

Instructional Council (IC)

01/30/09, SCC

In attendance:

Voting Members: Mark Vest (Chair), Peggy Belknap, Michael Lawson (proxy for M. Solomonson), Ruth Zimmerman, Lynn Browne-Wagner, Bill Bohn, Kenny Keith, Bobette Welch (proxy for P. Canary), Jeannie McCabe, Sandy Johnson (proxy for C. Lewis)

Non-Voting Members: Eric Henderson, Trudy Bender, Cindy Hildebrand, Jake Hinton

Guests/presenters: Curtis Casey, Don Richie, Thomas Munde

- I. Approval of 01-16-09 IC minutes
 - a. Brown-Wagner moved to approve the 01-16-09 IC minutes; second by Zimmerman.
 - b. 01-16-09 IC minutes approved unanimously.
- II. Subcommittee reports
 - a. Instructional Technology
 - i. Propose changing subcommittee name from Instructional Technology to Learning Technologies.
 1. Change in name would provide clear distinction from all previous NPC technology committees of the past and signal a clear break from previous technology committee activities.
 2. Keith moved to approve the subcommittee name change to Learning Technologies; second by Browne-Wagner.
 3. Subcommittee name change approved unanimously.
 - ii. Review, discussion and approval of subcommittee general charge.
 1. IC members reviewed the proposed charge and suggested revisions.
 2. Browne-Wagner moved to approve the following general charge to the Learning Technologies subcommittee: *The Learning Technologies subcommittee of the Instructional Council reviews, evaluates and recommends NPC's implementation of existing and emergent technologies to enhance the delivery and continuous improvement of instruction and learning at the College for the benefit of students and faculty.* Second by Welch.
 3. Motion to approve the Learning Technologies subcommittee general charge passed by majority vote; Belknap was opposed.
 - iii. Subcommittee recommendation regarding HLC change request.
 1. The Learning Technologies subcommittee recommended that NPC not pursue the HLC online change request at this time. *See 01-30-09 report to IC handout.*

2. Lawson received word from Donna Ashcraft that hybrid courses, currently, may not be used according to HLC online degree guidelines. Vest to seek clarification on use of hybrids (example: use by Rio Salado).
 3. Belknap moved that IC accept, and forward to the President, the Learning Technologies subcommittee recommendation not to pursue the HLC online change request at this time; second by Browne-Wagner.
 - a. Motion approved unanimously.
- b. Placement
- i. IC members resumed review, discussion and considered acceptance of Placement subcommittee recommendations 5, 6, 7 and 8 (*see Placement report and recommendations handout*).
 1. Recommendation 5: *The Placement Policy for the 2009-2010 school year be changed to include processes and procedures in order for Academic Advisors to monitor students' progress that are co-enrolled in math or English classes based on their placement scores.*
 2. Advising staff have informed Johnson of the concern that faculty knowledge of student co-enrollment, may, somehow negatively impact students.
 3. Johnson acknowledged the increased workload for advising staff but noted that instructors of large classes are not able to take the time to individually assist co-enrolled students.
 4. IC members discussed the possibility of identifying at-risk students on the 45th day of the semester by asking instructors to indicate if a student's performance is satisfactory or unsatisfactory. Task: List 45th day intervention as an agenda action item for the 02-13-09 IC meeting.
 5. Belknap moved the IC not accept Placement recommendation 5 as written; second by Browne-Wagner.
 - a. Motion not to accept approved by a majority. Johnson was opposed.
 6. Johnson noted that Placement recommendations 6, 7, and 8 were approved last year but not implemented.
 - a. The Placement subcommittee will need to work with Institutional Research to develop data collection and analysis procedures.
 7. Belknap moved to approve Placement recommendations 6, 7, and 8; second by Lawson.
 - a. Motion to approve passed unanimously.
- c. Assessment of Student Knowledge
- i. Henderson reported that the ASK group met with the HLC assessment academy mentor yesterday (01-29-09). The mentor provided good suggestions on how to approach general education. ASK is focusing on humanities and social sciences this year.
 - ii. Reading day is scheduled for Friday, February 6th at SCC.
 - iii. Those requiring assistance after Reading Day are to contact Henderson.
 - iv. Henderson presented the ASK report from 01-16-09 to IC members (*see ASK report handout*).
- d. Professional Development
- i. No report.

