

Northland Pioneer College

Instructional Council (IC)

03-08-13

Voting Members Present: Clover Baum, Trudy Bender (proxy for Julie Neish), Lynn Browne-Wagner, Peg Erdman (proxy for Carol Stewart), Eric Henderson, Rickey Jackson, Ryan Rademacher, Mark Vest, Leslie Wasson (proxy for Michael Lawson) and Ken Wilk

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

Guests: Peggy Belknap, Eric Bishop, Bill Fee, Thomas Hodgkins, Kenny Keith and Jeremy Raisor

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

- I. Roll Call
- II. Approval of 02-22-13 IC minutes
  - a. Lynn **MOVED** to approve the minutes of 02-22-13; **SECOND** by Ken.
    - i. Motion **APPROVED** by unanimous vote.
- III. Curriculum
  - a. New Programs
    - i. MET – New Program Shell in ACRES – Kenny Keith
      1. All the MET coursework has been approved and we previously requested that Kenny make some changes to the program.
      2. Additional changes needed:
        - a. Strike out MAT 126
        - b. Strike first part of MAT sentence – should now read “Any course for which MAT 109 is a prerequisite.”
        - c. Change total credits to 66
        - d. Change Arts and Humanities to read “Arts and Humanities or Social and Behavioral Sciences • 3 credits”
          - i. “Select one course from the Arts and Humanities or Social and Behavioral Sciences sections of the AAS Discipline Studies list”
        - e. MET 220 – eliminate word “to”
        - f. ENL 109 – capitalize Writing
        - g. CIS 141 – add the number of credits
      3. Ken **MOVED** that we approve the new Mechatronics Program with the so-noted changes above; **SECOND** by Leslie.
        - a. Motion **APPROVED** by unanimous vote.
      4. **Task:** Kenny Keith will send the MET Catalog Format document (in MS Word) to Hallie, with the changes recommended in the IC Meeting today.
    - b. Program Modifications

- i. Paramedic to RN – Courses to Review in ACRES – Revised Feasibility Study - Lynn Browne-Wagner
1. NUR 123
    - a. Clover **MOVED** to approve NUR 123; **SECOND** by Ken.
      - i. Lynn and Peg **ABSTAINED**.
      - ii. Motion **APPROVED** by majority vote.
  2. NUR 131
    - a. Ryan **MOVED** to approve NUR 131; **SECOND** by Ken.
      - i. Lynn and Peg **ABSTAINED**.
      - ii. Motion **APPROVED** by majority vote.
  3. NUR 223
    - a. Ryan **MOVED** to approve NUR 223; **SECOND** by Clover.
      - i. Lynn and Peg **ABSTAINED**.
      - ii. Motion **APPROVED** by majority vote.
  4. NUR 224
    - a. Ryan **MOVED** to approve NUR 223; **SECOND** by Ken.
      - i. Lynn and Peg **ABSTAINED**.
      - ii. Motion **APPROVED** by majority vote.
  5. NUR 231
    - a. Eric H. **MOVED** to approve NUR 231; **SECOND** by Ryan.
      - i. Lynn and Peg **ABSTAINED**.
      - ii. Motion **APPROVED** by majority vote.
  6. Program Modification Feasibility Study
    - a. Changes needed:
      - i. Update title on NUR 123
      - ii. Change wording to read “Current Paramedic State certification and minimum of one year experience as a Paramedic”
    - b. Ryan **MOVED** that we approve the Paramedic to Nurse Training Program of Study as an area of specialization to the Nursing Associate of Applied Science Degree, with the corrections as noted above; **SECOND** by Clover.
      - i. Lynn and Peg **ABSTAINED**.
      - ii. Motion **APPROVED** by majority vote.
  7. **Task:** Lynn will send the Paramedic to RN Program Modification Feasibility Study document (in MS Word) to Hallie, with the changes recommended in the IC Meeting today.
- ii. AA, ABUS, AAEE, AS, AAS, AGS – Add MUS 250 & ART 215, Change BUS 140 to ECN 211, Change BUS 141 to ECN 212 - Eric Henderson
1. MUS 250 and ART 215 have already been approved by the three State universities.
  2. Regarding the change in the BUS classes to ECN, NAU and UofA have indicated that they don’t see a problem with the change and we are still waiting to hear from ASU.
  3. Ken **MOVED** that we approve the addition of the MUS 250 and ART 215 to the Arts and Humanities section of the general education degree requirements and leave BUS 140 and BUS 141 in the degrees as currently listed; **SECOND** by Lynn.

