

Northland Pioneer College

Instructional Council (IC)

09-13-13

Voting Members Present: Clover Baum, Janice Cortina, Brian Gardner, Eric Henderson, Rickey Jackson, Ryan Jones, Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present: Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma, Leslie Wasson and Hallie Lucas (recorder)
Guests: Susan Acton, Rich Harris and Gary Mack

(NOTE: Some items were taken out of order from original agenda.)

- I. Roll Call
- II. Approval of 04-26-13 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 04-26-13; **SECOND** by Clover.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. IC Role Validating Dual Enrollment (DE) Course Decisions – Mark Vest
 - i. Last year, the DE Subcommittee developed a process for DE, including how to request a course for DE that is not already on the approved DE course list (list also dictates some specifics for special requirements for the DE course).
 1. Holbrook High School (HHS) requested that they be allowed to teach Calculus as a semester-long course, doing extra work in course to meet the contact time; and, the DE Subcommittee has approved that request. The question is whether IC needs to validate the decision from the DE Subcommittee; and, a discussion followed regarding that matter, including reference to the DE State Statute 15-1821.01.
 - a. Julie **MOVED** that we approve the request from HHS to allow them to teach Calculus as a semester-long course and that policy regarding course exceptions will be set at a later date by IC. **SECOND** by Ryan R.
 - i. Motion **APPROVED** by unanimous vote.
 2. **Task:** Mark will let Rich Harris know that we will deal with policy regarding approving DE special requests for courses at the 09-27-13 IC Meeting.
 - b. Address Subcommittee Charges at Next IC Meeting? – Mark Vest
 - i. There were no objections or concerns from IC to invite a representative from each IC Subcommittee to come to the 09-27-13 IC Meeting to accept their charge from IC. Mark gave an overview of the responsibilities of each IC Subcommittee.
 - ii. **Task:** Mark and Hallie will look at the IC Subcommittee list and determine who to invite, as a representative of the Subcommittee, to the 09-27-13 IC Meeting to receive their charge.

- iii. **Task:** Hallie will post the IC Subcommittee charges from last year in MyNPC for the IC Members to review for the 09-27-13 IC Meeting.
- IV. Curriculum
 - a. New Programs - none
 - b. Program Modifications - none
 - c. ACRES
 - i. No outstanding courses in ACRES!!!!
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. A reminder was given that IC voting members cannot vote on their own curriculum.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
 - a. Curriculum Review Calendar 2013-2014 – Mark Vest
 - i. There was discussion regarding this proposed calendar and the specifics contained therein.
 - ii. Ryan R. **MOVED** that we approve the Curriculum Review Calendar for 2013-2014, including the suggested changes reflected in the proposed document. **SECOND** by Ken.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Record Retention for Faculty Professional Development Applications (FPDA) – Hallie Lucas
 - i. Hallie gave an overview of the Arizona State Library, Archives and Public Records (ASLAPR) section that we believe pertains to the FDPA and asked that the Office of Learning be allowed to keep FPDAs for 3 fiscal years, with the documents also going to Human Resources for the employee’s file.
 - 1. Ken **MOVED** that we approve the request to keep FPDAs in the Office of Learning for 3 fiscal years, as supported by ASLAPR. **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 - c. Team Teaching – Ryan Rademacher and Leslie Wasson
 - i. There was a discussion regarding formalizing team teaching and how it should be implemented. Ryan R. and Leslie produced a Team Teaching Contract draft that would be kept on file in the dean’s office. If IC decides to formalize this process in the future, the load factor will need to be codified into procedure.
 - 1. Eric **MOVED** that we adopt this Team Teaching Contract/process as a pilot for SP14 adoption. **SECOND** Ryan J.
 - a. **DISCUSSION:** Leslie and Ryan R. were asked to come back to IC later this Fall with a plan to evaluate the pilot, including instructor evaluations.
 - b. Motion **APPROVED** by unanimous vote.
 - 2. **Task:** Ryan R. and Leslie will send an e-mail to the Deans and all full-time Faculty regarding our newly approved pilot process for Team Teaching courses.
 - 3. **Task:** Hallie will add Team Teaching as an agenda item for the next Deans’ Meeting.
 - d. Articulation Agreement – Grand Canyon University – Mark Vest
 - i. It was decided that more time was needed to review this document.

1. **Task:** Hallie will move this agenda item to the next IC Meeting and will invite Peg Erdman to attend that meeting.

VII. Other

- a. **Task:** Hallie will send IC Agenda for each IC Meeting to all full-time Faculty.
- b. Since IC Meetings will be in Video the first meeting of each month, IC members were encouraged to either print out the agenda/documents or be prepared to view them in MyNPC during the meeting.

VIII. Adjournment

- a. Ryan R. **MOVED** the meeting be adjourned; **SECOND** by Ken.
 - i. Motion to adjourn **APPROVED** unanimously.

Approved