

Northland Pioneer College
Instructional Council (IC)
04-03-09

Voting Members: Mark Vest (Chair), Bill Bohn, Shannon Newman, Kenny Keith, Patrick Canary,
Lynn Browne-Wagner, Ruth Zimmerman, Jeannie McCabe, John Chapin (proxy
For Clifton Lewis), Michael Lawson (proxy for Michael Solomonson)

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

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

- I. Approval of 03-13-09 IC minutes
 - a. Suggested revisions:
 - i. Add Sandy Johnson, proxy for Michael Lawson, to voting members present.
 - ii. Add Jake Hinton to non-voting members present.
 - b. Jeannie moved to approve the 03-13-09 IC minutes as amended; second by John.
 - c. 03-13-09 IC minutes approved by a majority vote with one abstention by Patrick.
- II. Subcommittee Reports
 - a. Assessment of Student Knowledge
 - i. Eric informed IC members that there is no ASK report for the 04-03-09 IC meeting. Eric expects that there will be a report for the last April IC meeting following Dialog Day activities and the submission of the Assessment Academy update.
 - b. Learning Technologies
 - i. A written subcommittee report was submitted and posted to MyNPC for IC member review.
 1. Michael noted that the posted report was to be submitted for the March 13, 2009 IC meeting. Sandy Johnson, Michael's proxy for the 03-13-09 meeting, was not able to get to the meeting in time to present the report. Michael pointed out that 04-02-09, the date Russell received the written report, is somewhat misleading as it was to be presented at the 03-13-09 meeting. As a result, some of the information contained in the report posted for the 04-03-09 IC meeting may be somewhat out of date.
 - ii. Michael reported that he has met with John Velat in moving forward with the draft Information Services policy. Suggestions have been made regarding the draft policy. Michael noted that the draft policy may be perceived as a legal document and language has been suggested, and he is waiting for a response from John Velat. Michael added that the policy was held up for sometime because it was initially sent to the lawyer for review.
 - iii. Michael reported that the subcommittee is finalizing guidelines for development and management of Internet courses at NPC. Mark stated that the submission deadline is April 17, 2009 to allow adequate time for IC member review of the draft prior to the April 24th IC meeting. Michael indicated that the subcommittee should not have any difficulty meeting the 04-17-09 deadline.
 - iv. Mark informed IC members that he has asked the Learning Technologies subcommittee to talk to Mira White regarding use of the printers in the audio and video classrooms. If the subcommittee does not agree that the issue is something it should address, the

issue should be kicked back to IC with a recommendation regarding who should address the issue.

- c. Placement
 - i. No report.
 - ii. Mark informed IC members that he made all of the placement changes that were approved by IC and the District Governing Board. Cindy has made the requisite system changes and the advising staff has been informed of changes that will begin fall 2009. The catalog, schedule and placement handbook will be updated to reflect the approved changes.
 - iii. Shannon reminded Mark that when placement changes are made, TLC needs to be included in the distribution of updated placement information.
- d. Professional Development
 - i. IC members reviewed the recommendations posted on MyNPC.
 - ii. Kenny noted that the subcommittee is not currently in favor of providing funding for tuition expenses for educational upgrades. He added that this should be reexamined in the 09-10 academic year.
 - iii. The subcommittee has also discussed splitting the budget in an effort to ensure that applications are received in a timely manner.
 - iv. Responding to a question from Bill, Kenny explained that the moratorium on out of state travel still stands.
 - v. Kenny also indicated that the subcommittee has discussed spending funds for in-house programs.
 - vi. Kenny indicated that the subcommittee would like to see the recommendations go into effect for the remainder of this academic year and carry forward to the next.
 - vii. Suggestions: formulate guidelines to address who funds, how, and what percentage of overall budget is to be devoted to in-house activities, etc. The subcommittee should also include input from the Faculty Association. The finalized recommendations and guidelines should be presented to IC as an action item after faculty input is received (May 8, 2009 meeting).

