

Northland Pioneer College
Instructional Council
03-13-09
SCC

Voting Members: Mark Vest, Peggy Belknap, Shannon Newman, Kenny Keith, Ruth Zimmerman, Lynn Browne-Wagner, Jeannie McCabe, Clifton Lewis, Bobette Welch (proxy for Pat Canary), Sandy Johnson (proxy for Michael Lawson)

Non-Voting Members: Eric Henderson, Cindy Hildebrand, Trudy Bender, Jake Hinton, Russell Dickerson (recorder)

Guests/Presenters: Don Richie, Doug Seely, Eric Bishop

- I. Approval of 02-27-09 Instructional Council minutes
 - a. IC members reviewed the minutes and offered two corrections
 - i. Jeannie McCabe not listed; add to voting members present.
 - ii. The minutes reference CIS 230; change two instances of CIS 230 to AIS 231.
 - b. Kenny moved to approve the 02-27-09 minutes as amended; second by Ruth.
 - c. Minutes approved by majority affirmative vote and an abstention by Shannon.
- II. Subcommittee reports
 - a. Russell notified IC members that he had been in touch with Michael Lawson and Sandy Johnson and both indicated that oral updates would be presented at the 03-13-09 IC meeting. Kenny prepared a Professional Development report but due to computer issues was not able to submit it for posting on MyNPC.
 - b. Task: Kenny to send written report to Russell to post on MyNPC.
 - c. IC members discussed alternate meeting options as the 03-13-09 meeting will end at 11:00 a.m. so members can attend the President's All-College Forum.
 - i. Members decided to schedule an IC meeting on Friday, April 3rd from 2:00 to 4:00 p.m. to continue working through the large volume of curriculum on the March 13th agenda.
 - ii. The catalog cut-off was also adjusted to April 3rd.
 - d. Assessment of Student Knowledge report to IC
 - i. The ASK subcommittee was available on MyNPC for IC member review. Eric added the following:
 1. The Higher Learning Commission extended the deadline for the Assessment Report to April 15th.
 2. The Assessment Academy mentor was supportive of delaying the assessment report until after Dialog Day. Moving the deadline back will allow faculty to provide feedback. Strong faculty involvement is very important to the HLC.

III. Curriculum

a. ACRES

- i. Mark polled IC members on how IC would like to deal with ACRES curricular items at the meetings and asked if IC members want to continue to discuss ACRES based curriculum at the meetings?
 1. Issue: IC members log in to ACRES and review curriculum and post their comments and questions. Problem: curriculum submitters are not logging back in to ACRES to address IC member questions or concerns. This lack of follow through forces IC members to discuss ACRES curriculum at the meetings.
 2. IC members attributed this to the ACRES learning curve and decided that ACRES course should be discussed in meetings until curriculum submitters are more familiar with the ACRES process.
- ii. EMT 134
 1. Shannon had asked, on ACRES, if EMT 134 was part of a degree program. Lynn explained that the course is not part of a degree program, rather a skill specific course that may be taken to enhance job skills.
 2. Jeannie moved to approve EMT 134; second by Kenny.
 3. EMT 134 approved unanimously.
- iii. TMP program modification
 1. ACRES question: why are the math requirements for an AAS and CAS inconsistent?
 2. Eric offered that some AAS degrees have multiple math options that are not reflected in the CAS or CoP. The catalog language does not change for the CAS or CoP. The student seeking an AAS must take one additional class. The degree audits and check sheets will have to be revised.
 3. Lynn moved to approve changes to the TMP AAS core classes, increasing the credit hours from 32 to 35; second by Ruth.
 4. Motion to approve passed unanimously.
- iv. Clarification of catalog description for the LPN to RN transition
 1. Peggy moved to approve changes to the catalog description as presented; second by Lynn.
 2. Discussion:
 - a. Assessed credit question not answered in ACRES.
 - b. Cindy wanted clarification on use of *transfer* and *assessed* credits as they are different.
 - c. Item to be kicked back to Dr. McGinty in ACRES for clarification—no action taken.
- v. TMP 225
 1. ACRES question: how can this be a first semester course when it has four prerequisites? The catalog makes reference to *first year* students.
 2. Will leave TMP 225 active in ACRES and await a response to IC member questions—no action taken.
- vi. CIS 100
 1. Prerequisite listed as *satisfactory placement* to bring CIS 100 into alignment with other general education courses.

