

Northland Pioneer College

Instructional Council (IC)

12-13-13

Voting Members Present: Clover Baum, Andrew Hassard (proxy for Eric Henderson), Rickey Jackson, Ryan Jones, Julie Neish, Shannon Newman (proxy for Janice Cortina), Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

Non-Voting Members Present: Susan Acton, Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma and Hallie Lucas (recorder)

Guests: Stuart Bishop, Lynn Browne-Wagner, Peg Erdman, Thomas Hodgkins, Chloe Reidhead and Everett Robinson

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

- I. Roll Call
- II. Approval of 11-22-13 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 11-22-13; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Catalog Review (CR) Subcommittee – Proposed Changes to Catalog 12-13-13 – Thomas Hodgkins
 - i. Items #1, #2 and #6, there were no concerns.
 - ii. Item #3, CR requests clarification, and Mark asked them to follow up with Leslie Wasson regarding this matter.
 - iii. Item #4, it appears that the language that was approved in 2008 for the CAS included only the Level 1 core; however, this will be researched more in depth.
 - iv. Item #5, it was noted that step 1 in this project is for Deans, Department Chairs and Faculty to decide when courses will normally be offered; therefore, there is no action today.
 - v. Ryan R. **MOVED** that we accept the CR Subcommittee proposed changes, as noted in the CR Subcommittee Report of 12-13-13, with the exception noted for #4; **SECOND** by Ken.
 1. **DISCUSSION** it is not likely that all of this will be done for Fall 2014; however, we can begin the process.
 2. Motion **APPROVED** by unanimous vote.
 - b. Dual Enrollment – no report except to say that NPC’s membership is NACEP (National Alliance of Concurrent Enrollment Partnerships) has been finalized. Our dues have been paid for the 2014 calendar year and NPC is a “Post-Secondary Institution” member. Carrie Jordan will be NPC’s contact person.
 - c. Placement (PL) Subcommittee – no report
 - i. Mark stated that we have a request from the President to review placement as a process. He reminded IC of the original charge to PL, as well as the revised charge. Their report is now due in February 2014; and, with the current lack of

membership/participation, it does not look likely that they can meet the charge. IC was asked what they would like to do under the circumstances. A great deal of discussion followed.

1. Ken **MOVED** that we address the issue...
 - a. **MOTION DIED** for lack of a **SECOND**.
 2. Rickey volunteered to ask the PL Subcommittee current Chair and committee members to send him, before Faculty return in January, any data they might have collected within the last year, especially in the area of Accuplacer vs. Compass. Once Rickey collects the information (including articles that he previously forwarded to PL), he will disseminate it to IC via MyNPC IC Group (he'll send to Hallie), so that IC can have the information that they need to make an informed decision.
- d. Professional Development – no report - but are working on a definition of professional development and a revision of the application; and, they will be ready to report on those things in January.

IV. Curriculum

- a. New Programs - none
- b. Program Modifications
 - i. COS Program Modification – Chloe Reidhead
 1. Rickey **MOVED** to approve Program Modification for COS AAS, CAS, CP (received by IC in ACRES 11-06-13) which will split the existing 4 credit courses COS 201,202,203,204,205,206,207 and 208 into 2 courses 2 credit credits each for curriculum scheduling; **SECOND** Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 2. **Task:** Hallie will submit the COS Program Modification to the District Governing Board (DGB) for possible approval at the February DGB Meeting.
 - ii. COS CP Nail Tech (proposal) – Chloe Reidhead
 1. Chloe reported that she believes the program needs to be updated, including new course numbers, course titles, topics and outcomes; and, she asked for permission to pursue these changes. She noted that she would like to offer it as an evening course and has adjunct faculty members interested in teaching it.
 2. Ryan R. **MOVED** that we accept the proposal to pursue a program modification for COS CP Nail Tech; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. EDU CP – Proposal for Education Professions CP – Rickey Jackson
 1. Rickey gave an overview of the proposal and believes that it could lead to direct employment in one year. Discussion followed, and Rickey answered several questions.
 2. Ryan R. **MOVED** that we approve the proposal to pursue an EDU CP for Education Professions; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 - iv. FRS AAS, CAS, CP
 1. Stuart gave an overview of recent minor corrections that he has made, as well as adding the verbiage “non PSY” course to the discipline studies. IC voting members were asked to carefully read through the program/comments and add a comment in ACRES if they have any

questions or concerns, as there are none at this time. We will vote on the program modification in January.