- e. Business Plan Task Force update to IC.
 - i. A teleconference was only attended by two members. Belknap submitted meeting notes to IC for review.
 - ii. The task force is formed and has rescheduled a meeting for February 12.
 - iii. Belknap estimated that the task force would only meet a couple of times and be ready to present a business plan template by the first IC meeting in April.

III. Curriculum

- a. Follow-up on CIS 230/235 to AIS 231/232 conversion.
 - i. Russell informed IC members that the CTE division did submit an attachment to the CIS to AIS program modification sheet for the 12-12-09 meeting and that all 25 instances of CIS 230 in the catalog were listed.
 - ii. Dr. Richie addressed IC members and confirmed that all divisions had been informed of the affects to programs included in the CIS to AIS conversion.
 - iii. Russell reported to IC members that a motion to delete CIS 235 from the AAS-Computer Technology in Business degree was in error. CIS 235 is listed as a required elective in the AAS-Computer Information Systems degree.
 - 1. IC members decided that since the original motion was made in error it was moot and did not have to be formally rescinded.
 - 2. Corrective action: Belknap moved to delete CIS 235 from the AAS-Computer Information Systems list of degree required electives; second by Browne-Wagner.
 - a. Motion passed unanimously.
- b. Music
 - i. Belknap moved to approve MUS 155G-Flute; second by Bohn.
 - 1. Motion to approve passed unanimously.
- c. EMT
 - i. McCabe moved to approve the AAS in Paramedicine degree; second by Johnson.
 - 1. Motion to approve passed with a majority of votes; Abstentions by Belknap and Browne-Wagner.
 - ii. McCabe moved to approve the Certificate of Applied Science in Paramedicine; second by Welch.
 - 1. Motion to approve passed with a majority of votes; Abstentions by Belknap and Browne-Wagner.
 - iii. Zimmerman moved to approve the Certificate of Proficiency in Paramedicine; second by Keith.
 - 1. Motion to approve passed with a majority of votes; Abstentions by Belknap and Browne-Wagner.
- d. English
 - i. Belknap moved to approve the removal of CIS 115 as a prerequisite for ENL 203 and ENL 204; second by Browne-Wagner.
 - 1. Motion to remove CIS 115 as prerequisites for ENL 203 and ENL 204 approved by a majority; abstention by Welch.
- e. SPT
 - i. Deletion of SPT 166, 167, 250, 266 and 267 utilizing ACRES
 - 1. IC members given information and demonstration of ACRES prior to SPT deletions.
 - a. Henderson reported that all IC members and most faculty members have access to ACRES.

