Northland Pioneer College
Instructional Council (IC)
02-27-09
SCC

Voting members present: Mark Vest (Chair), Peggy Belknap, Patrick Canary, Ruth Zimmerman, Kenny Keith,
Lynn Browne-Wagner, Clifton Lewis, Bill Bohn, Rickey Jackson (proxy for S. Newman)
Jeannie McCabe

Non-voting members present: Cindy Hildebrand, Eric Henderson, Russell Dickerson (recorder)

Guest: Don Richie

I. Approval of 02-13-09 minutes.
   a. Lynn moved to approve; second by Ruth.
   b. The 02-13-09 IC minutes were approved by majority vote; Jeannie and Patrick abstained.
II. Subcommittee reports
   a. Learning Technologies
      i. Russell reported to IC members the contents of an email sent by Dr. Lawson: the work of the subcommittee progresses; Learning Technologies is still waiting for John Velat to respond to comments and suggestions regarding the draft IS policies and procedures.
   b. Professional Development
      i. *See subcommittee report posted on IC MyNPC.*
      ii. Kenny reported that he contacted the Business Office to obtain the professional development budget amounts. $8,664 remains in the faculty professional development budget. There are currently two applications, one to present a paper, the other for certification, that have not yet been approved. An application from Dr. Solomonson is expected.
      iii. Kenny asked IC for guidance concerning continued subcommittee activities.
         1. Some recently processed applications have been denied.
         2. Mark clarified by stating that because of the budget situation, President Swarthout will not approve any expenses for out-of-state professional development unless it is for mandatory certification.
         3. Kenny commented that the subcommittee could explore more in-house professional development options. Arranging such events may prove difficult given the relatively short time left in the budget year.
         4. Rickey commented that it is possible to have greater travel expenses traveling to distant Arizona locations (like Tucson) than to places in New Mexico.
         5. Lynn commented that for years, healthcare personnel have had to pay their own way for professional development. Lynn recently paid to go to a conference last week. Any amount, to offset costs, would be appreciated.
         6. Kenny commented that the presentation of papers, or events where NPC is represented in the academic community, are just as important as certifications.
         7. Possible approaches: state that no more than X amount of dollars will be awarded for any one professional development activity; propose an award cap of up to X percent.
         8. Factors to consider:
            a. Is a certification required for employment?
            b. If the faculty member were not employed by the college, would they need to have certification(s) to stay current in their field?
            c. Need to weigh the contribution to the college.

9. Rickey commented that the current budget situation would provide the opportunity for the subcommittee to create new, long-term professional development guidelines.
   a. Subcommittee must quickly come up with objective criteria, a timeframe and rubric so that new guidelines are perceived as fair.
   b. Kenny and Mark to get together to look at files to see how professional development has been handled historically.

c. Business Plan Task Force
   i. No report. Peggy reported difficulty in getting members together for a meeting. Some members do not know if they can participate on the task force, are unsure that they have anything of value to contribute, or have simply not responded to communications from Peggy.
   ii. Peggy told IC members that she will move forward by seeking out available faculty members and develop a plan.
   iii. Peggy will have a task force report and possibly a draft plan to present at the next IC meeting.

