process for electronic submission for forms and bring the proposal back to the next IC Meeting; **SECOND** by Eric.
 1. Motion **APPROVED** by unanimous vote.
- VII. Other - none
- VIII. Adjournment
 - a. Eric **MOVED** that we adjourn; **SECOND** by Ryan.
 - i. Motion **APPROVED** by unanimous vote.