

Northland Pioneer College

Instructional Council (IC)

02-13-15

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

Non-Voting Members Present: Cindy Hildebrand, Stan Pirog, Jeremy Raisor, Josh Rogers, Mark Vest, Leslie Wasson and Hallie Lucas (recorder)

Guests: John Chapin, Tracy Chase, Claude Endfield, Mark Ford, Shannon Newman and Everett Robinson

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

- I. Roll Call
- II. Approval of 01-23-15 IC Minutes – Ryan Rademacher
 - a. Janice **MOVED** to approve the minutes of 01-23-15; **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee – no report
 - b. Assessment of Student Knowledge (ASK) Subcommittee Report to IC 02-09-15 – Shannon Newman
 - i. Shannon gave an overview of the report.
 - ii. Pat **MOVED** that we accept the ASK Subcommittee Report to IC 02-09-15; **SECOND** by Doug.
 1. Motion **APPROVED** by unanimous vote.
 - iii. ASK Reports Received 02-09-15 – Shannon Newman (informational only)
 - c. Catalog Review Subcommittee – no report
 - i. (see proposed catalog changes under new business)
 - d. Learning Technology (LT) Subcommittee Report to IC 12-03-14 – John Chapin
 - i. John gave an overview of the report and discussion followed.
 - e. LT Subcommittee Report to IC 02-04-15 – John Chapin
 - i. John gave an overview of the report.
 - ii. Pat **MOVED** to accept the LT Subcommittee Reports to IC of 12-03-14 and 02-04-15; **SECOND** by Carol.
 1. Motion **APPROVED** by unanimous vote.
 - iii. Online Course Evaluation Draft 12-01-14 – John Chapin
 1. If this Online Course Evaluation Draft is accepted, it was recommended that that is go into effect Fall 2015.
 2. Eric **MOVED** that we **TABLE** the Online Course Evaluation Draft 12-01-14 until our next IC Meeting; **SECOND** by Pat.
 - a. **DISCUSSION - Task:** Ryan R. will check with Wei Ma to see if he will be at the next IC Meeting to discuss/answer questions

regarding the Online Course Evaluation. **Task:** Hallie will add Online Course Evaluation Draft 12-01-14 to the next IC Agenda.

b. Motion **APPROVED** by unanimous vote.

IV. Curriculum

a. ACRES

i. BUS 210 Course Modification– Tracy Chase

1. Eric **MOVED** to approve BUS 210 Course Modification; **SECOND** by Pat.

a. Motion **APPROVED** by unanimous vote.

ii. CIS 142 Course Modification – Doug Seely

1. No major objections were raised about the course. There were enough votes in ACRES, so Ryan R. moved it forward.

iii. FDV 150 New Course – Mark Ford

1. This course will be cross-listed with SPT 150; and, the question regarding word count was resolved.

2. Pat **MOVED** to approve FDV 150 New Course; **SECOND** by Carol.

a. Motion **APPROVED** by majority vote.

b. Eric **ABSTAINED**.

3. **Task:** Ryan R. will contact Wei Ma and ask him to get FDV 150 “unstuck” in ACRES so that he can approve it.

iv. **Task:** IC Members will get into ACRES A.S.A.P. and vote.

v. SPT 150 Course Modification – Eric Henderson

1. Pat **MOVED** to approve SPT 150 Course Modification; **SECOND** by Carol.

a. Motion **APPROVED** by majority vote.

b. Eric **ABSTAINED**.

b. New Programs

i. AAEC – Claude Endfield

1. This program is in response to a state-wide initiative (initiated through First Things First). Many of our students are mandated by their employers to have an Associate of Arts Degree leading toward a Bachelor’s Degree. The degree is designed to satisfy the General Education requirements for transfer to Arizona Universities; and, taking the required electives will lead students toward a Child Development Associate (CDA) Credential, which is the most widely-recognized credential in early childhood education.

2. Carol **MOVED** to approve the AAEC New Program; **SECOND** by Doug.

a. Motion **APPROVED** by majority vote.

b. Eric **ABSTAINED**.