III. Curriculum
   a. ACRES
      i. There is currently no new program proposal form active in ACRES.
      ii. Eric and IC members looked at the new course ACRES form.
         1. IC members asked Eric to add a load factor field to the new course online form.
   b. ITP
      i. New courses: ITP 272, ITP 273 and ITP 274
      ii. IC members agreed to look at the three new ITP courses as a group.
      iii. Patrick moved to approve ITP 272, ITP 273 and ITP 274 as presented; second by Lynn.
         1. ITP 272, ITP 273 and ITP 274 approved unanimously.
   c. AIS
      i. Don Richie stated that he was approached by Matt Weber (NAVIT) and President Swarthout and asked to work with his departments to roll out the new AIS certificates of proficiency for dual enrollment, and the program in general. In January of 2008, the Vice President for Learning issued a memo that stated the CoPs needed to be rolled out. This did not, and has not occurred. NAVIT and dual enrollment need to know if the CoPs will be available for the upcoming academic year. It has been suggested that these programs will initiate a relationship with Scottsdale College if NPC fails to roll out these CoPs. Eric commented that NAVIT originally requested AIS certificates of applied science, not CoPs.
      ii. IC members agreed that certificates of proficiency should be structured so that they fit seamlessly into a certificate of applied science, which should also fit into the associate degree. Constructing certificates in this manner eliminates the need for a student to take unexpected additional courses and keeps students from taking courses that do not apply to the next higher certificate/degree.
         1. Peggy asked if NPC would support certificates that do not lead to degrees and cited Paramedicine as an example. A distinction must be made for certificates outside of degree programs.
         2. Certificates, in programs that lead to degrees, must be packaged so that student can easily work their way up. Firmly established course groups and sequences must be in place to aid student persistence.
      iii. Certificate of Proficiency-Administrative Information Services (new)
         1. Peggy moved to approve the AIS CoP; second by Bill.
         2. Discussion: Jeannie commented that students would be better prepared if they were required to take AIS 231 (MS Office Suite) instead of AIS 145 (MS Word). Jeannie was not included in the departmental discussion of the proposed certificate. Jeannie to get together with Tom Nagle, Janet Hunter and Shirley

Eittrem to look at replacing AIS 145 with AIS 231. The CoP in AIS will be returned at the 03-13-09 IC meeting.

      3. Peggy moved to substitute a motion to table action on the AIS CoP; second by Bill.

          a. Motion to table the AIS CoP approved unanimously.

    iv. Certificate of Proficiency-Administrative Office Management (new)

      1. Peggy moved to approve; second by Lynn.

      2. CoP in Administrative Office Management approved unanimously.

    v. Certificate of Proficiency-Medical Office Fundamentals (revision)

      1. Lynn moved to approve revisions; second by Jeannie.

      2. Revisions to CoP in Medical Office Fundamentals approved unanimously.

  d. BUS

    i. Certificate of Proficiency-General Business Management (new)

      1. Ruth moved to approve; second by Lynn.

      2. Discussion: Patrick asked if the proposed certificate had been approved by an advisory committee. Don stated that there is no advisory committee for Business.

      3. CoP in General Business Management approved unanimously.

    ii. Certificate of Proficiency-Accounting (revision)

      1. Peggy moved to approve; second by Lynn.

      2. Motion to approve revisions to CoP in Accounting approved unanimously.

    iii. Certificate of Proficiency-Public Administration (revision)

      1. Patrick moved to approve; second by Kenny.

      2. Motion to approve revisions to CoP in Public Administration approved unanimously.

    iv. Certificate of Proficiency-Small Business Management (new)

      1. IC members reviewed the proposed certificate and offered the following:

          a. Three of the six courses in the proposed certificate do not fit into the AAS degree.

          b. Possible approach: make sure all 18 credits of certificate are listed in the core requirements for the AAS Small Business Management degree.

      2. Lynn moved to table CoP-Small Business Management until the 03-13-09 IC meeting; second by Jeannie.

      3. Motion to table approved unanimously.

IV. New business not related to curriculum

  a. None.

  b. Mark informed IC members that the DGB accepted the Placement and Learning Technologies subcommittee recommendations and that he had met with advising staff to go over the changes to placement testing.

  c. Eric encouraged IC members to contact him with questions about ACRES. Deans should also tell their faculty members to save frequently when uploading curriculum into online ACRES forms. If a faculty member is timed out by ACRES, information will be lost if not previously saved.

V. Old business not related to curriculum

  a. Written student retention proposal submission to IC for review and action.

  b. Report will occur at 03-13-09 IC meeting.

Patrick moved to adjourn; second by Bill. Motion to adjourn approved unanimously.

Next meeting: Friday, March 13, 9am-1pm, SCC, LC 111.