

Northland Pioneer College

Instructional Council (IC)

11-08-13

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: Susan Acton, Cindy Hildebrand, Leslie Wasson and Hallie Lucas (recorder)
Guests: Thomas Hodgkins and Chloe Reidhead

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

I. Roll Call

II. Approval of 10-25-13 IC Minutes

a. Ryan R. **MOVED** to approve the minutes of 10-25-13; **SECOND** by Ken.

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

III. IC Subcommittees/Task Forces

a. Charges to IC Subcommittees

i. Learning Technology (LT) – Ryan Jones

1. There was discussion regarding the LT Subcommittee Charge for 2013-2014.

2. Ryan R. **MOVED** that LT continue to evaluate online courses and make recommendations to IC and maintain their charge from 2012-2013; **SECOND** by Carol.

a. Motion **APPROVED** by unanimous vote.

b. Committee List from Faculty Senate – Mark Vest

i. As requested by IC, Mark Vest contacted the Faculty Senate and let them know that there are still issues with a few IC Subcommittee memberships.

1. Dual Enrollment (DE) Subcommittee

a. On the Committee Assignments from Faculty Senate Committees (11-04-13) under Dual Enrollment there is a statement that reads “Requires one Math, one ECD, one English (10-11-13)”. It was noted that this statement is not an IC requirement and it was not voted on by IC.

b. DE currently has one member too many from Arts and Sciences (A&S), and we need three more members from Career and Technical Education (CTE).

i. IC asked that Mark will work with Rich Harris and the Deans to reshuffle the DE Subcommittee.

2. LT Subcommittee

a. IC asked Mark to work with the Deans to see if they can recruit three more Faculty members for the LT Course Review Group (part of the LT Subcommittee).

3. Placement (PL) Subcommittee
 - a. PL needs representation from CTE, Nursing and Allied Health (N&AH) and Developmental Services (DEV). Also, only one A&S Faculty member is needed (not three).
 - i. IC asked that Mark work with the Deans and the Dean of Students to reshuffle the PL Subcommittee.
4. Professional Development (PD) Subcommittee
 - a. After discussion, IC decided to leave it at eight members for 2013-2014.
5. Catalog Review (CR) Subcommittee
 - a. Thomas Hodgkins gave us some names for the CR Subcommittee: 1) Everett Robinson, Marketing and Public Relations (M&PR); 2) Michael Nilsson, M&PR; 3) Bill Solomon; 4) Peterson Yazzie. (Note – these names are in addition to Brian Gardner, Thomas Hodgkins and Jake Hinton-Rivera.) Also, there are currently no DEV Faculty Members who can serve on this Subcommittee, because of other committee commitments.
 - i. IC decided to let CR move ahead with the above listed membership.
 - c. CR Subcommittee – no report
 - d. DE Subcommittee – no report - except - We will be joining National Alliance of Concurrent Enrollment Partnerships (NACEP). Membership and dues have been approved.
 - i. Mark gave an overview of this organization and described the benefits that NPC will likely receive by being a member. He also noted that the fee will come out of the Instructional Support budget.
 - e. LT Subcommittee November 2013 Report – Ryan Jones
 - i. Ryan J. gave an overview of this report.
 - ii. Ryan R. **MOVED** that we accept the LT Subcommittee November 2013 Report; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
 - f. PL Subcommittee – no report
 - g. PD Subcommittee of 11-08-13 Report – Ryan Jones
 - i. Ryan J. gave an overview of this report and noted that their entire budget will likely be used this year, probably before the end of the year.
 - ii. Faculty Professional Development Application (FPDA)
 1. Ryan J. reported that PD is currently working on this application and will, at some point, give suggested changes. There was a great deal of discussion regarding the differences in professional development and training; and, in particular, whether or not there is a difference between maintaining a certification to keep your job and professional development intended to expand/build upon the basic knowledge of the Faculty member. Also, in some cases, it may be more appropriate for the funding to come out of the division budget.
 - iii. Ryan R. **MOVED** that we accept the PD Subcommittee Report of 11-08-13 with the following recommendations: 1) PD will look at the way they will define professional development and training; 2) PD will look at the specific criteria of

how money is allocated; 3) PD will review the FPDA itself and give recommended changes to IC.