III. ACRES Curriculum

- a. CIS program modification: add CIS 125, CIS 150, CIS 250, CIS 265 and CIS 275 to list of required electives for the AAS and CAS in CIS.
 - i. CIS program modification, as listed above, approved with 9 affirmative votes.
- b. Modification to CIS 217: change course prerequisite from CIS 110 and CIS 170, or instructor permission to CIS 111 or instructor permission.
 - i. CIS 217 course prerequisite changes, as listed above, approved with 8 affirmative votes.
- c. TMP program modification: increase core requirements from 32 to 35 credit hours by adding TMP 225; delete 3 credit hours of SBM courses from required electives.
 - i. IC members decided to indicate *Needs Revision* in regard to *first semester* language in course description. No action taken.
- d. LPN to RN Transition: revision of program description tabled at last IC meeting pending clarification of use of *transfer* and *assessed* credit.
 - i. Revision: change *transfer* to *assessed* in program description.
 - ii. Patrick moved to approve the revision to the program description as amended; second by Kenny.
 - iii. The program description, as amended, was approved unanimously.
- e. ECD 185: new course
 - i. ECD 185 approved with 9 affirmative votes.
 - ii. Task: Eric to add rationale field to the new course ACRES form.

IV. Curriculum

- a. CIS 295, Applied Project in CIS: new course, revised.
 - i. Registration solution due to prerequisites: obtain instructor permission and contact CTE dean for override.
 - ii. Shannon moved to approve CIS 295; second by Patrick.
 - iii. CIS 295 approved unanimously.
- b. New CIS area of specialization: Web Design
 - i. Ruth moved to approve the Web Design area of specialization as presented; second by Jeannie.
 - ii. Web Design area of specialization in CIS approved unanimously.
- c. New CIS area of specialization: Web Development
 - i. Bill moved to approve the Web Development area of specialization as presented; second by Kenny.
 - ii. Web Development area of specialization in CIS approved unanimously.
- d. Program modifications: AAS-CTP, AAS-CTB
 - i. Modifications to reflect modifications to CIS courses: new title for CIS 100, deletion of CIS 110 and CIS 170, and addition of CIS 111 and CIS 170.
 - ii. Patrick moved to approve program changes to the AAS-CTP and AAS-CTB as presented; second by Bill.
 - iii. Programs changes to AAS-CTP and AAS-CTB approved unanimously.
- e. Program modifications: AAS-CIS
 - i. Modifications to reflect modifications to CIS courses: new title for CIS 100, deletion of CIS 110 and CIS 170, and addition of CIS 111 and CIS 170, deletion of CIS 186 and the added option of ENL 102 to satisfy communications requirements.
 - ii. Patrick moved to approve AAS-CIS program changes as presented; second by Ruth.
 - iii. AAS-CIS program changes approved unanimously.
- f. Program modifications: AAS-Electronics Technology
 - i. Modifications to reflect modifications to CIS courses: new title for CIS 100, deletion of CIS 110 and CIS 170, and addition of CIS 111 and CIS 170.
 - ii. Patrick moved to approve AAS-Electronics Technology program changes as presented; second by Michael.
 - iii. AAS-Electronic Technology program changes approved unanimously.

V. Old Business not related to curriculum

- a. Presentation of Plagiarism "Traffic School" by Trudy Bender.
 - i. Trudy not in attendance. Presentation tabled and to be addressed at the 04-24-09 IC meeting.
- b. Presentation of student retention proposal by Jake Hinton.
 - i. Proposal posted on MyNPC.
 - ii. Faculty members would be required to issue statuses of U, S or W on their MyNPC FTSE rosters. This would initiate the distribution of progress reports to students with U or W status. The student would be notified, by a letter from the Records and Registration office, of services available to help them--important drop deadlines and a message encouraging students to contact their instructor for assistance with course materials.
 - iii. Benefits: communication is broadened between faculty, students and advising staff and students are made aware of resources available to them.
 - iv. Naming questions: *Midterm status* or *Midterm grade?* *FTSE roster* or *Midterm roster?*
 - v. Previous issue: how does IC define satisfactory and unsatisfactory?
 - vi. Discussion of previously submitted Placement subcommittee report and recommendations.

