

Northland Pioneer College

Instructional Council (IC)

02-14-14

Voting Members Present: Brian Burson (proxy for Eric Henderson), Janice Cortina, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher, Doug Seely (proxy for Brian Gardner), 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: Peg Erdman, Barry Graham, Thomas Hodgkins, Dawn Johnson, Sandy Johnson, Jeremy Raisor, Everett Robinson, David Smith and Joan Valichnac

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

- I. Roll Call
- II. Approval of 01-24-14 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 01-24-14; **SECOND** by Rickey.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Catalog Review Recommendations (for changes to the 2014-2015 Catalog) – Thomas Hodgkins & Everett Robinson
 - i. Tom noted that their documents include current catalog wording and another document included the recommended changes which include: 1) Reversal of degree order – CP, CAS and then AAS; 2) Add “Direct to Work” wording; 3) Add “Cost and Time for Completion” wording; 4) Layout changes; 5) Statistics of median annual salaries.
 - ii. Ryan R. **MOVED** that we accept the Catalog Review Recommendations for the changes to the catalog, as it will apply to all degrees; **SECOND** by Doug.
 1. Motion **APPROVED** by unanimous vote.
 - b. Dual Enrollment Report to IC – No Report
 - c. Placement (PL) Subcommittee Report to IC of 02-11-14 – Joan Valichnac
 - i. Joan gave an overview of this report.
 - ii. Two years ago the Placement Subcommittee provided data regarding general education courses as it pertains to concurrent enrollment in TLC the average completion rates were:
 1. Currently enrolled in TLC = 38%
 2. Completed TLC prior to enrolling in the general education course = 39%
 - iii. It appears that any single placement tool is inaccurate. Is it time to begin looking at creating a process to use multiple assessment tools?
 - iv. IC does not set individual course prerequisite scores, as they are recommend by individual departments.
 - v. All recommendations need to be based on data.

- vi. Rickey **MOVED** that we accept the PL Subcommittee Report to IC of 02-11-14; **SECOND** by Ryan J.
1. Motion **APPROVED** by unanimous vote.
 2. It was clarified that this motion is simply accepting the report and not accepting the recommendations.
- vii. The following recommendations from the from the PL Subcommittee Report to IC of 02-11-14 were discussed/addressed as follows:
1. Rickey **MOVED** that we continue to utilize the COMPASS test as the primary placement tool; **SECOND** by Doug.
 - a. Rickey **AMENDED MOTION** to accept the PL Subcommittee recommendation to continue current placement practices [ACT placement products, which includes COMPASS and ASSET] in terms of the primary placement tool for NPC; **SECOND** by Brian.
 - i. Motion **APPROVED** by unanimous vote.
 2. Rickey **MOVED** that we table the PL Subcommittee recommendation to utilize high school transcripts and ask the Placement Subcommittee to investigate this further and work with advising and Information Services to investigate the logistical and technical feasibility, as part of their next charge; **SECOND** by Brian.
 - a. **DISCUSSION** – PL Subcommittee confirmed that the Arizona community colleges that they contacted do not require high school transcripts.
 - b. Motion **APPROVED** by unanimous vote.
 3. Pat **MOVED** that IC accept the PL Subcommittee recommendation to create a TLC refresher MAT course; **SECOND** by Ryan R.
 - a. **DISCUSSION** – such a course already exists, which is TLC 072. A pretest/posttest for students who take this refresher is advisable and the TLC Department will need to work with the Advisers to identify students to participate.
 - b. Motion **APPROVED** by unanimous vote.
 4. Rickey **MOVED** that we table the recommendation regarding the value of co-enrollment in a semester long developmental lab to augment learning when they have placed in the decision zone and put it in the current charge to PL Subcommittee to investigate this further. **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 5. Brian **MOVED** to have Mark investigate the timing of the testing fees (annual vs. fiscal year); **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 6. Regarding the PL Subcommittee recommendations #4-6 Doug **MOVED** that the PL Subcommittee communicate with the appropriate department; **SECOND** by Janice.
 - a. Motion **APPROVED** by unanimous vote.
 7. Regarding the PL Subcommittee recommendations #7-8 Rickey **MOVED** that we add to the PL Subcommittee current charge to gather data for opt up, college-wide and TLC, and compare completion rates; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.

8. Regarding the first half of the PL Subcommittee recommendation #9 Brian **MOVED** that the Placement Handbook have consecutive page numbers; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
9. Regarding the second half of the PL Subcommittee recommendation #9 Ken **MOVED** that the PL Subcommittee submit a template or proposal for changes that they would like to the Placement Handbook; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 - b. It was clarified that a strike-through document be submitted by PL.
- viii. **Task:** Hallie will send an electronic copy of the 2013-2014 Placement Handbook to Joan so that the Placement Subcommittee can create a strike-through document of recommended changes.