1. **SECOND** by Carol.
2. **DISCUSSION** – the Subcommittee will take into consideration input that they have already received from Eric/A&S Chairs.
 - a. Motion **APPROVED** by unanimous vote.
3. **Task**: After the PD Subcommittee determines their recommended changes to the FPDA, Ryan J. will create a strike-through document which clearly shows the recommended additions/deletions.

IV. Curriculum

- a. New Programs - none
- b. Program Modifications
 - i. CIS Program Modification – documentation in ACRES - Kenny Keith (deferred to next IC Meeting so that Kenny Keith can be present)
 - ii. IMO Program Modification – documentation in ACRES – Kenny Keith (deferred to next IC Meeting so that Kenny Keith can be present)
 - iii. COS Program Modification – documentation in ACRES – Chloe Reidhead
 1. Chloe gave an overview of the proposed program modification. None of the content of the courses has changed (each course was simply divided into two courses, because of a contact time issue); and, the proposed change does not require any involvement with the AZ Board of Cosmetology.
 2. The question was raised that for some courses such as COS and NUR the courses are based on 60 minute clock hours and for most courses they are based on 50 minute clock hours. This is something that might need to be clarified in the future.
 3. **Task**: Regarding the document attached to the COS Program Modification in ACRES, Chloe Reidhead will get with Wei Ma to upload the document again, since IC members are unable to open it.
- c. ACRES
 - i. Mark gave a reminder to vote in ACRES, as there are many courses that are pending.
 - ii. MAT 100
 1. It was noted that there has been an HQO 123 Course Modification submitted, which would eliminate MAT 100 as a prerequisite.
 - iii. MAT 121
 1. MAT Department may want to teach this course again in the future
 2. Programs with MAT 121 - it is only an option (rather than a mandatory course)
 3. Course will be left in course bank
 4. It was a consensus of IC that all concerns have been addressed, there are no longer issues and that it is OK to leave MAT 121 in the programs and courses where it is listed.
 - iv. **Task**: Mark will return FRS 136 & 137 to Stuart Bishop for needed changes that he has already identified.
 - v. **Task**: Mark will return NUR 123 to the proposer since it is missing the load. He will also send EMT 130 back to the proposer because the SP14 implementation

- date won't work, since prerequisites cannot be changed mid-year and it is missing load.
- vi. BUS 116 – 60 contact hours does not compute with our recent IC decision to base courses on a 16 week semester – since this course modification was submitted prior to this decision, we will let it stand as is
 - vii. **Task:** Mark will go through all the courses in ACRES and identify the courses that have questions/problems. He will give the list to Hallie (**Task:**) so that she can invite the course proposer to attend the next IC Meeting to address the issues.
 - viii. COS courses – all of the courses submitted have a typo under the rationale portion – it should be existing (instead of exciting). **Task:** Chloe will contact Hallie and ask her to fix them.
- d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. Mark gave a reminder of the IC Curriculum Review Calendar and Processes date which states “all planned program changes must be presented as a written summary/overview to IC no later than the 12-13-13 regular IC meeting...”
 - 1. Rickey plans to bring forth a proposal for a new Certificate of Proficiency (CP) for Education Professions.
 - 2. Eric will submit a proposal to delete a CP and an AAS degree; and, in addition, there will be some small changes to general education.
- V. Old Business Not Related to Curriculum - none
 - VI. New Business Not Related to Curriculum – none
 - VII. Other
 - a. A request will come forward to move the last day that a student can withdraw from a class without a W from the 4th Friday to the 2nd Friday of the semester. Mark explained the reasoning behind this request, including the fact that it is a Financial Aid issue.
 - b. A request has been given to the NPC President from Student Services and Administrative Services to move Convocation to the Monday that Faculty return (both SP and FA semesters). Division/Department meetings likely be that afternoon.
 - c. Academic Calendar Notes:
 - i. For the 2014-2015 Academic Calendar, we need one more instructional day for NAVIT, and it will likely be at the end of May, while Faculty are still on contract.
 - ii. **Task:** Hallie will place the 2015-2016 Academic Calendar on the next IC Agenda.
 - iii. **Task:** Rickey will submit the proposed 2015-2016 Academic Calendar to Hallie no later than 5:00 p.m. on 11-19-13 so she can post it on the IC Group in MyNPC.
- VIII. Adjournment
 - a. Ryan R. **MOVED** the meeting be adjourned; **SECOND** by Rickey.
 - i. Motion **APPROVED** by unanimous vote.