

Northland Pioneer College

Instructional Council (IC)

02-28-14

Voting Members Present: Clover Baum, Peggy Belknap (proxy for Rickey Jackson), Janice Cortina, Brian Gardner, Eric Henderson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present: Cindy Hildebrand, Wei Ma, Leslie Wasson and Hallie Lucas (recorder)
Guests: Ruth Creek-Rhoades, Peg Erdman, Tom Hodgkins, Shannon Newman and Chloe Reidhead

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

- I. Roll Call
- II. Approval of 02-14-14 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 02-14-14; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. ASK Subcommittee Report to IC 02-28-14 – Shannon Newman
 - i. Shannon gave an overview of the report and a discussion followed.
 - ii. Pat **MOVED** to approve the ASK Subcommittee recommendation to ratify Marina Powdermaker as ASK Vice-Chair to serve a 2 year term through 2014-2015; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
 - iii. Ryan J. **MOVED** to approve the ASK Subcommittee Report to IC 02-28-14; **SECOND** by Clover.
 1. Motion **APPROVED** by unanimous vote.
 - iv. **Task:** Shannon will check with Peggy to identify a Career and Technical Education committee member for the ASK Subcommittee.
 - v. **Task:** Shannon will follow up with Leslie about the Assessment Culture Survey.
 - b. Learning Technology (LT) Subcommittee Report to IC February 2014 – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report and a discussion followed.
 - ii. Ryan R. **MOVED** to approve the LT recommendation Charge # II, c, 1) that equipment checks be conducted at the end of each semester including Summer. **SECOND** by Ken.
 1. **DISCUSSION** included the clarification that this will be Faculty driven by LT and they will create an e-mail and ask Mark to send it out.
 2. Ryan R. **AMENDED** his motion to accept the LT recommendation in Charge II,c,1) that we will move equipment testing to the end of the every semester, which will primarily be done by Faculty and Staff who will be recruited by LT; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.

- iii. Ryan R. **MOVED** that we accept the LT Subcommittee Report to IC February 2014; **SECOND** by Ken.
 - 1. Motion **APPROVED** by unanimous vote.
- iv. **Task:** Regarding Quality Matters Rubric (QMR), Wei and Ruth will create a list and send it to the Deans: 1) Which courses have been approved; 2) Which courses are currently in process; 3) Which courses still need to be approved – have the instructors contacted LT?
- v. **Task:** Mark will let Eric Bishop know that equipment testing will be moved to the end of every semester.
- vi. **Task:** Hallie and Mark will contact Eric Bishop and ask him to come to the next IC Meeting to discuss Charge II, c, 2) recommendation from LT and will add it to the agenda for the next IC Meeting.
- c. Professional Development (PD) Subcommittee Report to IC 02-25-14 – Ryan Jones
 - i. Ryan J. gave an overview of the report and a lengthy discussion followed, which included the recommended changes to the Faculty Professional Development Application 02-25-14 (see below).
 - ii. Ryan R. **MOVED** that we accept the PD Subcommittee Report to IC 02-25-14; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.

IV. Curriculum

a. ACRES

i. BUS 227

- 1. Dr. Henderson explained that for the future under rationale on the course form it should have something more than a description of the change. Example – to add “or instructor permission to prerequisite because _____ (fill in the blank).
- 2. Ryan R. **MOVED** to approve BUS 227 Course Modification; **SECOND** by Eric.
 - a. Motion **APPROVED** by majority vote.
 - b. Peggy **ABSTAINED**.

ii. COS 130

- 1. Eric **MOVED** to approve COS 130 New Course; **SECOND** by Ryan R.
 - a. Motion **APPROVED** by majority vote.
 - b. Peggy **ABSTAINED**.

iii. COS 131

- 1. Ryan R. **MOVED** to approve COS 131 New Course; **SECOND** by Ken.
 - a. Motion **APPROVED** by majority vote.
 - b. Peggy **ABSTAINED**.

iv. COS 132

- 1. There was discussion regarding clock hours vs. Carnegie hours. Peggy noted that students are actually in class for the full 60 minute hours, which is especially important for our outside accrediting agency.
- 2. Ryan R. **MOVED** to approve COS 132 New Course; **SECOND** by Brian.
 - a. Motion **APPROVED** by majority vote.
 - b. Peggy and Eric **ABSTAINED**.

v. COS 133, COS 134, COS 135, COS 136, COS 137, COS 138

- 1. Ryan R. **MOVED** to approve COS 133, COS 134, COS 135, COS 136, COS 137, COS 138 New Courses; **SECOND** by Carol.

