

Northland Pioneer College

Instructional Council (IC)

11-14-14

Voting Members Present: Brian Burson (proxy for Carol Stewart), Janice Cortina, Eric Henderson, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher and Ken Wilk

Non-Voting Members Present: Marius Begay, Cindy Hildebrand, Wei Ma, Leslie Wasson and Hallie Lucas (recorder)

Guests: Cynthia Blodgett, Peg Erdman, Rich Harris, Shannon Newman and Everett Robinson

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

- I. Roll Call
- II. Approval of 10-24-14 IC Minutes – Ryan Rademacher
  - a. Ryan J. **MOVED** to approve the minutes of 10-24-14; **SECOND** by Pat.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
  - a. Academic Standards Subcommittee – update – Ryan Rademacher
    - i. Ryan R. reported that the committee needs a Chair and a CTE Faculty representative. IC is comfortable having probationary faculty member Brian Russell serve as Chair of this subcommittee and asked that his probationary committee/Dean take this service into consideration and build it into the probationary review.
    - ii. **Task:** Ryan R. will send an e-mail to the Academic Standards Subcommittee to ask them to vote on the Doodle Poll (that they were previously sent) regarding when they should meet.
  - b. Assessment of Student Knowledge – no report
  - c. Catalog Review (CR) Subcommittee – no report
    - i. Mark stated that in light of recent academic situations that have arisen, the CR Subcommittee probably needs to: 1) add a sentence to the catalog under transfer credit evaluation that states “we will not accept transfer credit G.P.A. and fold it into your NPC G.P.A.”; 2) clarify and evaluate for consistency the wording in the catalog pertaining to transfer credits, including the ramifications of each statement.
  - d. Learning Technology (LT) Subcommittee Report to IC 11-05-14 – Ryan Jones
    - i. Ryan J. gave an overview of the report, and discussion followed. After the SP15 semester, we will only teach classes online that have passed the Quality Matters Rubric. At that time, we need to study data and see if this process has improved completion rates. It was noted that on Item B of the report, it should say ISW instead of TLC.
    - ii. Eric **MOVED** that we accept the LT Subcommittee Report to IC of 11-05-14; **SECOND** by Ken.

1. Motion **APPROVED** by unanimous vote.
- iii. **Task:** Ryan R. and Ryan J. will rework the Team Teaching document (that was approved by IC 09-13-13) to include suggested verbiage for first time Audio/Video/Model Classroom instructors to be paired with veterans for team teaching.
- iv. **Task:** Pat will create a recommendation for Human Resources to send out notifications when employees come and go from the college.

#### IV. Curriculum

##### a. ACRES

- i. BUS 206 New Course Form – (in ACRES) – Terry Green
  1. Course passed in ACRES prior to meeting.
- ii. MET 240 Course Modification Form – (in ACRES) – Kenny Keith
  1. There was a concern about the proposed change for the equation of lab hours to credit hours. There was some discussion about a specific discipline having a standard for their lab hour to credit hour ratio and whether or not a capstone course would vary from the standard. Once again, there is a clear need for documented guidelines/principles for curriculum.

##### b. New Programs - none

##### c. Program Modifications

- i. ECD Family Care Specialization AAS, CAS, CP – (in ACRES) - Eric Henderson
  1. Eric **MOVED** that we accept the proposed changes to the ECD Family Care Specialization AAS, CAS, CP with the amendment to the proposal that the MAT requirement will be redone by Hallie, IC's representative, according to the new list/MAT verbiage as approved in today's meeting [see below]; **SECOND** by Pat.
    - a. Motion **APPROVED** by unanimous vote.
- ii. Changes to General Education Curriculum – Eric Henderson
  1. Eric presented his plan for General Education courses for next year and provided three supporting documents (General Education proposed courses with CEG status, catalog format document of proposed changes to the General Education section of the catalog and the catalog format document of the proposed changes to the AS Degree). This was his official notification that the changes will be presented later this year and IC did not have any objections with moving forward with the proposed changes.

##### d. Program Deletions

- i. ECD Special Needs AAS, CAS, CP – (in ACRES) – Eric Henderson and Claude Endfield
  1. Claude noted that the program, as it currently exists, needs some major revisions and has outlived its purpose. Also, we do not have the specialists on faculty who can teach the courses. Because of mandates given to school systems/Head Start Programs, etc. to serve children with special needs, Claude and Eric are discussing the proposal of a new certificate with courses that would be more readily accessible. Eric noted that over the past 15 years only three students have earned an AAS in Special Needs. We do not plan to eliminate any courses from the catalog in this area.

