

Northland Pioneer College

Instructional Council (IC)

11-21-14

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, 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. Minutes are Not Ready for Approval
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC 11-21-14 – Shannon Newman
 - i. Shannon gave an overview of the ASK Subcommittee Report to IC 11-21-14. Discussion followed.
 - ii. The action item in the report was to confirm the ASK Subcommittee Membership composition as follows:
 1. the chair, appointed by the Vice President of Learning and Student Services and ratified by a vote of Instructional Council, to serve a 2 year term. The chair may be re-appointed for an additional term. The chair will receive a 3 load reduction per semester.
 2. a vice-chair, appointed by the Vice President of Learning and Student Services and ratified by a vote of Instructional Council, to serve a 2 year term.
 3. three faculty members from the Division of Arts and Sciences appointed by the Committee Chair.
 4. two faculty members from the Division of Career and Technical Education appointed by Committee Chair. At least one of faculty members from this division shall teach at least one general education course on a regular basis.
 5. one faculty member from the Division of Nursing and Allied Health appointed by Committee Chair.
 6. an academic advisor appointed by the chair.
 7. All members are voting. A specific number is not specified because there may be overlap. The minimum is 7 members.
 - iii. Shannon noted that they do have ASK Subcommittee membership filled right now. She also stated that this designated quantity/composition has been in place for many years.

- iv. Ken **MOVED** that we accept the ASK Subcommittee Report to IC of 11-21-14 [which includes confirmation of membership quantity/composition]; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Dual Enrollment (DE) Subcommittee Report to IC 11-17-14 – Rich Harris
 - i. Rich gave an overview of the DE Subcommittee Report to IC 11-17-14. At the recent National Alliance of Concurrent Enrollment Partnerships Conference, many other colleges were interested in how NPC successfully manages Dual Enrollment at such a low cost, especially for the number of students we have enrolled. He is confident that NPC will be asked to waive our banner at future conferences and possibly present information, lead discussions and provide workshops/sessions explaining how our DE operates.
 - ii. Ken **MOVED** that we accept the DE Subcommittee Report to IC 11-17-14; **SECOND** by Ryan J.
 - 1. Motion **APPROVED** by unanimous vote.
 - c. NAVIT Subcommittee Report to IC 10-21-14 – Ken Wilk
 - i. Ken gave an overview of the report and elaborated on the reasons that they would like to add an additional charge to their subcommittee for 2014-15 of “Faculty, Student, and Parent NAVIT orientation at NPC Locations”. Discussion followed.
 - ii. Ryan J. **MOVED** to accept the NAVIT Subcommittee Report to IC 10-21-14, including the recommendation to accept the additional charge for 2014-15 of “Faculty, Student, and Parent NAVIT orientation at NPC”; **SECOND** by Rickey.
 - 1. Motion **APPROVED** by unanimous vote.
- IV. Curriculum
- a. ACRES
 - i. EDU 136 – Rickey Jackson (vote in ACRES)
 - ii. EDU 137 – Rickey Jackson (vote in ACRES)
 - 1. Both EDU 136 and 137 have not been updated in over 15 years and there has been some new research. These updates reflect what is currently happening in the field. Both courses are in the Course Equivalency Guide.
 - 2. **Task:** For Both EDU 136 and 137, Hallie will delete the PDF versions of the attachments.
 - b. New Programs
 - i. AAEC – Request Permission to Proceed – Eric Henderson
 - 1. Regarding the AAEC catalog format draft of 11-12-14, under Social and Behavioral Sciences it should be 9 credits (not 6 credits). Eric noted that the Required Courses represent the minimal preparation for a Child Development Associate (CDA) Credential™. Currently, all the courses in the document are transferable courses in the Course Equivalency Guide. A question/answer time followed.
 - 2. Ken **MOVED** that the Early Childhood Department be allowed to proceed with the AAEC proposal. **SECOND** by Brian.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
 - c. Program Modifications
 - i. ATO AAS, CAS – (in ACRES) - Ken Wilk