c. ACRES

- i. FRS 132, 135, 139, 200, & possibly 207 – referenced was a letter from Stuart Bishop dated 12-11-13, which responded to IC questions regarding these classes; a discussion followed about each course.
 1. Ryan R. **MOVED** that we approve FRS 139; **SECOND** by Ken.
 - a. Ryan R. **AMENDED** his motion to approve FRS 132, FRS 135, FRS 139, FRS 200 and FRS 207; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.
 2. It was noted that the two Annual Deletion of Courses Within a Prefix cannot be approved until program modifications have been approved.
- ii. EMT 130 – Lynn Browne-Wagner
 1. Lynn answered the question regarding the course description change and clarified that she was specifically asked to insert prerequisite test scores.
 2. The course has enough votes, so that Mark can move it forward in ACRES.
 3. **Task:** Lynn and Peg will check with Wei regarding access for the Paramedic to RN program modification in ACRES, so that Lynn can comment/answer questions.
- iii. IC Members were asked to vote in ACRES on BUS 203 and BUS 211.

d. Program Deletions - none

e. Program Suspensions – none

f. Misc. Curriculum

i. Add Prerequisites to Degree Check Sheets? – Mark Vest

1. Mark reported that our new Career Coach, John Spadaccini, believes that our current degree check sheets are of limited utility. Student Services decided to rewrite the degree check sheets by way of working with Department Chairs to provide a recommended course sequence for our degree programs. In addition, the check sheets will provide estimated program costs. Student Services asked for input from IC whether or not prerequisites should be included on the check sheets. IC seemed to agree with Student Services that they should italicize the courses that have a prerequisite, with a note that student should consult the catalog.

ii. Lecture/Lab/Clinical Load – Mark Vest

1. Should load field be mandatory?
2. Potential amendment to Procedure 2910 to address clinicals, including a clear definition
3. Mark reported that the Deans had a discussion regarding lecture/lab/clinical and noted that: 1) all 3035s should be based on a 16 week semester as the starting point for calculations; 2) an IC task force is needed to help explore the current/accepted definitions from groups such as Carnegie, Federal Department of Education, our competitors and other schools regarding definitions for lecture/lab/clinical – they should bring their findings back to IC – IC can educate itself on the norms and determine NPC definitions of standards for these terms; 3)

once #1 and #2 are done, the Deans do not believe the load field should be on a course form (at that point the load would be decided by the Dean/Department Chair/Faculty Member, using the norms that IC establishes); 4) amend Procedure 2910.

- a. IC did not have any concerns or objections regarding this plan.
- b. Ken **MOVED** that Mark appoint at least one more Faculty member (in addition to those who have already volunteered) to serve on a committee to give recommendations for definitions of lecture/lab/clinical, so that they can bring their recommendations back to IC; **SECOND** by Ryan.
 - i. **DISCUSSION** included: 1) it is best to have only one representative from NUR, which will be Lynn; 2) every division needs to be represented.
 - ii. Motion **APPROVED** by majority roll call vote.
 - iii. Mark will check with the Deans to try to identify someone from TLC, A&S and CTE to serve on the IC task group.
 - iv. **Task:** Lynn has already collected some information regarding industry standards, when it comes to lecture/lab/clinical definitions; and, she will share it with this task force, once members are identified.

V. Old Business Not Related to Curriculum - none

VI. New Business Not Related to Curriculum

- a. Academic Calendar 2015-2016 Version 2 – Rickey Jackson (discussion)
 - i. Rickey gave an overview of the draft calendar and discussion followed.
 - ii. **Task:** Mark will take the draft 2015-2016 Academic Calendar Version 2 (dated 11-26-13) to Executive Staff.

VII. Other

- a. Mark received confirmation that Navajo County centers will be open this summer, 5 days a week.

VIII. Adjournment

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