- a. Motion **APPROVED** by majority vote.
 - b. Peggy and Eric **ABSTAINED**.
 - b. New Programs - none
 - c. Program Modifications
 - i. COS Program Modification – Chloe Reidhead
 - 1. Ken **MOVED** that we change the program description for COS; **SECOND** by Clover.
 - a. Motion **APPROVED** by majority vote.
 - b. Peggy and Eric **ABSTAINED**.
 - 2. **IMPORTANT** – after discussion, above motion was changed to:
 - a. Brian **MOVED** that we **AMEND** the above COS program motion to also accept the changes to the COS CP in Nail Technician (in other words, the entire COS Program Modification was approved); **SECOND** by Carol.
 - i. Motion **APPROVED** by majority vote.
 - ii. Peggy and Eric **ABSTAINED**.
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. Proposal for Cross-Listing Effects on Programs/Courses/Catalog/Degree Check Sheets - Mark Vest
 - 1. Regarding a course that is cross-listed, it was agreed that it is up to the individual AAS Programs to determine if they will accept either course in their program. If either course is accepted, program modifications will need to be done by the appropriate department.
 - 2. Ken **MOVED** that we accept the changes regarding how we will list the cross-listed courses MAT 103/BUS 133 in the catalog.
 - a. Ken **AMENDED** his motion to accept the proposal for Cross-listing Effects on Programs/Courses/Catalog/Degree Check Sheets to be used as a model when we cross-list courses; **SECOND** by Pat.
 - i. Motion **APPROVED** by majority vote.
 - 3. **Task**: Mark will ask Peg Erdman to submit a Program Modification for MDA which will reflect the cross-listed courses (as shown in the approved procedure of how cross-listed courses should be handled).
- V. Old Business Not Related to Curriculum
 - a. Articulation Agreement – Grand Canyon University (GCU) 02-28-14 (Including Appendix A, B and C) – Peg Erdman
 - i. Peg gave an overview of the articulation agreement and noted that GCU made every change that IC had previously requested. Discussion followed.
 - ii. Ken **MOVED** to approve the GCU Articulation Agreement 02-28-14; **SECOND** by Ryan J.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Carol **ABSTAINED**.
 - iii. **Task**: Hallie will send the NPC/GCU Articulation Agreement to the President’s Assistant for the District Governing Board agenda (informational only).
 - b. Student Evaluation of Institutional Effectiveness – Online Class Form and Live Class Form – Leslie Wasson

- i. Leslie gave an overview of the forms and noted that the two are different. Discussion followed.
 - ii. **Task:** Hallie will add an agenda item for the next time that ASK Subcommittee reports to IC to discuss the possibility of adding a task to ASK for next year to get Faculty input for the types of questions that should be asked on the Student Evaluation of Institutional Effectiveness. She will also give Shannon a “heads up” that this will be discussed.
- VI. New Business Not Related to Curriculum
- a. Catalog Change Request 02-28-14 (to change graduation requirements wording regarding timing of removing indebtedness) – Mark Vest
 - i. Mark gave an overview of the problem with the wording and a discussion followed.
 - ii. Ryan R. **MOVED** that we accept the proposed change to the catalog wording regarding the timing of removing indebtedness; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. General Education ATF – Eric Henderson
 - i. Faculty Representation
 - 1. Should IC consider having one or two Faculty representatives on this committee, who would report back to IC? Discussion followed.
 - ii. AGEC-S and Geology
 - 1. Eric supports the inclusion of Geology in the AGEC-S; however, this decision will be made by the General Education ATF.
 - iii. **Task:** Hallie will add an agenda item for the first IC Meeting in April to discuss the need for a Faculty member representative on the General Education ATF and the possibility of having IC appoint that person.
 - c. Faculty Professional Development Application (FPDA) 02-25-14– Ryan Jones
 - i. Ryan J. gave an overview of the changes to the FPDA and a lengthy discussion followed, especially conversation about item #6 on the application. Also, regarding the exclusion of “membership fees or dues for professional or academic organizations”, if the Dean feels that it is important to belong to a professional organization, possibly it could come out of their Division budget.
 - ii. Ryan R. **MOVED** that we accept the revisions to the FPDA 02-25-14 with the exception of recommended changes to #6, which warrants further discussion; **SECOND** by Eric.
 - 1. **DISCUSSION** – effective date will be immediately.
 - 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan J. will make the approved changes to the FPDA with the exception that he will not make any changes to item #6 at this time and will send it to Hallie to post on MyNPC.
 - 1. **Task:** Once Hallie receives the updated FPDA, she will post it in MyNPC.
- VII. Other
- a. Mark reported that the Deans have been working on the distance education scheduling, including some of the things that will likely affect the schedule.
- VIII. Adjournment
- a. Ken **MOVED** the meeting be adjourned; **SECOND** by Ryan R.
 - i. Motion **APPROVED** by unanimous vote.