1. The only change to the program is to update the MAT verbiage, as recommended by IC at the 11-14-14 IC Meeting.
2. Pat **MOVED** that we approve the program modification to the ATO AAS, CAS; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
- ii. CON AAS, CAS – (in ACRES) - Ken Wilk
 1. The only change to the program is to update the MAT verbiage, as recommended by IC at the 11-14-14 IC Meeting.
 2. Pat **MOVED** that we approve the program modification to the CON AAS, CAS; **SECOND** by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. Ken **ABSTAINED**.
- iii. WLD AAS, CAS (in ACRES) – Ken Wilk
 1. The only change to the program is to update the MAT verbiage, as recommended by IC at the 11-14-14 IC Meeting.
 2. Pat **MOVED** that we approve the program modification to the WLD AAS, CAS; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
- d. Program Deletions
 - i. Since the AAEE was started, only 2 students have completed the EDU programs listed below; therefore these EDU programs are no longer viable. With the elimination of these programs, we hope to guide students toward the CP in Education Professions and lead them on to a degree completion of the AAEE, making the program more streamline for students.
 - ii. EDU Special Needs Educational Assistant CP – (in ACRES) - Rickey Jackson
 1. Ken **MOVED** that we approve the deletion of the EDU Special Needs Educational Assistant CP, CAS, AAS and AGS and the EDU Educational Assistant CP and CAS; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. Janice **ABSTAINED**.
 - c. Rickey **ABSTAINED**.
 - iii. EDU Special Needs Educational Assistant CAS – (in ACRES) - Rickey Jackson
 1. See motion above.
 - iv. EDU Special Needs Educational Assistant AAS – (in ACRES) - Rickey Jackson
 1. See motion above.
 - v. EDU Special Needs Educational Assistant AGS – (in ACRES) - Rickey Jackson
 1. See motion above.
 - vi. EDU Educational Assistant CP – (in ACRES) – Rickey Jackson
 1. See motion above.
 - vii. EDU Educational Assistant CAS – (in ACRES) – Rickey Jackson
 1. See motion above.
- e. Program Suspensions – none
- f. Misc. Curriculum
 - i. Request for New Department “College and Career Preparation” – Janice Cortina and Cindy Blodgett (they brought a handout entitled “College and Career Preparation Department”)
 1. Cindy B. stated that there have been so many changes that have occurred in the past year or so, and new research supports the need for

change. They also recommend changing their department name from The Learning Cornerstone to College and Career Preparation, because it more accurately reflects what the department actually does. Janice gave a summary of the actual classes that will be loaded into ACRES, including how they will be integrated and the grade levels they are geared toward. She also gave some history regarding the GED test and noted that we need to begin to use the verbiage “High School Equivalency Exam” (HHEE).

2. Eric **MOVED** that we grant the request for a new department – College and Career Preparation; **SECOND** by Ken.
 - a. **DISCUSSION** – the department will work on co-enrollment issues. At first, all courses will be 16-week and the plan is to only connect three sites at once if the course is being offered in a distance education modality. The financial aid chart will be very similar to what we currently have, and we will ask for Pell eligibility for Tier 3 and 4.
 - b. Motion **APPROVED** by majority vote.
 - c. Rickey **ABSTAINED**.
 - d. Janice **ABSTAINED**.

V. Old Business Not Related to Curriculum

- a. Procedure 2125 (11-14-14 Draft) – Ryan Rademacher
 - i. The 11-14-14 draft of Procedure 2125 was discussed.
 - ii. Ken **MOVED** that we accept the 11-14-14 draft of Procedure 2125; **SECOND** by Ryan J.

1. **DISCUSSION** – with the name change to CCP, will the name of the department also change from Developmental Services to College and Career Preparation (CCP)? Because of the stigma associated with Developmental Services and the resulting negative connotations, the department would like to change the name of the department to CCP. When the Executive Team looks at the procedure they can alter it so that it comports with whatever is decided for the department title (which is currently Developmental Services).
2. Ken **MOVED** that the above motion be **AMENDED** – that we accept the 11-14-14 draft of Procedure 2125 with the modification that Nursing verbiage be changed to Nursing and Allied Health; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
3. **Task:** Ryan R. will make another set of revisions to Procedure 2125.

VI. New Business Not Related to Curriculum – none

VII. Other

- a. There was a brief discussion regarding consistency within a discipline as to how the ratio between lab hours/studio hours/clinical hours and credit hours. Should this be an institutional level decision? Discussion followed.

VIII. Adjournment

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