

Northland Pioneer College

Instructional Council (IC)

01-23-15

Voting Members Present: Janice Cortina, Amber Gentry, Eric Henderson, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk

Non-Voting Members Present: Wei Ma, Stan Pirog, Josh Rogers, Mark Vest and Hallie Lucas (recorder)

Guests: Peggy Belknap, Jennifer Bishop, Kenny Keith, Jeremy Raisor and Everett Robinson

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

- I. Roll Call
- II. Approval of 12-12-14 IC Minutes – Ryan Rademacher
  - a. Ken **MOVED** to approve the minutes of 12-12-14; **SECOND** by Pat.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
  - a. Dual Enrollment Subcommittee – no report
  - b. Learning Technology (LT) Subcommittee Report to IC 12-03-14 – John Chapin
    - i. Online Course Evaluation Draft 12-01-14 – John Chapin
      1. [Representative from LT did not attend meeting. Report and Online Course Evaluation Draft will be delayed until the next IC Meeting.]
  - c. NAVIT Subcommittee – no report
  - d. Professional Development – no report
- IV. Curriculum
  - a. ACRES
    - i. ACRES Process (Including Possible Editing Privileges for Everett Robinson and Scheduling on Agenda all Courses that Have Comments) – Eric Henderson and Ryan Rademacher
      1. There was a concern about courses with comments sitting in ACRES for long periods of time. There was a discussion about courses with slight typos, etc. and the possibility of having someone fix it during the meeting. Wei could check to see if editing privileges could be given to the editor.
      2. Ken **MOVED** that if a course has been sitting in ACRES for one month that it would automatically be placed on the agenda if it does not have the required votes; or, if the course has comments and lacks the required votes, it would automatically be placed on the agenda; **SECOND** by Ryan J.
        - a. **DISCUSSION** – The Chair of IC will check ACRES and place needed courses on the IC agenda. Also, if there are minor

changes needed in ACRES, Hallie is happy to fix them, if someone makes her aware of the need.

- b. Motion **APPROVED** by unanimous vote.
- ii. ENL 101 Course Modification – Ryan Jones, Ryan Rademacher & Eric Henderson
  - 1. There was discussion about the verbiage of “C or better” and it was noted that the contact hours were changed from 45 to 48. During meeting Ryan R. returned the course to the originator, changes were made and it was returned to the IC level.
  - 2. Ken **MOVED** that we approve the ENL 101 Course Modification; **SECOND** by Carol.
    - a. Motion **APPROVED** by majority vote.
    - b. Eric **ABSTAINED**.
    - c. Ryan J. **ABSTAINED**.
    - d. Ryan R. **ABSTAINED**.
- iii. MET 238 New Course – Kenny Keith
  - 1. IC agreed that concerns regarding this class have been addressed; and, since it had enough votes in ACRES, Ryan R. moved this course forward.
- iv. IMO 234 New Course Form – Kenny Keith
  - 1. IC agreed that concerns regarding this class have been addressed; and, since it had enough votes in ACRES, Ryan R. moved this course forward.
- v. Reminder to Vote in ACRES – Ryan Rademacher
- b. New Programs
- c. Program Modifications
  - i. ECD Early Childhood Management Program Modification – Eric Henderson
    - 1. Ken **MOVED** that we approve the ECD Early Childhood AAS, CAS Program Modification; **SECOND** by Carol.
      - a. Motion **APPROVED** by majority vote.
      - b. Eric **ABSTAINED**.
  - ii. ECD Family Care Program Modification – IC already approved MAT change, but Communications Change was Added – Eric Henderson
    - 1. Ken **MOVED** that we approve the ECD Family Care AAS, CAS, CP Program Modification; **SECOND** by Ryan J.
      - a. Motion **APPROVED** by majority vote.
      - b. Eric **ABSTAINED**.
  - iii. ECD Infant/Toddler Program Modification – Eric Henderson
    - 1. Ken **MOVED** that we approve the ECD Infant/Toddler AAS, CAS, CP Program Modification; **SECOND** by Pat.
      - a. Motion **APPROVED** by majority vote.
      - b. Eric **ABSTAINED**.
  - iv. ECD Preschool Program Modification – Eric Henderson
    - 1. Ken **MOVED** that we approve the ECD Preschool AAS, CAS, CP Program Modification; **SECOND** by Ryan J.
      - a. Motion **APPROVED** by majority vote.
      - b. Eric **ABSTAINED**.
  - v. ECD School Age Program Modification – Eric Henderson
    - 1. Ken **MOVED** that we approve the ECD School Age AAS, CAS, CP Program Modification; **SECOND** by Ryan J.
      - a. Motion **APPROVED** by majority vote.

