

Northland Pioneer College

Instructional Council (IC)

04-11-14

Voting Members Present: Clover Baum, Brian Burson (proxy for Rickey Jackson), Janice Cortina, Brian Gardner, Andrew Hassard (proxy for Ryan Rademacher), Eric Henderson, Ryan Jones, Pat Lopez, Gary Mack (proxy for Carol Stewart) and Ken Wilk

Non-Voting Members Present: Cindy Hildebrand, Jake Hinton-Rivera, Stan Pirog and Hallie Lucas (recorder)

Guests: Marius Begay

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

- I. Roll Call
- II. Approval of 03-21-14 IC Minutes
 - a. Ken **MOVED** to approve the minutes of 03-21-14; **SECOND** by Andrew.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Catalog Review Subcommittee – no report
 - b. Dual Enrollment Subcommittee – no report except to say “We plan to attend this year’s National Alliance of Concurrent Enrollment Partnerships (NACEP) Conference in late October”.
 - c. Placement Subcommittee – no report
- IV. Curriculum
 - a. ACRES – SMB 111 (change AIS 110 to BUS Equivalency) – will IC approve FA14 implementation
 - i. Clover **MOVED** to approve the SMB 111 Modification to an Existing Course Form that is pending in ACRES; **SECOND** by Andrew.
 1. Motion **APPROVED** by unanimous vote.
 - b. New Programs - none
 - c. Program Modifications – none
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum – none
- V. Old Business Not Related to Curriculum
 - a. Faculty member representative on the General Education ATF? Should IC Appoint?
 - i. Eric gave an overview of the importance of Faculty taking the lead on the General Education ATF and recommended that we have one Faculty member, with possibly one Faculty alternate member. Discussion followed.
 1. Eric **MOVED** that IC appoints two faculty members to the General Education ATF; **SECOND** by Brian B.

- a. **DISCUSSION** – Gary indicated that IC could work with the Faculty Association to fill the positions. We would like to finalize the selection early in FA14.
 - b. Motion **APPROVED** by unanimous vote.
 - b. Grade Averages for Courses by Delivery Mode
 - i. Ryan J. gave a short recap of our discussion at the last IC Meeting regarding grade averages in different modalities. The supporting documents were reviewed and a great deal of discussion followed. In addition to quantitative data, qualitative data is important but how do we measure it? Do we need to define what we want to answer with this data? Do we eliminate distance learning or do we get better at it? As a result of conversations from Dialog Day, the college will begin gathering assessment data by modality. Does the data raise more questions than it answers?
 - c. AGEC – Jake Hinton-Rivera
 - i. Before Records & Registration (R&R) and Information Services moves forward with the actual process of AGEC certificates, Jake would like IC to focus on a few finalized points:
 1. AGEC completers are not part of graduation ceremony.
 2. Will be coded as completers for tracking purposes and notated on transcript but only receive a general certificate once they have completed their AGEC.
 3. Degree Audit will be created for all three AGEC requirements.
 4. R&R creating short form for AGEC applicants.
- VI. New Business Not Related to Curriculum
 - a. Guidelines for Course Forms in ACRES – Review of Document and Questions from Committee
 - i. Ken reported that the Guidelines for Course Forms in ACRES Task Force created a guide book to assist people with filling out forms in ACRES and provide some general curriculum guidelines.
 1. The Task Force recommends that IC form another group next year to provide further direction regarding curriculum development and expand upon the guide; the guide currently focuses more on how to input data into ACRES, not necessarily how curriculum should be developed.
 2. Jake recommended that the Program Changes – Financial Aid Form be included in the guide book, and he noted the importance that all areas of the form be completed.
 3. Marius gave an overview of how curriculum affects his responsibilities with Arizona Course Equivalency Tracking System (ACETS). Eric elaborated that the way NPC defines a form may be different that the way a university defines the form and it is a complicated matter.
 4. Ethics/Gender Awareness and the Literacy/Critical Inquiry Component – Andrew and Eric noted that these questions on course forms are applicable to general education transfer courses.
 - a. **Task:** Janice will add the following to the Ethics/Gender Awareness and Literacy/Critical Inquiry Component questions in the guide – “This applies to general education courses only. Insert N/A if this does not apply.”

- b. **Task:** For courses that these questions apply to, Andrew will send Janice a couple of examples of wording to be used in the guide.
- 5. **Task:** Janice will note in guide that course forms were formerly referred to as 3035s.
- 6. **Task:** On forms that have a Cross-Listing field, Janice will clarify wording to “Mark no if course is not cross-listed”.
- 7. Does IC need to reconsider whether or not a rationale needs to be given for cross-listing?
- 8. **Task:** Ken will send a request to Wei Ma to add a field on the New Program Form for a yes/no checkbox indicating that they have submitted the Program Changes – Financial Aid Form to the Financial Aid Director and discussed it with them. If it has not been submitted, there also needs to be a field to give the reason that it is not necessary.
- 9. **Task:** For the New Course Form page/instructions under the Load Factor field Janice will remove the paragraph that describes how to calculate load.
- 10. **Task:** Eric has a few suggested changes that he will send to Janice for the guide.

VII. Other - none

VIII. Adjournment

a. Eric **MOVED** the meeting be adjourned; **SECOND** by Andrew.

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

Approved at 04-25-14 IC Meeting