

Northland Pioneer College

Instructional Council (IC)

11-22-13

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, Jake Hinton-Rivera, Leslie Wasson and Hallie Lucas (recorder)

Guests: Jennifer Bishop, Beulah Bob-Pennypacker, Tracy Chase, Kenny Keith, Shannon Newman, Jeremy Raisor, Chloe Reidhead and Doug Seely

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

- I. Roll Call
- II. Approval of 11-08-13 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 11-08-13; **SECOND** by Clover.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Learning Technology (LT) Subcommittee Quantity/Composition – Clarification Needed
 - i. There was discussion regarding the quantity/composition of Learning Technology Subcommittee, especially as it relates to their main subcommittee.
 1. **Task:** Ryan J. will talk to LT Subcommittee about the quantity/composition of the LT Subcommittee (Main).
 - b. Assessment of Student Knowledge (ASK) Subcommittee Report to IC 11-22-13 – Shannon Newman
 - i. Shannon gave an overview of this report and noted that the ASK Subcommittee is always willing to help with assessment questions or resources.
 - ii. Ryan R. **MOVED** that we accept the ASK Subcommittee Report to IC of 11-22-13; **SECOND** by Julie.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Shannon will contact Cynthia Hutton and Gary Mack regarding the need for one more Career and Technical Education Faculty member for the ASK Subcommittee.
 - c. ASK Subcommittee 2012-2013 Assessment of Student Academic Achievement – Shannon Newman
 - i. Shannon gave an overview this summary of the 2012-2013 assessment and noted that the type of assessment done in a department can vary from year to year, depending upon the needs. As we leave the Higher Learning Commission (HLC) Assessment Academy, we will have a sustainability plan, which will ensure that the assessment of general education will continue at NPC.
 - ii. Ryan R. **MOVED** that we accept the 2012-2013 Assessment of Student Academic Achievement Report (dated November 2013); **SECOND** by Ken.

1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Shannon will contact the HLC to solidify dates for NPC to exit the Assessment Academy.
 - d. LT Subcommittee – no report
 - e. NAVIT Subcommittee – no report
 - f. Professional Development Subcommittee – no report
- IV. Curriculum
- a. New Programs - none
 - b. Program Modifications
 - i. COS Program Modification – documentation in ACRES – Chloe Reidhead
 1. Chloe indicated that she will redo the nail technician part of the program at a later date.
 2. Course fees for the program will remain the same and fees in courses affected will be split in half.
 3. It was noted that the 4.5 lab hours have been corrected to properly reflect actual practice.
 4. There are no other questions regarding the COS Program Modification and there is no need for Chloe to come to the next IC Meeting, where it will be approved after the courses have been finalized in ACRES.
 5. **Task:** Chloe Reidhead will work with Beulah Bob-Pennypacker regarding the Pell eligibility for COS Nail Tech.
 - ii. CIS Program Modification – documentation in ACRES - Kenny Keith
 1. Kenny gave an overview of the proposed changes, including some AIS carry over from last year and a couple of course deletions.
 2. Julie **MOVED** to approve the CIS Program Modification; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 3. **Task:** Hallie will submit the CIS Program Modification to the District Governing Board (DGB) for possible approval at the December DGB Meeting.
 - iii. IMO Program Modification – documentation in ACRES – Kenny Keith
 1. Kenny gave an overview of the changes, including clarification in titles of specialization and some AIS clean up from last year.
 2. Clover **MOVED** that we accept this program modification with the edit of removing the phrase “or Certificate of Proficiency” from the Unrestricted Electives statement; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 3. **Task:** Hallie will add the IMO Program Modification to the December DGB for approval consideration.
 - iv. Paramedic to RN - Carol Stewart and Brian Gardner
 1. More time is needed to get the program modification into ACRES.
 2. Ken **MOVED** that we table the Paramedic to RN Program Modification until the next IC Meeting; **SECOND** by Ryan R.
 - a. Motion **APPROVED** by unanimous vote.
 3. **Task:** Carol and Brian will contact Lynn Browne-Wagner and ask that the program modification be put back into ACRES.
 - v. ABUS Program Modification – Jennifer Bishop

1. Jennifer stated that the proposal is to add a BUS core to the ABUS to help our transfer students become successful in any upper level BUS program that they take. Jennifer noted that all community colleges in Arizona require a BUS core from 27 to 28 credits. She also explained in detail why each recommended course is important.
 2. Discussion/concerns included: 1) BUS 115 only transfers as an elective; 2) sometimes the universities eliminate courses from the major pathway; 3) it might be worth specifically checking with Coconino Community College about their ABUS Degree and see if they have made changes and why; 4) potential difficulty in getting classes to make and/or finding faculty; 5) timing of articulation; 6) all classes must transfer to all three State universities as at least elective credit; 7) do we need to look at cross-listing some stats courses?
 3. Eric **MOVED** that we ask the BUS Depart to move ahead with the ABUS Program Modification proposal; **SECOND** by Ryan R.
 - a. Motion **APPROVED** by unanimous vote.
 4. **Task:** Jennifer Bishop will put BUS 203 and BUS 211 into ACRES and will pursue articulation for several needed courses.
- vi. Program Changes Overview (Proposal) for A&S - 11-18-13 – Eric Henderson
1. Eric gave an overview of his proposed changes. It was noted that Nursing and Allied Health may bring forward a proposal for a Behavioral Health Technician Certificate of Proficiency, and some of the courses from the Substance Abuse Counseling may overlap.
 2. Ken **MOVED** that Eric move ahead with the proposed program changes depicted in the Program Changes Overview of 11-18-13; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 3. Eric will make sure that the recommended degree changes are entered into ACRES.
- vii. Program Deletion – Photography Technician AAS, CAS, CP – 11-19-13 – Eric Henderson
1. Eric gave an overview of the proposed deletion.
- viii. Program Deletion – HUS CP in Substance Abuse Counseling – 11-19-13 – Eric Henderson
1. Eric Gave an overview of the proposed deletion
- ix. Program Modification – AA, AAEE, ABUS, AS, AGS, and AAS – Gen. Ed. Changes - 11-19-13 – Eric Henderson
1. Eric noted that the plan is to: 1) add PHL 103, ANT 104 and PSY 250; 2) replace BUS 140 and 141 with ECN 211 and 212; 3) delete PSY 200.
- c. ACRES
- i. Mark gave a reminder that it is critical that IC (voting) members vote in ACRES at least every other week, preferably every week.
 - ii. NUR 123 – Carol Stewart & Brian Gardner
 1. There was a discussion regarding the load for this course.
 2. Eric **MOVED** that IC blank out the load factor on NUR 123 and approve the form as amended; **SECOND** by Julie.
 - a. Motion **APPROVED** by unanimous vote.
- d. Program Deletions - none

