

Northland Pioneer College

Instructional Council (IC)

10-25-13

Voting Members Present: Peggy Belknap (proxy for Rickey Jackson), Janice Cortina, Brian Gardner, Eric Henderson, Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present: Susan Acton, Cindy Hildebrand, Wei Ma, Leslie Wasson and Hallie Lucas (recorder)
Guests: Peg Erdman, Thomas Hodgkins and David Smith

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

- I. Roll Call
- II. Approval of 10-11-13 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 10-11-13; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Charges to IC Subcommittees
 - i. Placement (PL) – Thomas Hodgkins and David Smith
 1. There was discussion regarding the progress that PL has made toward their Charge from IC for 2012-2013; their report is due January 2014.
 2. Julie **MOVED** that we scrap the current charge and that we accept Rickey Jackson’s suggested charge to; 1) evaluate placement trends in the State of Arizona; 2) check with the Community College Research Center at Columbia University to help determine trends; 3) based on the research resulting from #1 and #2 of the charge, give a recommendation to IC at the last meeting in February 2014. **SECOND** by Peggy.
 - a. Motion **APPROVED** by unanimous vote.
 3. Peggy **MOVED** that within the next two weeks that the Faculty Association identifies to IC members of the PL Subcommittee, along with a Chair recommendation. **SECOND** by Ken.
 - a. **DISCUSSION** included whether or not there was a need to give a two week timeframe to Faculty Association for other Subcommittee membership.
 - b. Motion **APPROVED** by unanimous vote.
 - ii. Learning Technology (LT) – Wei Ma
 1. There was a great deal of discussion regarding the best way to handle legacy courses, as it relates to the Quality Matters Rubric (QMR).
 2. Peggy **MOVED** that legacy online courses have to meet the QMR or they will not be scheduled, beginning FA14; and, the two mechanisms to meet the requirement are a peer review process with Learning Technology Subcommittee or work directly with Wei Ma. **SECOND** by Ryan R.

- a. **DISCUSSION** included concern for the recommended timeline due to the deadline of the NPC Course Schedule.
 - b. Peggy **AMENDED** her motion to change the beginning date to SP15. **SECOND** by Ryan R.
 - i. Motion **APPROVED** by majority vote. Eric **ABSTAINED**.
 - c. **Task:** Mark will send out an e-mail to Faculty/Adjunct Faculty notifying them of this decision regarding legacy courses. He will add a statement “If you have a question about whether or not you have a legacy online course affected by this, contact your Deans’ Office”.
 - i. The Deans’ Offices will have to work with the Learning Technology Subcommittee to make sure that they have an accurate list of all these courses.
- b. Determine the Quantity/Composition of each IC Subcommittee – Mark Vest
- i. An old document (College Operations, General – Professional Development Committees) from 2003-2004 was referenced, which demonstrated that there previously was a definition of the quantity/composition of the IC Professional Development Subcommittee.
 - ii. Specific recommendations from IC for quantity/composition of each Subcommittee include:
 - 1. Dual Enrollment (DE)
 - a. Rich Harris previously submitted an e-mail with his recommendations for the quantity/composition of the DE Subcommittee and a discussion followed by IC.
 - b. Eric **MOVED** that the quantity/composition of the DE Subcommittee be made up of the following 9 Faculty members – 3 from Arts and Sciences (A&S), 5 from Career and Technical Education (CTE), 1 from Nursing and Allied Health (N&AH), with the Subcommittee choosing their chair; **SECOND** by Ryan R.
 - i. Motion **APPROVED** by unanimous vote.
 - 2. LT
 - a. Wei Ma spoke on behalf of LT and noted that when they had their last meeting they didn’t have a quorum, and a discussion by IC followed.
 - b. Julie **MOVED** that the quantity/composition of the LT Subcommittee **A** be made up of the following 5-6 people with Faculty Members representing all the teaching modalities Audio/Video, Model Classroom, live, online and lab based, as well the Audio/Video Technician. **SECOND** by Carol.
 - i. **DISCUSSION** – LT will decide what to call this Subcommittee.
 - ii. Motion **APPROVED** by unanimous vote.
 - c. Julie **MOVED** that we accept recommendation #2 from the LT Subcommittee Report for October 2013 which states “A subcommittee that will be responsible for evaluating online courses. We are particularly looking for instructors who teach online, plan to teach online, or are interested in online education for any reason. We are looking for at least 6

members for this subcommittee, who will work with current Learning Technology members in 3 person teams.” This is group will be designated as LT Subcommittee **B**. **SECOND** by Eric.

i. Motion **APPROVED** by unanimous vote.

3. PL

a. David Smith spoke on behalf of the Subcommittee, in the absence of the Chair and gave a recommendation for membership. Julie **MOVED** that that the quantity/composition of the PL Subcommittee be made up of the following 5-6 people – a Faculty member from Developmental Services (DEV), CTE, A&S and N&AH, as well as an Academic Adviser. **SECOND** by Ken.

i. **DISCUSSION** – the Dean of Student Services will identify the Academic Adviser to serve on PL.

ii. Motion **APPROVED** by unanimous vote.