3. **Task:** Hallie will correct the following typos in the AAEC Business Plan 02-09-15: 1) page 1 header – change spelling of Proposal; 2) page 8, last item on page – change to 2015.

ii. FDV – Mark Ford

1. Mark F. stated that the program is designed to train students in a career in motion pictures and includes a three-course sequence in applications where students produce their own work. They will end up with a “short real” (similar to a video resume’) for entry into the professional world of film and video. A question/answer time followed.

2. If there are concerns with courses, Ryan R. has permission to return them to the Dean, so that corrections can quickly be made.

3. **Task:** Because of the time sensitivity, IC Members will e-mail Mark Ford if they have any questions or comments regarding FDV courses in ACRES, and they will copy either Ryan R. or Eric H. on the e-mail.
 4. **Task:** Hallie will invite Mark F. to the next IC Meeting.
- c. Program Modifications
- i. AGS – Eric Henderson
 1. We have an AGS degree that is not very general, and it needs to be evaluated. This degree is a college-wide degree, and all divisions should give input. The current proposed change is to delete the MAT 105.
 2. Pat **MOVED** to approve the AGS Program Modification; **SECOND** by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
 - ii. AS - Eric Henderson
 1. Doug **MOVED** to approve the AS Program Modification; **SECOND** by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
 - iii. BUS Accounting AAS, CAS, CP – Tracy Chase
 1. Doug **MOVED** that we approve the BUS Accounting AAS, CAS, CP Program Modification; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 - iv. BUS Entrepreneurship AAS, CAS, CP – Tracy Chase
 1. Pat **MOVED** that we approve the BUS Entrepreneurship AAS, CAS, CP Program Modification; **SECOND** by Doug.
 - a. Motion **APPROVED** by unanimous vote.
 - v. BUS Management and Leadership AAS, CAS, CP – Tracy Chase
 1. Pat **MOVED** to approve the BUS Management and Leadership AAS, CAS, CP Program Modification; **SECOND** by Doug.
 - a. Motion **APPROVED** by unanimous vote.
 - vi. BUS Medical Office Technologies AAS, CAS, CP – Tracy Chase
 1. Doug **MOVED** to approve the BUS Medical Office Technologies AAS, CAS, CP Program Modification; **SECOND** by Janice.
 - a. Motion **APPROVED** by unanimous vote.
 - vii. BUS Medical Transcription AAS, CAS, CP – Tracy Chase
 1. Pat **MOVED** to approve the BUS Medical Transcription AAS, CAS, CP Program Modification; **SECOND** by Janice.
 - a. Motion **APPROVED** by unanimous vote.
 - viii. BUS Modern Office Technologies AAS, CAS, CP – Tracy Chase
 1. Eric **MOVED** to approve the BUS Modern Office Technologies AAS, CAS, CP Program Modification; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 - ix. BUS Retail Management AAS, CAS, CP – Tracy Chase
 1. Pat **MOVED** to approve the BUS Retail Management AAS, CAS, CP Program Modification; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 - x. CIS Network and PC Support CP – Doug Seely

1. Carol **MOVED** to Approve the CIS Network and PC Support CP Program Modification; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Doug **ABSTAINED**.
- xi. General Education AA, AAEE, AAS, ABUS, AGS, AS – Eric Henderson
 1. Doug **MOVED** to approve the General Education AA, AAEE, AAS, ABUS, AGS, AS Program Modification; **SECOND** by Pat.
 - a. **DISCUSSION** – in an environment where we have declining enrollment in general education classes, by adding more classes, you run the risk of thinning out the enrollment in any given course, if we are not careful about scheduling.
 - b. Motion **APPROVED** by majority vote.
 - c. Eric **ABSTAINED**.
- d. Program Deletions - none
- e. Program Suspensions – none
- f. Misc. Curriculum
 - i. CCP – this a department and not an actual program – Ryan Rademacher
 1. IC was reminded that CCP is a department only and not an actual program. Cynthia Blodgett visited the IC Meeting in case there were any questions or concerns, but there were none.
 - ii. Programs – Financial Aid Viable? – Mark Vest
 1. Whenever prospective programs are brought forward, it is important that the proposer checks with Financial Aid to make sure the program is eligible for Financial Aid.
 2. **Task:** Mark V. and Hallie will revise Feasibility Study Template and possibly the New Program Procedure in the Guidelines for Course Forms in ACRES to make sure that the Financial Aid piece is clearly defined. They will bring suggested revisions to IC.
 - iii. ACRES – Input from ASU Regarding Possible Changes – Ryan Rademacher
 1. Ryan reported regarding questions that arose at the 01-23-15 IC Meeting about possible changes to functions in ACRES. The originator editing privileges cannot be changed; however, Rebecca McKay, Technical Analyst for the State, will check into the possibility of an e-mail being generated when a comment is made.
 2. **Task:** Ryan R. will contact Wei Ma regarding who can make edits at what point in ACRES and determine what is system driven and what is decision driven. (Example – Chairs cannot return forms to Originator)
- V. Old Business Not Related to Curriculum
 - a. Articulation Agreement – Review Revised NPC & UA Bridge 01-22-15 (including addendum) – Ryan Rademacher & Mark Vest
 - i. The changes to this agreement were highlighted in yellow on the documents. There was a great deal of discussion regarding this agreement and agreements with other Arizona universities (in general), as well.
 - ii. Doug **MOVED** that we accept the NPC & UA Bridge 01-22-15 (includes addendum draft 01-22-15); **SECOND** by Pat.
 1. **DISCUSSION** – it is not an articulation agreement, but an admissions agreement.
 2. Motion **APPROVED** by unanimous vote.