IV. Curriculum

a. New Programs

i. EDU CP in Education Professions – Rickey Jackson and Sandy Johnson

1. Overview included: 1) Freestanding CP; 2) History was given regarding the education professions degree and the need for teacher assistant training; 3) 1 year program for NAVIT and adult students; 4) Projected employability; 5) Prepares students for National Certification for ParaPro Assessment to become a paraprofessional; 5) Would become qualified to be a substitute teacher; 6) No new costs projected; 7) Not Pell eligible; 8) Direct employment CP.
2. Ryan **MOVED** at we accept the EDU CP in Education Professions; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.

b. Program Modifications – none

c. ACRES

- i. HDE 103 and TLC 103 courses were discussed; including reasons for cross-listing.
 1. Ryan R. **MOVED** that we approve HDE 103 and TLC 103; **SECOND** by Doug.
 - a. Motion **APPROVED** by unanimous vote.
- ii. EDU 286 which will be cross-listed with CIS 286 (existing course)
 1. Ryan R. **MOVED** that we approve EDU 286 which will be cross-listed with CIS 286; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 2. Wei will fill out a Course Modification form for CIS 286 to cross- list it with EDU 286 and change modality.
- iii. Reminder was given to vote in ACRES. It was noted that the questions for PHL 103 have been addressed satisfactorily.

d. Program Deletions

- i. PHO AAS – Mark Vest
- ii. PHO CAS – Mark Vest
- iii. PHO CP in Black and White Photography – Mark Vest
- iv. PHO CP in Color Photography – Mark Vest
- v. PHO CP in Photography Marketing – Mark Vest

- vi. Ryan R. **MOVED** that we delete the PHO AAS, CAS, CP in Black and White Photography, CP in Color Photography and CP in Photography Marketing; **SECOND** by Doug.
 - 1. Motion **APPROVED** by unanimous vote.
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. Peg reported that Nursing and Allied Health (N&AH) has been asked to create a direct care worker course (certification course).
 - ii. Peg also reported that N&AH is investigating a behavioral health technician/substance abuse technician program.
- V. Old Business Not Related to Curriculum
- a. NAU-NPC RN BSN Concurrent Enrollment Program (CEP) 02-10-14 – Peg Erdman
 - i. PE gave an overview of this CEP and noted that NAU honored all the changes that IC requested [from 10-11-13 IC Meeting]. Discussion included: 1) NPC advising staff will need to help students identify early on that they want participate; 2) NPC will need to identify cohort of students who will need MAT 125; 3) How the financial part would be handled; 4) HES 145 needs to be changed on the AZ Transfer Guide.
 - ii. Ken **MOVED** that Peg moves forward with the NAU-NPC RN BSN CEP; **SECOND** by Ryan J.
 - 1. **DISCUSSION** included: 1) NAU’s NUR 330 would be offered regardless of the number of students involved, and it would be offered live at only one location; 2) Concern regarding MAT 142. Would better wording be “or equivalent”? 3) MAT 125 will need to be offered once per year without being cut.
 - 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Peg will send Jake financial information regarding the NAU RN BSN CEP.
 - iv. **Task:** Peg will ask NAU for an actual articulation agreement for the NAU RN BSN CEP.
 - b. Student Evaluation of Institutional Effectiveness – online class form & live class form – Mark Vest
 - i. **Task:** Hallie will place Student Evaluation of Institutional Effectiveness on the agenda for the next IC Meeting.
- VI. New Business Not Related to Curriculum
- a. Internship Manual – 02-04-14 Proposed Version – Jeremy Raisor
 - i. Jeremy and Doug gave an overview of the recommended changes including the removal of the compensation wording as it would probably be a better fit in NPC’s compensation procedure.
 - ii. Ken **MOVED** that we approve the revisions to the Internship Manual dated 02-04-14, with the **AMENDMENT** that Mark and the Deans will work with Doug regarding compensation; **SECOND** by Ryan R.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Doug will get with Tracy Chase and they will send an e-mail to Mark regarding a recommendation on compensation for internship instructor pay.
 - 1. **Task:** Once Mark receives the e-mail from Doug regarding a recommendation on compensation for internship instructor pay, he will

take it to the Deans to draft a temporary recommendation and will subsequently send the information to the Faculty.

- b. Proposal – Process for Cross-Listing Courses – Mark Vest
 - i. Ken **MOVED** that we adopt the Process for Cross-Listing Courses (dated 01-29-14); **SECOND** by Ryan R.
 - 1. Motion **APPROVED** by unanimous vote.
- VII. Other
 - a. Introduction of Pat Lopez as new voting IC member.
 - i. Due to the resignation of Julie Neish from IC, Pat Lopez has agreed to fill the position for at least the remaining semester.
- VIII. Adjournment
 - a. Ryan R. **MOVED** the meeting be adjourned; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.

Approved