4. Catalog Review (CR)

a. Thomas Hodgkins, Chair of CR, gave his recommendations for membership on the Subcommittee. Ken **MOVED** that the quantity/composition of the CR Subcommittee be made up of the following 6 people – 1 Faculty member from DEV, CTE, A&S and N&AH, as well as the Dean of Student Services and a representative from Marketing and Public Relations. **SECOND** by Ryan R.

i. Motion **APPROVED** by unanimous vote.

iii. **Task:** Mark and Hallie will send an e-mail to Faculty Association letting them know the quantity/composition of the IC Subcommittees. There was general agreement by IC that the Faculty Association should be responsible for shifting the membership of the IC Subcommittees, as established by the IC determined quantity/composition of each.

c. Assessment of Student Knowledge Subcommittee – no report

d. LT Subcommittee – report deferred to next IC Meeting

e. NAVIT Subcommittee – no report

f. Professional Development (PD) Subcommittee – report deferred to next IC Meeting

i. IC members were asked to review this report before the next IC Meeting, as it is a proposed shift from last year’s/this year’s charge to PD. Questions to consider are: 1) identify the difference between professional development and training; 2) does the Faculty Professional Development Application (FPDA) need to be changed?

ii. **Task:** Hallie will post the FPDA in MyNPC for IC Members to review.

IV. Curriculum

a. New Programs - none

b. Program Modifications

i. Paramedic to RN Program Modification – Peg Erdman

1. Peg reported that the Arizona State Board of Nursing did not approve the program. They suggested that it more closely mirror our current LPN to RN program; and, Peg gave an overview of the proposed program changes.

2. **Task:** Peg will provide a strike-through catalog format document for the Paramedic to RN Program Modification.
- ii. FRS Program Modification – Stuart Bishop
 1. Stuart gave an overview of the proposed changes to the FRS Program and noted that by following the Fire and Emergency Services Higher Education (FESHE) model, it would allow the capability of receiving national accreditation. Currently, 4 of the 10 community colleges in Arizona support the FESHE model. He asked IC if there are any questions or concerns with the proposal.
 - a. Under Arts and Humanities, there was a great deal of discussion regarding whether or not PHL 105 should be included as a recommended course.
 - b. Stuart was encouraged to speak with Financial Aid regarding sequencing of CP to CAS to AAS, especially as it pertains to FRS 104 in the proposal.
 2. Ryan **MOVED** that we give Stuart permission to proceed with pursuing a FRS Program Modification; **SECOND** by Julie.
 - a. Motion **APPROVED** by majority vote.
 - b. Peggy **ABSTAINED**.

c. ACRES

i. NUR 123 – Peg Erdman

1. There was a great deal of discussion regarding lecture/lab/clinical hours and it was agreed that the following changes need to be made to the course:
 - a. Clinical hours 9 (144 hours of clinical divided by 16 weeks = 9) (3-1 ratio)
 - b. Lab hours 0 (2-1 ratio)
 - c. Co-requisites NUR 117 and NUR 118 (remove remainder of verbiage on that line)
2. Note – after discussion it was decided that a SP14 implementation date is acceptable, because of special circumstances. When Mark OK's the course at his level, he will make a note that we are allowing a SP14 implementation because the course has not yet been offered.
3. Ken **MOVED** that NUR 123 be returned to the creator to change the co-requisite verbiage to ONLY NUR 117 and NUR 118 and that the following changes be made to the ACRES New Course Form and Modification to an Existing Course Form, so that NUR 123 can be changed to 0 lab hours and 9 clinical hours:
 - a. Add statement "Lecture/Lab/Clinical calculations based on 16 week semester"
 - b. Total Lecture Contact Hours per Week
 - c. Total Lab Contact Hours per Week
 - d. Total Clinical Hours per Week
 - i. **SECOND** by Janice.
 1. Motion **APPROVED** by unanimous vote.
4. **Task:** In ACRES, Mark will send NUR 123 back to the proposer for needed edits.

5. **Task:** Wei will make the needed changes to the ACRES forms and notify IC when the forms are revised.
- d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum – none
 - i. Reminder – do not vote in ACRES if it is your department.
 - ii. Reminder – do not vote on programs in ACRES, as this is done in live meetings.
 - iii. Eric reported that the entire MAT curriculum will come through ACRES in the near future, as they change course descriptions/topics/outcomes, as well as deleting a couple of courses.
- V. Old Business Not Related to Curriculum – none
- a. Internship Manual – Ryan Rademacher
 - i. Ryan R. reported that he had an instructor approach him about concerns with the recently revised/approved Internship Manual, especially as it relates to the pay model and how that is codified.
 - 1. **Task:** Regarding concerns expressed by a Faculty member about the recently revised Internship Manual, Ryan R. will ask the Faculty member to submit his/her concerns in writing to Hallie so that she can add it to the next IC Agenda and invite Jeremy Raisor to come.
- VI. New Business Not Related to Curriculum – none
- VII. Other
- a. Mark reported that there was an extended discussion at the Arizona Chief Academic Officer’s Meeting regarding assessment, including broadening the definition of assessment and redefining what is being assessed (includes things that are more applicable to direct employment programs). He wondered if the NPC ASK Subcommittee might want to consider looking at this possibility.
- VIII. Adjournment
- a. Ryan R. **MOVED** the meeting be adjourned; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.

ii.