- iii. **Task:** Mark V. and Ryan R. will approach NAU with NPC/UA Bridge Program Partnership to see if they might be willing to match it.
 - b. Team Teaching – Expansion Beyond General Education Courses – Eric Henderson
 - i. There was a general discussion about the possibility of expanding team teaching, and several people gave input/ideas. It was noted that growth in this area should be done in a defensible manner.
 - ii. **Task:** Ryan R. will send an e-mail to Amber and Ryan J. and will attach the current Team Teaching document, so that they can work together on possible revisions.
 - c. Recommendation to HR, College-wide Notification of Personnel Changes 11-18-14 – Pat Lopez
 - i. There was a general discussion regarding the need to be notified when employees are new or when they leave the college. It was noted that this is a practice that NPC did in the past and is also common in many organizations.
 - ii. Carol **MOVED** that Pat take the proposal (College-wide Notification of Personnel Changes) to College Council and that IC give support for the proposal; **SECOND** by Janice.
 - 1. Motion **APPROVED** by unanimous vote.
- VI. New Business Not Related to Curriculum
 - a. SPASC Criterion 2 Recommendation – 02-21-15 – Stan Pirog and Leslie Wasson
 - i. Driven by the HLC Assurance for Criterion 2.D, there was a discussion regarding freedom of expression and the pursuit of truth in teaching and learning at NPC. It was generally agreed upon that we do engage in these practices at NPC. However, as part of the Assurance process for HLC Criterion 2.D, Leslie and Stan asked IC for possible methods we can document these practices, and there were some suggestions/ideas presented.
 - ii. Pat **MOVED** that we table the action regarding the SPASC Criterion 2 Recommendation; **SECOND** by Carol.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Based on suggestions received from IC, Leslie and Stan will solicit some demonstrable evidentiary documentation from the Faculty regarding freedom of expression and the pursuit of truth in teaching and learning.
 - b. Catalog for 2015-2016 – Possible Changes 01-26-15 – Jeremy Raisor
 - c. Catalog for 2015-2016 – Additional Possible Changes REVISED 02-09-15 – Jeremy Raisor
 - i. Jeremy noted that some of the changes actually fall under the authority of the Records and Registration, and they are bringing them to IC to make them aware of changes. However, IC may want to discuss some of the items.
 - ii. Carol **MOVED** that we table the two catalog documents; **SECOND** by Doug.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** At the next IC Meeting, Ryan R. and Hallie will make sure that the Catalog Changes are dealt with very early in the meeting.
 - d. Instructional Issues Related to IS Funding – Brian Burson
 - i. This item will be discussed at the next IC Meeting.
- VII. Other
 - a. NPC CAB Change Management Form (posted in MyNPC)
 - i. This form was briefly discussed, and it was suggested that a drop down list might address the concerns.

- ii. **Task:** Hallie will place the NPC CAB Change Management Form on the next IC Agenda.

VIII. Adjournment

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

Approved 02-27-15