- a. Eric **ABSTAINED**.
    - b. Motion **APPROVED** by majority vote.
  4. **Task:** Eric H will send the AA, ABUS, AAEE, AS, AAS, AGS Program Modification Catalog Format document (in MS Word) to Hallie, with the changes recommended in the IC Meeting today and will post it in ACRES, as well.
- c. ACRES – Review Everything in ACRES that Needs to be Discussed
  - i. Annual Deletion of Courses Within a Prefix – AIS
    1. Clover noted that CIS had an AIS 170 class, but that it had already been taken care of. Mark and Peggy went through the catalog and discovered that we have not had an IMO Program Change and AIS 114 and AIS 231 are still in the program. For 2013-2014, we will offer the BUS equivalent of these two courses and then the students will need to file a Petition for Waiver.
    2. AIS 114 and AIS 231 will be left in the catalog for 2013-2014.
    3. Rickey **MOVED** that we approve the Annual Deletion of Courses Within a Prefix for AIS with the exception of AIS 114 and AIS 231; **SECOND** by Lynn.
      - a. Motion **APPROVED** by unanimous vote.
    4. **Task:** Hallie will contact Wei Ma and have him amend the AIS Mass Course Deletion in ACRES to remove AIS 114 and AIS 231 from the deletion list.
  - ii. Deletion of AIS Program
    1. The AIS Department will prepare a one page teach-out plan for AIS, which will include the following: 1) we merged the AIS and BUS Programs; 2) AIS courses have a different prefix and course number; 3) all students will have opportunity to finish the programs that they are currently in; 4) indication of how students will be notified, including what we are telling them that are available options.
    2. A program review will not need to be done for AIS. Peggy noted that she will get some data to find out which students are currently in the AIS Program and will send a letter to notify them of this transition and recommend that they visit with an adviser to work out all details.
    3. Ryan **MOVED** that we approve the deletion of the all AIS Degree Programs and Certificates; **SECOND** by Ken.
      - a. Motion **APPROVED** by unanimous vote.
    4. **Task:** The BUS Department will send an e-mail to the Campus and Center Managers and the Advisers as it relates to the IMO AAS Degree and the AIS 114 and AIS 231 courses and notify them of the equivalent BUS courses that students will need to take instead (and then fill out a Petition to substitute the AIS courses with the BUS courses).
    5. **Task:** The BUS Department will send the AIS Program Deletion document (in MS Word) to Hallie no later than Monday, so that it can be presented to District Governing Board (DGB).
  - iii. TLC 077
    1. This is a course number that had been previously used with a different title, outcomes, content, etc. (we are running out of TLC numbers).

2. The course is to address needs of new GED test and the work force skills associated with it and will be run as a TLC 099, for now.
  3. **Task:** Mark will send TLC 077 (in ACRES) back to Rickey.
- 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/Task Forces
- a. ASK Subcommittee Report to IC – Shannon Newman
    - i. The report was cancelled.
  - b. Catalog Review (CR) Subcommittee – Recommendations – Thomas Hodgkins
    - i. Two separate documents were presented, including: 1) CR Subcommittee Recommendation Regarding Catalog AGS Wording dated 03-08-13; 2) CR Subcommittee Recommendation Regarding Catalog Accreditation Wording dated 03-05-13 (see MyNPC for full reports).
      1. Rickey **MOVED** that we accept the CR Subcommittee Recommendation Regarding Catalog AGS Wording dated 03-08-13; **SECOND** by Ryan.
        - a. Motion **APPROVED** by unanimous vote.
      2. Suggested changes for the accreditation wording in the catalog:
        - a. Last sentence of first paragraph – change it to “NPC is proud to report having passed the most recent...”
      3. Eric H. **MOVED** that we accept the CR Subcommittee Recommendation Regarding Catalog Accreditation Wording dated 03-05-13, with the amendment suggested above; **SECOND** by Lynn.
        - a. Motion **APPROVED** by unanimous vote.
  - c. Dual Enrollment Subcommittee Report to IC – no report
  - d. NAVIT Subcommittee Report to IC – Ken Wilk
    - i. Ken gave an overview of the NAVIT Subcommittee Report to IC dated 02-06-13 (full report posted in MyNPC).
    - ii. Lynn **MOVED** that we accept the NAVIT Subcommittee Report to IC dated 02-06-13; **SECOND** by Eric H.
      1. Motion **APPROVED** by unanimous vote.
  - e. Placement Subcommittee Report to IC – no report
  - f. Program/Course Development Task Force – informational – Department Chairs to Review Program Descriptions in the Catalog – Lynn Browne-Wagner
    - i. Lynn asked that this item be tabled.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
- a. IS Matters – Developments in Learning Environments, Scheduling Audio/Video/Model (A/V/M) Classes, Etc. and Video Replacement Cycles - Eric Bishop
    - i. Eric B. presented a scheduling flow chart which depicts the current A/V/M process and the recommended A/V/M process.
      1. The current process for Model Classroom scheduling provides a wide variety of challenges and the recommended change would allow for them to be scheduled the same way as the Audio and Video classrooms.