2. Ruth moved to approve the modification of CIS 100 to include a prerequisite of satisfactory placement; second by Jeannie.
 3. Motion to approve passed unanimously.
- vii. ITP 201
1. Lynn moved to approve ITP 201; second by Shannon.
 2. ITP 201 approved by a unanimous affirmative vote.
- b. Program affected by modification of CIS 100
- i. Lynn moved to approve program changes, as a block, to the AA in Elementary Education, AAS in Agriculture, AAS Administration of Justice Studies, AAS in Business, AAS in Industrial Maintenance and Operations, AAS Library Media Technician, AAS Parks and Recreation Management, Associate of Business, Associate of General Studies, Associate of General Studies—Early Childhood Infant/Toddler, Early Childhood Management, Early Childhood Preschool and Special Needs Education Assistant degrees; second by Peggy.
 - ii. Changes to degrees, listed above, as a result of modification to CIS 100 approved unanimously.
- c. New Courses
- i. CIS 111
 1. CIS 110, which will be replaced by CIS 111, was based on a computer programming approach that is 10 to 15 years old.
 2. Suggested revision to course description: remove the period; insert a comma after the word *concepts*.
 3. Revision to prerequisite: delete MAT 109.
 4. Peggy moved to approve CIS 111 as amended; second by Ruth.
 5. CIS 111 approved unanimously.
 - ii. CIS 171
 1. Jeannie moved to approve CIS 171 as presented; second by Lynn.
 2. CIS 171 approved by unanimous affirmative vote.
- d. Course deletions
- i. Peggy moved to approve the deletion of CIS 110 and 170 from the catalog and course bank; second by Jeannie.
 - ii. Motion to delete CIS 110 and CIS 170 approved unanimously.
 - iii. Peggy moved to delete CIS 104, CIS 186 and CIS 205 from the catalog and course bank; second by Kenny.
 - iv. Motion to delete CIS 104, CIS 186 and CIS 205 approved unanimously.
- e. Course revisions
- i. CIS 106
 1. Jeannie moved to approve revisions to CIS 106; second by Lynn.
 2. Revisions to CIS 106 approved unanimously.
 - ii. CIS 115
 1. Jeannie moved to approve revisions to CIS 115; second by Lynn.
 2. Revisions to CIS 115 approved unanimously.
 - iii. CIS 161
 1. Lynn moved to approve revisions to CIS 161; second by Ruth.
 2. Revisions to CIS 161 approved unanimously.

- iv. CIS 168
 - 1. Suggested revision: remove *New edition of text* from proposed modifications.
 - 2. Kenny moved to approve revisions to CIS 168, as amended; second by Jeannie.
 - 3. Revisions to CIS 168 approved unanimously.
- v. CIS 187
 - 1. Lynn moved to approve revisions to CIS 187 as presented; second by Ruth.
 - 2. Revisions to CIS 187 approved unanimously.
- vi. CIS 190
 - 1. Jeannie moved to approve revisions to CIS 190 as presented; second by Kenny.
 - 2. Revisions to CIS 190 approved unanimously.
- vii. Revisions to CIS 200, CIS 225, CIS 226 and CTP 152 are all prerequisite changes resulting from the deletion of CIS 110 and CIS 170.
 - 1. Shannon moved to approve prerequisite revisions to CIS 200, CIS 225, CIS 226 and CTP 152; second by Peggy.
 - 2. Prerequisite changes to CIS 200, CIS 225, CIS 226 and CTP 152 approved unanimously.
- viii. CIS 243
 - 1. Shannon moved to approve revisions to CIS 243; second by Jeannie.
 - 2. Revisions to CIS 243 approved unanimously.
- ix. CIS 245
 - 1. Jeannie moved to approve revisions to CIS 245; second by Lynn.
 - 2. Revisions to CIS 245 approved unanimously.
- x. CIS 280
 - 1. Ruth moved to approve revisions to CIS 280; second by Shannon.
 - 2. Revisions to CIS 280 approved unanimously.
- f. More new courses
 - i. Shannon moved to approve the new courses CIS 251, CIS 252 and CIS 253 as presented; second by Kenny.
 - ii. CIS 251, CIS 252 and CIS 253 approved unanimously.
- g. New program: Certificate of Proficiency in Software Quality Assurance
 - i. Peggy moved to approve the new CoP in Software Quality Assurance as presented; second by Jeannie.
 - ii. The CoP in Software Quality Assurance approved unanimously.
- h. Even more new courses
 - i. CIS 125
 - 1. Jeannie moved to approve CIS 125 as presented; second by Ruth.
 - 2. CIS 125 approved unanimously.
 - ii. CIS 150
 - 1. Shannon moved to approve CIS 150 as presented; second by Ruth.
 - 2. CIS 150 approved unanimously.

- iii. CIS 250
 - 1. Kenny moved to approve CIS 250 as presented; second by Jeannie.
 - 2. CIS 250 approved unanimously.
- iv. CIS 265
 - 1. Jeannie moved to approve CIS 265 as presented; second by Clifton.
 - 2. CIS 265 approved unanimously.
- v. CIS 275
 - 1. Ruth moved to approve CIS 275 as presented; second by Clifton.
 - 2. CIS 275 approved unanimously.
- vi. CIS 295: Applied Project
 - 1. Capstone course for students that have gone through the CIS program. Student would receive guidance from faculty advisor to utilize knowledge from particular courses to develop a project.
 - 2. How is this course different from a 299 Special Topics course?
 - a. Eric Bishop explained that the department felt it was important to have an embedded capstone course. Eric Henderson pointed out that having a permanent course number would benefit students looking to transfer to a university. Universities are reluctant to accept 199 courses for transfer.
 - 3. Prerequisite question: will department require that a certain number of CIS courses be completed before allowing a student to take the capstone course?
 - 4. Suggestion: need to think about how a full time student will get through the program.
 - 5. Due to time constraints, will resume discussion of CIS 295 at the next meeting. No action taken at this time.
- i. Program Changes/Additions
 - i. AIS: new CoP in Administrative Information Services
 - 1. Jeannie moved to approve the new Certificate of Proficiency in Administrative Information Services as presented; second by Kenny.
 - 2. The new CoP in AIS approved unanimously.
 - ii. BUS: new CoP in Small Business Management
 - 1. Peggy moved to approve the new Certificate of Proficiency in Small Business Management as presented; second by Ruth.
 - 2. The new CoP in SBM approved unanimously.

Meeting adjourned.

Next meeting: Friday, April 3rd, SCC, LC 111, 2:00-4:00 p.m.