2. Browne-Wagner moved to approve offering BIO 201 as an Internet hybrid course in addition to the traditional version of BIO 201; second by McCabe.
 - a. Motion to approve BIO 201 as an Internet hybrid class passed by unanimous vote.
 3. Henderson asked IC members to provide ACRES form feedback including identifying items that are missing or need to be added.
- g. ATO
- i. Changes were made to the ATO curriculum submissions on 01-29-09. Dickerson received an email from Casey with the corrected ATO submissions attached and brought digital copies to the meeting. Casey indicated that he also had copies of the corrected ATO curriculum submissions and would be happy to walk IC members through the relatively minor changes. Vest asked IC members if they wanted to proceed even though IC members had far less than the required amount of review time.
 - ii. Belknap moved to table all ATO curriculum items; second by Browne-Wagner.
 1. IC members discussed whether to address ATO items.
 2. Motion to table all ATO curriculum items did not pass.
 - iii. Change course number of ATO 101 to ATO 103 to reflect increase in credit hours to better match industry standards. IC members reviewed ATO 103 and noted that proposed modifications should be changed to new course.
 1. McCabe moved to approve ATO as amended (new course); second by Lawson.
 - a. Motion to approve ATO 103 as a new course passed by majority vote; abstention by Belknap.
 2. IC members informed Casey that the deletion of existing course ATO 101 needs to occur at the 02-13-09 IC meeting.
 - iv. Change course number of ATO 206 to ATO 205 to reflect change in credit hours to better match industry standards. IC members reviewed ATO 205 and noted that the proposed modification is actually a decrease (5cr to 4cr) not an increase and that ATO 205 is a new course.
 1. Johnson moved to approve ATO 205 as amended (indicate new course, change increase to decrease); second by McCabe.
 - a. Motion to approve ATO 205 as amended passed by majority vote; abstentions from Belknap and Browne-Wagner.
 2. IC members informed Casey that the deletion of existing course ATO 206 needs to occur at the 02-13-09 IC meeting.
 - v. ATO new courses:
 1. ATO 107
 - a. Belknap moved to approve new course ATO 107; second by Browne-Wagner. Motion approved by unanimous vote.
 2. ATO 108
 - a. Amend: list prerequisite as ATO 107, not Engine Repair I; delete second line of course title.
 - b. Browne-Wagner moved to approve ATO 108 as amended; second by McCabe. Motion approved by majority vote; abstention by Belknap.
 3. ATO 109

- a. Browne-Wagner moved to approve ATO 109; second by Zimmerman. Motion approved unanimously.
4. ATO 110
 - a. Amend: list prerequisite as ATO 109.
 - b. McCabe moved to approve ATO 109 as amended; second by Johnson. Motion approved by majority vote; abstention by Belknap.
5. ATO 111
 - a. Amend: list prerequisite as ATO 110.
 - b. Zimmerman moved to approve ATO 110 as amended; second by Browne-Wagner. Motion approved by majority vote; abstention by Belknap.
6. ATO 112
 - a. Belknap moved to approve ATO 112; second by McCabe. Motion approved unanimously.
7. ATO 113
 - a. Amend: list prerequisite as ATO 112.
 - b. Belknap moved to approve ATO 112 as amended; second by Browne-Wagner. Motion approved unanimously.
8. ATO 114
 - a. McCabe moved to approve ATO 114; second by Lawson. Motion approved unanimously.
9. ATO 115
 - a. Amend: remove course title from prerequisite.
 - b. Zimmerman moved to approve ATO 115 as amended; second by Browne-Wagner. Motion approved unanimously.
10. ATO 207
 - a. Amend: should read 'electronics' in course title and rationale; should be 3 credit hours.
 - b. Johnson moved to approve ATP 207 as amended; second by Keith. Motion approved unanimously.
11. ATO 208
 - a. Amend: should read as 'electronics' in course title; change prerequisite to ATO 207.
 - b. Belknap moved to approve ATO 207 as amended; second by Browne-Wagner. Motion approved unanimously.
12. ATO 209
 - a. Amend: should read as 'electronics' in course title; change prerequisite to ATO 208.
 - b. McCabe moved to approve ATO 209 as amended; second by Keith. Motion approved unanimously.
13. ATO 210
 - a. Browne-Wagner moved to approve ATO 210; second by Zimmerman. Motion approved unanimously.
14. ATO 212
 - a. Amend: change implementation date to fall 2009.
 - b. Browne-Wagner moved to approve ATO 212 as amended; second by Welch. Motion approved unanimously.