2. Ken **MOVED** that we delete the ECD Special Needs AAS, CAS, CP, and, when the department is ready to bring forward a new Certificate of Proficiency, we will evaluate it at that time; **SECOND** by Carol.
    - a. Motion **APPROVED** by majority vote.
    - b. Eric **ABSTAINED**.
    - c. Janice **ABSTAINED**.
  - ii. ECD Early Childhood Management AGS – (in ACRES) – Eric Henderson
    1. Eric explained that an Associate of General Studies (AGS) is really a contradiction in terms, when a specialization is added. It was also noted that the plan is to retain all of the AAS degrees in ECD, with the exception of Special Needs. The Department also intends to propose an Associate of Arts in Early Childhood.
    2. See motion below.
  - iii. ECD Infant/Toddler AGS – (in ACRES) – Eric Henderson
    1. See motion below.
  - iv. ECD Preschool AGS (in ACRES) – Eric Henderson
    1. Pat **MOVED** that we approve the program deletions for AGS ECD Early Childhood Management, AGS ECD Infant/Toddler and AGS ECD Preschool; **SECOND** by Ken.
      - a. Motion **APPROVED** by majority vote.
      - b. Eric **ABSTAINED**.
      - c. Janice **ABSTAINED**.
  - e. Program Suspensions – none
  - f. Misc. Curriculum
    - i. Should SPT110 Be Allowed as a Communications Option in AAS degrees? – Eric Henderson
      1. Eric wondered if SPT 110 (Fundamentals or Oral Communications) might be a good option for the second communications course that many AAS degrees require. It has a SUN #, so it transfers as a direct equivalent to all three AZ universities. It was noted that if a student is planning to get a Bachelor’s Degree, they will likely need ENL 102; therefore, this clearly becomes an advising issue. IC seemed to be comfortable with an e-mail going out to the Deans/Department Chairs and let them know, as they design/revise curriculum, they may want to consider SPT 110 as an option for the second communications course.
      - ii. There was discussion about articulation, and Marius described how he handles it. We need to get back to the process where we routinely educate Department Chairs and Deans on the articulation process and let them know what role they can play to assist and speed things along.
- V. Old Business Not Related to Curriculum
- a. Procedure 2125 – Ryan Rademacher
    - i. Ryan R. sought some clarification on the actual number of Faculty required for IC. Mark noted that he would like to see an odd number of voting members so that ties do not occur.
    - ii. **Task:** Ryan R. will make the final changes to the Procedure 2125 recommendation and bring it back to IC.
- VI. New Business Not Related to Curriculum
- a. Curriculum Process – Eric Henderson and Ken Wilk

- i. There was a great deal of discussion regarding how to handle the MAT language in the catalog.
    - 1. Ken **MOVED** that the MAT Department come up with a list of MAT courses that they believe will be acceptable for most AAS and CAS degree programs; the list will be printed in the catalog and individual degree programs can reference the list (just as we do for General Education Courses); verbiage to be used in programs will be “select any course under the MAT General Education List (for CAS and AAS Degrees)”; if any courses are to be excluded, the verbiage will be “select any course under the MAT General Education List (for CAS and AAS Degrees) EXCEPT for MAT 101” (**MAT101 here used as an example** -- all classes to be excluded will be listed); **SECOND** Ryan J.
      - a. **DISCUSSION** – an idea was proposed to have more than one list to choose from, to accommodate the exceptions; however, it was decided that this scenario would be confusing for students.
      - b. Motion **APPROVED** by unanimous vote.
    - 2. For all the programs that have already submitted their MAT changes to ACRES this year, IC gave Hallie permission to edit them to accommodate this new MAT language.
  - b. Teaching Fields Faculty Qualifications – Eric Henderson
    - i. Eric had three documents he referenced (Qualifications Required to Teach and two Teaching Fields and Subject Matter Areas documents – one had Eric’s suggested changes), as they relate to Faculty qualifications. He explained some of the history of the documents and the problems they pose. Should the Faculty take a look at the issue and decide what kind of expanded role if any they should have in the process? Should the Deans have more flexibility in qualifying instructors? They would need a good justification for only qualifying an instructor for specific courses within a subject matter.
    - ii. **Task:** Regarding the documents we discussed today on Teaching Fields Faculty Qualifications, Mark will present them at the All-Faculty Meetings in January, 2015.
  - c. Reverse Credit Transfer – Mark Vest
    - i. ASU would like to begin a reverse transfer process with NPC. IC is comfortable having Mark and the new Director of Enrollment Services work with ASU to come to some type of mutually agreed upon document and will bring it to IC for review.
- VII. Other
- a. Ryan R. and Leslie Wasson are still working on a curriculum development guide for Faculty/IC.
    - i. **Task:** As Ryan R. and Leslie Wasson work on a curriculum development guide, they will include verbiage about lecture/lab definitions.
  - b. NAU will meet with Mark and Dr. Swarthout about an articulation agreement.
- VIII. Adjournment
- a. Ken **MOVED** the meeting be adjourned; **SECOND** by Ryan J.
    - i. Motion **APPROVED** by unanimous vote.