- b. Eric **ABSTAINED**.
- vi. FRS AAS, CAS, CP Program Modification – only involves MAT and Communications – Ryan Rademacher
  - 1. Ken **MOVED** that we approve the FRS AAS Program Modification; **SECOND** by Pat.
    - a. Ken **AMENDED** his **MOTION** that we approve the FRS AAS, CAS, CP Program Modification; **SECOND** by Pat.
      - i. Motion **APPROVED** by unanimous vote.
- vii. HUS Residential Child/Youth Care – only involves MAT and Communications – Ryan Rademacher
  - 1. Ken **MOVED** that we approve the HUS Residential Child/Youth Care AAS, CAS, CP Program Modification; **SECOND** by Ryan J.
    - a. Motion **APPROVED** by majority vote.
    - b. Eric **ABSTAINED**.
- viii. MET AAS Program Modification – Kenny Keith
  - 1. Pat **MOVED** to approve MET AAS Program Modification; **SECOND** by Ken.
    - a. Motion **APPROVED** by unanimous vote.
- ix. IMO AAS, CAS, CP Program Modification – Kenny Keith
  - 1. Ken **MOVED** to approve IMO AAS, CAS, CP Program Modification; **SECOND** by Pat.
    - a. Motion **APPROVED** by unanimous vote.
- x. ABUS (Including Possible MAT Discussion) – Jennifer Bishop
  - 1. There was a general discussion about the ABUS MAT requirements and MAT wording, as well as dialogue concerning how students are being affected by the requirements (the MAT Department had also given input regarding this matter).
  - 2. Jennifer noted that BUS 206 is now approved by all three Arizona universities as either elective or direct transfer credit.
  - 3. Ken **MOVED** that we approve the ABUS Program Modification with the stipulation that the wording on the math requirements be changed to “MAT 221 or any mathematics course for which MAT 221 is a prerequisite”; **SECOND** by Eric.
    - a. Motion **APPROVED** by unanimous vote.
- d. Program Deletions - none
- e. Program Suspensions – none
- f. Misc. Curriculum
  - i. Wei will check into the possibility of seeing if the originator could be e-mailed when a comment it submitted in ACRES.
  - ii. NUR Request Special Permission (Past Deadline) to Move Forward with Minor NUR Program Modification – Carol Stewart
    - 1. The NUR Department would like to drop the math language “Compass Algebra score of 46 or ASSET Elementary Algebra score of 41 or ACT Math score of 21 within one year prior to application to the nursing program” and Carol explained why the department would like to move this program change forward at this time. There is already a MAT placement requirement for CHM 130 and a MAT requirement for the HESI exam; and, other program changes will eventually come, as well.

The language to replace this MAT requirement has not been developed by the department.

- a. Discussion followed, including the appearance of haste and data needed to support change.
  - b. Ken **MOVED** that we do not consider this request for waiver of curriculum deadline; **SECOND** by Rickey.
    - i. Motion **APPROVED** by majority vote.
    - ii. Carol **ABSTAINED**.
    - iii. Amber **ABSTAINED**.
- V. Old Business Not Related to Curriculum
- a. Reminder – IC Members Please Send Definitions Regarding LEC/LAB/MC/AUD to Ryan Rademacher
- VI. New Business Not Related to Curriculum
- a. Guidelines for Course Forms in ACRES – Permission to Replace Course Description Guidelines with those approved by IC 12-12-14 – Ryan Rademacher
    - i. Hallie would like permission to update the document with the minor changes IC made at the 12-12-14 IC Meeting (minor changes in wording).
    - ii. Ken **MOVED** that we allow Hallie to make the suggested changes to the Guidelines for Course Forms in ACRES; **SECOND** by Eric.
      - 1. **DISCUSSION** – Dean of Student Services title has now been changed to Director of Student Services, and it also needs to be changed in the document.
      - 2. Ken **AMENDED** his **MOTION** to approve the two proposed changes as well as change Dean of Student Services to Director of Student Services; **SECOND** by Eric.
        - a. Motion **APPROVED** by unanimous vote.
  - b. Search for IS Director Position – Faculty Interested in Serving on Search Committee – Mark Vest/Ryan Rademacher
    - i. Since it is important that Faculty have a say in the hiring of this position, IC would like to make a formal recommendation to Dr. Swarthout regarding the composition of the committee and suggestions as to who will serve. A considerable amount of discussion followed, and IC’s agreement is reflected in the motion below.
    - ii. Ken **MOVED** that we submit a recommendation to Dr. Swarthout (via Mark Vest) regarding the search committee for the IS Director: 1) three Faculty Members that broadly represent the college - Carol Stewart (N&AH), Doug Seely (CTE) and Eleanore Hempsey (A&S); 2) three Non-Faculty representatives – Stan Pirog (Head Librarian), IS Member and Cindy Hildebrand or Kerri Larson (IS Analyst type of position); 3) Wei Ma (Faculty in Educational Technology); **SECOND** by Pat.
      - 1. Motion **APPROVED** by unanimous vote.
    - iii. **Task:** Ryan R. will send IC’s recommendation to Mark Vest regarding the IS Director Search Committee composition and will also send suggested specific names to serve (as determined during today’s meeting).
  - c. ACRES data loss 01-20-15 – Wei Ma
    - i. There was concern regarding what caused the system failure.
- VII. Other

- a. There was discussion about the need to document more policies/procedures regarding the process side of IC.
  - i. **Task:** IC Members will send recommendations to Ryan R. regarding suggested IC processes that should be documented.
- b. There was discussion regarding the Recommendation to HR, College-wide Notification of Personnel Changes (dated 11-18-14).
  - i. **Task:** Regarding the Recommendation to HR, College-wide Notification of Personnel Changes (dated 11-18-14) [IC voted on it 12-12-14], Hallie will add it to the next IC Meeting Agenda.
- c. There was discussion about the recent e-mail that went out that stated “LDA and instructor signature are required for all drops/withdrawals beginning January 12” (in other words, the first day of the semester).
  - i. **Task:** Jeremy will check the federal guidelines regarding wording for “last day of attendance” and will request an agenda item for the next IC Meeting. He will also provide recommended wording that could help alleviate the work load on Faculty members during the first two weeks of the semester.
- d. Jeremy Raisor, as Director of Enrollment Services, will attend IC Meetings regularly as a non-voting member. Also, Josh Rogers will attend, for now; and, and will handle ACETS, as well as updating Advisers regarding curriculum changes, etc.
- e. NPC’s District Governing Board moved all curriculum decisions to the consent agenda.

VIII. Adjournment

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

Approved 02-13-15