2. Ken **MOVED** that we approve the recommended changes to the A/V/M Scheduling process as follows:
  - a. Dean, Dept. Chair, Faculty evaluate what courses to be taught and when.
  - b. Dean schedules courses in classroom system (A/V/M).
  - c. Remaining A/V/M slots turned over to the Support Center for the rest of the semester.
    - i. **SECOND** by Clover.
      1. Motion **APPROVED** by unanimous vote.
3. **Task:** Mark and Eric B. will attend a Campus and Center Managers Meeting to inform them of the change to the Model Classroom scheduling procedure, as reflected in the flow chart approved by IC at today's meeting.
  - ii. Video replacement cycles
    1. Eric B. gave an overview of where we are with regards to Video Classrooms. There is money in this year's budget and next year's budget (if DGB approves the budget) to replace six to eight of them (each year). There was discussion regarding the timing for these installations; and if the installation occurs this Summer, units need to be ordered within the next couple of weeks. IS recommends that all Video Classrooms be replaced this summer. Eric B. received a recommendation from the Learning Technology Subcommittee to initially replace some at the Campuses and some at the Centers.
    2. Rickey **MOVED** that we give direction to IS to pursue the changes for new Polycom units and that they should all be installed at the same time; Peg **AMENDED** the motion that the plan is contingent upon DGB approval for the 2013-2014 budget request for the units; **SECOND** by Lynn.
      - a. Motion **APPROVED** by unanimous vote.
    3. **Task:** Mark will contact Deb Holbrook and notify her of the motion made by IC regarding the recommendation that the new Polycom video room equipment be installed after classes end for Summer 2013.
  - b. Financial Aid Form for Department of Education – Jake Hinton-Rivera
    - i. Jake gave an overview of the changes made (previously suggested by IC) and it was noted that the form is currently being used.
    - ii. Additional suggested changes include:
      1. 3<sup>rd</sup> check mark at top of form – change wording to “This form is only required for the degrees and certificates listed below, including AAS, CAS, CP, CRT or Course.”
      2. Weeks of Instructions per Academic Calendar – Jake will clarify whether it is weeks per semester or weeks per academic year
      3. 1<sup>st</sup> page, 3<sup>rd</sup> box – ~~delete~~ “Attach required “Notice of Intent to Offer an Educational Program” document. GE not required for transfer degrees.” And in its place add “Attach required Gainful Employment information. See page 3.”
      4. On the 3<sup>rd</sup> page under the Gainful Employment information add “If you have a new program, this is what is required” (and then list what is

- required). “If you have an updated program, this is what is required” (and then list what is required)
5. Either get rid of acronyms or have a key describing each acronym
  6. Revisit some of the language – example – “federal student financial aid assistance” – the general population at NPC doesn’t know this term and refers to it as Pell funding - rewrite it for the understanding of those who don’t work in Financial Aid
  7. Make form into PDF writeable
  8. Provide a cover sheet with some explanation how to fill out the form. (What types of information is required in each box.)
- iii. This form must be completed for each program that is new, changes or needs deleted.
  - iv. Since the form states that it should be submitted at least 1 semester before the start of NPC Degree Program, the question was asked what we do about the programs that have already been approved for FA13. The Financial Aid Office (FAO) only deals with programs approved by the DGB. Since the DGB is public, FAO will get the materials from the DGB meetings and use that to move forward with acquiring the information needed for the form. The Department Chairs will have to work with the Financial Aid Director to answer all the questions.
  - v. **Task:** Jake will revise the Financial Aid Form for Department of Education with the changes recommended at today’s IC meeting and will bring it back to IC for approval.
- c. Internship Manual – Jeremy Raisor
    - i. Jeremy gave an overview of the major revisions to the proposed Internship Manual and indicated that he has reviewed it with the Deans. The manual allows for flexibility with internships and can be tailored by the Instructor. In addition, the recommendation is for the compensation formula to become more in line with other classes.
    - ii. Ken **MOVED** to approve the revised Internship Manual dated February, 2013; **SECOND** by Lynn.
      1. **DISCUSSION:**
        - a. Jeremy also recommends some minor changes for catalog wording (page 28) – “Career Services Adviser helps coordinate the internship”
        - b. The Dean decides whether or not the internship should move forward.
      2. Motion **APPROVED** by unanimous vote.
    - iii. **Task:** Jeremy Raisor will contact Everett Robinson and Rose Kreher regarding the needed change to the catalog wording regarding internships, as discussed during the IC Meeting today.
    - iv. **Task:** Hallie will post the approved Internship Manual on the Document Library of the Instructional Council Group in MyNPC, send it to the Deans and forward it to the NPC Archives.
  - d. Audit Grade – Jake Hinton-Rivera
    - i. Jake asked that this item be tabled.
  - e. Current Course 3035s not in ACRES – Lynn Browne-Wagner
    - i. It is probably best to hold off on these for now, until we receive clarification from the State regarding record retention.

VII. Other

- a. Note – 2012-2013 Placement Handbook has been posted in MyNPC and “Satisfactory Placement” is on the Agenda for the 04-12-13 IC Meeting
- b. What to do about 03-22-13 IC Meeting? (All College Retreat Scheduled)
  - i. IC agreed that this meeting would be cancelled and not replaced with another date.
- c. There was a discussion regarding the use of proxies, especially using staff as proxies for faculty in an academic curriculum/policy committee. Should we allow proxies? Should the proxy be in the same position in the organization (example – CTE Faculty)? For today’s meeting, the voting faculty IC Members were comfortable to move ahead, even though there were more voting staff members than there were voting faculty members.
  - i. **Task:** Hallie will add an agenda item for the next IC Meeting to discuss proxies and possibly develop a formal procedure. Mark will lead in the discussion.

VIII. Adjournment

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

Approved