- vi. ATO deletions
 - 1. Deletions required for 02-13-09 IC meeting: ATO 101, ATO 206 and current ATO certificate of proficiency.
 - 2. Belknap moved to approve the deletion of ATO 100, 102, 104, 106, 200, 202 and 204 from the catalog and course bank; second by Browne-Wagner. Motion approved unanimously.
- vii. ATO program expansion
 - 1. Casey and Richie fielded ATO questions from IC members.
 - a. NPC able to offer expanded ATO offerings now that 12,000 square foot facility now in place in Show Low.
 - b. Will request to be an ASE testing facility.
 - c. ATO program will also be open to non-NAVIT students with day and night classes. ATO offerings will also help dual enrollment.
 - d. According to Munde, the current ATO program has an 80% placement rate.
 - e. Dr. Richie indicated that the ATO program can be expanded at current budgetary levels.
 - 2. ATO AAS degree
 - a. Suggested revisions: include math statement to read '*MAT 101 or MAT 103 or MAT 105 or MAT 109 or MAT 112 or any MAT class for which MAT 112 is a prerequisite.*'
 - b. Revised ATO AAS degree to be brought back to 02-13-09 IC meeting for review.
 - 3. ATO Certificate of Applied Science degree
 - a. Suggested revisions: include math statement to read '*MAT 101 or MAT 103 or MAT 105 or MAT 109 or MAT 112 or any MAT class for which MAT 112 is a prerequisite.*'; delete Welding from program proposal form; list CAS requirements as Level 1, Level 2 plus ATO 111.
 - 4. ATO Certificates of Proficiency
 - a. Suggested revisions: add ATO 103 to each certificate of proficiency.
 - 5. Browne-Wagner moved that the suggested revisions be incorporated into the ATO AAS, CAS and CoPs and returned to IC for review; second by Zimmerman. Motion passed unanimously.

IV. New business not related to curriculum

- a. Dr. Richie presented concerns to IC regarding late student registration.
 - i. Allowing a student to register up to the last day (with instructor permission) raises issues of academic integrity for NPC. By allowing a student to register late and receive a grade, NPC is saying that the student has met the required number of course contact hours.
 - ii. Late registration forces a student to rush to get caught up and creates additional work for the instructor to help the student get caught up.
 - iii. Late registration can negatively affect face to face as well as multicourse labs.
 - iv. Additional work is created for the Information Services department for late registration in computer courses that require installation of specific software.
 - v. Dr. Richie asked IC to look at the late add policy and determine whether an absolute last day for adds is necessary.

- vi. IC members discussed the current late registration policy.
 1. Currently, only instructor permission is required for late registration in classes that are not full.
 2. Include input from the deans? Deans are unaware of late registrations unless a capacity override is requested.
 3. Possible registration cut-off date: FTSE day.
 4. IC members to address late registration issue at last February meeting (action item).
 - b. Discussion of withdrawal issues.
 - i. IC members to consider current withdrawal policy including what appears on a student's transcript, required authorizations, guidelines for faculty and use of the incomplete form.
 - ii. While there is no firm policy that directs faculty to issue an F or W, some faculty members of IC noted that discretion and flexibility are needed to deal with grading matters on a course by course basis.
 - iii. Task: Vest to pull late registration and incomplete grade information from the other state community colleges for comparison.
 - iv. IC members to address withdrawal issue at last February meeting (action item).
 - c. Discuss rescheduling March 27 IC meeting (falls over spring break).
 - i. Move March 27 IC meeting up a week to March 20? IC members discussed this option and the consensus was that March 20 would greatly interfere with other scheduled meetings and time obligations.
 - ii. Cancel the March 27 IC meeting and extend the 03-13-09 IC meeting? IC members preferred this option. Task: Russell to check with support center to see if it is possible to extend IC time on Audio.
- V. Old business not related to curriculum
- a. ACRES
 - i. Authority levels, routing chains, review of ACRES forms and call for ACRES form feedback covered during the ACRES demonstration earlier in the meeting (*see items III, e and III, f*).

Multiple IC members moved to adjourn; second by Lawson.

Motion passed unanimously. Meeting adjourned.

Next IC meeting: Friday, February 13th, 9:00-11:30am on Audio.