1. Citing a discussion with Sandy Johnson, Michael stated that it was his understanding that notification of student co-enrollment in TLC courses by advisors to faculty members was a not a responsibility that advisors wanted to shoulder.
2. Eric offered that the difficulty in tracking TLC co-enrollment and notifications to faculty by advisors was not the issue that prevented approval of that particular placement recommendation. Mark further clarified by explaining that the student retention proposal was on the table at the same time placement recommendations were being addressed by IC. Mark explained that the placement committee recommendation was an attempt to create a similar response, regardless of TLC co-enrollment. The student retention proposal seemed like a simpler solution because it would use the FTSE roster mechanism already in place.
3. Michael stated that faculty already talk with their students, make arrangements for tutor services, encourage group study and refer students to other services available on a regular basis. Michael suggested that the main issue is not notification rather a question of available resources. Michael commented that sometimes referred students face resistance from support staff and that resource information for faculty members is not always consistent. Michael suggested that an examination of the resources available was paramount.
4. Shannon suggested that the notification message should also include language directing students to the Writing Centers for assistance.
5. Michael stated that the Faculty Association would like the opportunity to assist with work on this issue. Michael suggested the proposal be tabled because it impacts faculty members who have not been consulted. Michael stressed the importance of faculty “buy-in” which may occur if the Faculty Association is given a chance to contribute to this process.
6. Bill suggested that it is better to let the student know there is a problem. Despite regular instructor feedback, such as remarks on a graded paper, some students do not accept there is a problem until they see some official notification from the school. Jake explained that he had conducted a student survey and they indicated that they would like to be notified.
7. John commented that faculty should have input on the notification message and the process after a student receives a U or W status.
8. Michael moved that it is the recommendation of the Faculty Association that this proposal be tabled so that Jake and faculty can discuss the report in detail and faculty can provide input, particularly on proposal items F and G.
 - a. Motion to table died due to lack of a second.
9. Patrick moved that IC accept the report with the requirement that items F and G be submitted to the Faculty Association for their additional input on the formulation of the message to students; second by Kenny.
 - a. Motion passed by a majority vote.
10. John moved that the report be submitted to the Faculty Association for comment and recommendations and forward faculty input to Jake no later than May 4, 2009; second by Patrick.
 - a. Motion passed unanimously.

- c. Discussion of late registration adds and withdrawals
 - i. Question: how do NPC policies regarding late registration compare to other Arizona community colleges?
 1. See information posted on MyNPC.
 - ii. Task: Agenda for action for the April 24 IC meeting.
 - iii. Task: Mark to put information into matrix and send to Russell to post on MyNPC.
 - iv. Discussion:
 1. Eric suggested that it would be difficult to establish a institution based policy given we offer: semester length courses that operate like short-term classes, short-term classes and multicourse labs that offer a mix of classes that vary by number of credit hours.
 2. Mark commented that given the wide range of classes offered by NPC, an extremely restrictive policy does not make sense for the college. Question: what approach should we take?
 3. Bill asked why we would not just leave it up to the instructor to decide whether to authorize late registration. Mark responded by saying that different instructors may treat late registration differently and this variance may result in student confusion regarding registration policy.
 4. Eric commented that student withdrawal, with instructor permission, which is our current policy, is fairly standard and not really an issue. What is a greater source of concern is the amount of faculty discretion with regard to adds deep in the semester.
 5. Institutional integrity is of great concern to Don. When a student receives a grade for a class, after registering very late in the semester, the college is, in effect, saying that the student met the required contact hours which is not the case.
 6. If a student demonstrates advanced skill, instead of registering late, the student should be advised to seek credit by examination. This also avoids putting the student in the situation of possibly having to withdraw. While there is no difference on the transcript, there is internal documentation showing the student received credit by examination instead of registering for the class.

Next meeting: 04-24-09, Audio, 9-11:30am.