- e. Program Suspensions – none
- f. Misc. Curriculum
 - i. IC Process Proposal – Mark and Hallie
 - 1. Mark stated that the proposal is for course deletions that affect programs of study and the proposed process change is to require that the programs be modified before the course deletion can be approved.
 - 2. There was a discussion about deleting courses from the course bank. Mark noted that if you do not plan to run the course again and it is not part of a teach out plan, it is best to delete it from the course bank.
 - 3. Ryan R. **MOVED** that we approve the IC Process Proposal dated 11-14-13; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. There was a general discussion regarding whether load should be a mandatory field on course forms. Do we want to set aside a block of time at the next IC Meeting to make a recommendation to the President to make sure that everyone understands what we mean when we say load and how that calculation takes place? Faculty members are encouraged to speak with Department Chairs and get an introductory list of things that should be discussed.
 - iii. **Task:** Hallie will add an item for the next Deans’ Meeting and IC Meeting to discuss:
 - 1. Should load field be mandatory?
 - 2. Potential amendment to Procedure 2910 to address clinicals, including a clear definition.
 - 3. Clearer definition of lecture and lab.
 - iv. **Task:** Hallie will invite Dean Erdman to the next IC Meeting.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
 - a. Last Day to Withdraw Without a “W” on Transcript – Beulah Bob-Pennypacker and Jake Hinton-Rivera
 - i. Beulah distributed a hand out entitled “Recommendation to modify the “Last Date to Withdraw Without a W Grade”. Beulah summarized our current process (last day to withdraw without a W is currently the end of the fourth week of the semester), as well as the reasons why this change of date is proposed (move last day to withdraw without a W to the end of the second week of the semester). Mark explained that, currently, during the third and fourth week of the semester, if a student drops, it doesn’t show on their transcript and it makes it look like the student was never enrolled, thus the money needs to be returned to the government. Most schools have the same date for: 1) end of registration; 2) deadline of refunds; 3) last to withdraw without a W.
 - ii. Julie **MOVED** that we approve the recommendation to move the W date from the end of the fourth week of the semester to the end of the second week of the semester, with an effective date of Fall 2014; **SECOND** by Ryan R.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Jake Hinton-Rivera will notify the Catalog Review Subcommittee of the date change for the last day to withdraw without a “W” on the transcript (which

will move the date from the end of the fourth week of the semester to the end of the second week of the semester).

iv. **Task:** Mark will notify the college when he does his IC Meeting overview.

b. Internship Manual Concerns – Doug Seely and Jeremy Raisor

1. Doug gave an overview of his concerns with the Internship Manual including the compensation change and many process concerns. A great deal of discussion followed, including: 1) involvement of faculty member in the process; 2) faculty involvement in terms of grading and evaluation; 3) compensation; 4) page 4, 5th paragraph – should read faculty coordinator (not faulty coordinator); 5) if any suggested changes are brought forward, a strike-through document should be provided, so that recommended changes are clearly visible.
2. Clover **MOVED** that Jeremy and Doug: 1) discuss the Internship Manual; 2) bring suggested changes to IC for review, including facts and figures from other sources regarding the compensation concern; 3) look at the possible need for more faculty involvement.
 - a. **SECOND** by Janice.
 - b. **DISCUSSION** included: 1) compensation is really a separate concern from the rest of the motion; 2) value of internships to students.
 - c. Clover **WITHDREW** her motion.
3. Eric **MOVED** that IC ask Doug and Jeremy to go through the Internship Manual and suggest revisions and bring it back to IC for review; **SECOND** by Ryan J.
 - a. **DISCUSSION** – compensation keeps coming up in various areas of the college.
 - b. Mark gave a friendly **AMENDMENT** to ask for the revisions in the manual by the first meeting in January, 2014.
 - c. Motion **APPROVED** by unanimous vote.

c. Add Prerequisites to Degree Check Sheets? – Mark Vest - deferred to next meeting

VII. Other

- a. April 11th, 2014 – possible Dialog Day (IC is scheduled – Video 2, 8:00-10:45 a.m.)
 - i. Rickey **MOVED** that we move the IC Meeting on 04-11-14 to 1:00-4:00 p.m. while moving it to a live meeting at SCC. **SECOND** by Julie.
 1. Motion **APPROVED** by unanimous vote.

VIII. Adjournment

- a. Eric **MOVED** the meeting be adjourned; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.