

Northland Pioneer College

Instructional Council (IC)

02-27-15

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: Cindy Hildebrand, Wei Ma, Stan Pirog, Jeremy Raisor, Leslie Wasson and Hallie Lucas (recorder)

Guests: John Chapin, Claude Endfield, Peg Erdman, Mark Ford, Rich Harris, Everett Robinson, Bryan Russell and Connie Warren

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

- I. Roll Call
- II. Approval of 02-13-15 IC Minutes – Ryan Rademacher
 - a. Pat **MOVED** to approve the minutes of 02-13-15; **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards (ACA) Subcommittee Report to IC 02-27-15 – Bryan Russell
 - i. Bryan gave an overview of the report; and, a great deal of discussion followed, including the need for Faculty to serve on committees that would handle plagiarism and academic misconduct (and what the composition of that committee might be). Bryan will take IC's discussion points back to the ACA Subcommittee, so that they can bring a formal recommendation forward this semester. There was discussion regarding the rising costs of COMPASS placement testing and its effectiveness, as well as alternate methods that could possibly be used for placement instruments. Rickey noted that the CCP Department would be happy to attend department meetings (especially MAT and ENL) to discuss placement. IC Members were invited to attend the Subcommittee's next meeting on 03-06-15, 2:00-4:00 p.m., audio classroom.
 - ii. Ken **MOVED** to accept the Academic Standards Subcommittee Report for 02-27-15; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - b. Dual Enrollment (DE) Subcommittee Report to IC 02-23-15 – Rich Harris
 - i. Rich gave an overview of the report and he noted that at the recently attended statewide conference, there seems to be an overwhelming change in the trends/attitudes toward dual enrollment from a faculty perspective. The other hot topic at the recent conference was faculty qualifications (NPC adheres to State statute).
 - ii. Ken **MOVED** to accept the Dual Enrollment Subcommittee Report to IC of 02-23-15; **SECOND** by Carol.
 1. Motion **APPROVED** by unanimous vote.

- iii. **Task:** In the 2014-2015 IC Charge to the DE Subcommittee item G, next time DE is scheduled to report, Rich will bring forward a recommendation.
- c. Learning Technology (LT) Subcommittee
 - i. Online Course Evaluation Draft 12-01-14 – Wei Ma
 - 1. Wei gave some background regarding this form and noted that Quality Matters (QM) is a nationally recognized rubric designed to evaluate the quality of online courses. Wei went over the recommended changes that reflect the modifications made to the QM 5th Edition. Discussion followed.
 - 2. **Task:** Wei will send the annotations document to IC that has more detail about the QM Rubric.
 - 3. Carol **MOVED** to adopt the Online Course Evaluation Draft 12-01-14, including the change in 2.4 to “...or competencies and course activities is clear”; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **OPPOSES**.
 - d. NAVIT Subcommittee – no report
 - e. Professional Development (PD) Subcommittee Report to IC 02-27-15 – Ryan Jones
 - i. Ryan J. gave an overview of the report. A great deal of conversation followed; and, IC members were asked to consider the various topics and give input, so that PD can bring formal recommendations forward: 1) pay to publish – should PD criteria be revised to pay for this type of request – suggestions needed for criteria; 2) should PD consider paying tuition for traditional and competency-based credits, especially as it relates to salary moves; 3) should PD be used to pay faculty members for conducting in-house training.
 - ii. PD voted to accept applications to cover travel and accommodation costs to attend NPC Instructional Skills Workshops.
 - iii. Pat **MOVED** to accept the Professional Development Report to IC of 02-27-15, **SECOND** by Janice.
 - 1. Motion **APPROVED** by unanimous vote.
 - iv. **Task:** IC Members were asked to click on the two links in the PD Report to IC 02-27-15 and read the articles regarding pay to publish.

IV. Curriculum

- a. ACRES
 - i. NAT 101 Course Modification – Peg Erdman
 - 1. Peg noted that the suggested changes (as reflected in ACRES) are in response to the Nurse Practice Act (generated by the Board of Nursing) requirements. Discussion followed.
 - 2. Pat **MOVED** that we accept the new language for NAT 101 as discussed, removing the paragraph in red and housing it on page #135 (current catalog) and actual dollar amounts should be removed and changed to “...current cost of testing and certification and fingerprinting...”; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. Amber and Carol **ABSTAINED**.
 - c. Pat **RESCINDED** her motion and Carol **RESCINDED** her **SECOND**.
 - 3. Eric **MOVED** that we approve NAT 101 as described in ACRES, with the following changes: 1) delete the entire paragraph that begins with

- “Additional costs/requirements” and ends with “\$10 fingerprinting fee” and move this paragraph to page 135 (current catalog) under Cost & Time for completion; 2) in place of the above mentioned deletion add “Additional costs and requirements will apply. See page #135.”; 3) regarding the paragraph that will be moved to page #135, actual dollar amounts should be removed and changed to “...current cost of testing and certification and fingerprinting...”; **SECOND** by Pat.
- a. Motion **APPROVED** by majority vote.
 - b. Amber and Carol **ABSTAINED**.
4. **Task:** Hallie will make the following corrections to the NAT 101 catalog format strike-thru document:
- a. Delete the entire paragraph that begins with “Additional costs/requirements” and ends with “\$10 fingerprinting fee”.
 - b. In place of the above mentioned deletion add “Additional costs and requirements will apply. See page #135.”
- ii. PHT 102 Course Modification – Peg Erdman
1. Peg gave an overview of the suggested change, and discussion followed regarding the appropriate place to house this information.
 2. Rickey **MOVED** to deny the PHT 102 course modification, as the information for the proposed change should be housed elsewhere; **SECOND** by Ryan J.
 - a. **DISCUSSION** – part of the proposed changes (in red) are already in the current catalog.
 - b. Motion **APPROVED** by majority vote.
 - c. Amber and Carol **ABSTAINED**.
- iii. EDU 138 Course Modification – Rickey Jackson
1. There were enough votes, and Ryan R. moved it forward in ACRES.
- iv. ENL 210 Course Modification – Eric Henderson
1. Ken **MOVED** to approve the ENL 210 Course Modification; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Ryan R., Ryan J. and Eric **ABSTAINED**.
- v. FRS 104 Course Modification (2nd one for year) – Ryan Rademacher
1. There was some question about the lecture/lab; however, IC decided to approve the course.
 2. There were enough votes, and Ryan R. moved it forward in ACRES.
- vi. CCP New Courses – Rickey Jackson
1. Ken **MOVED** to approve all of the CCP courses that are currently at IC level in ACRES; **SECOND** by Amber.
 - a. Motion **APPROVED** by majority vote.
 - b. Rickey, Janice and Eric **ABSTAINED**.
 2. **Task:** Ryan R. will go into ACRES and approve all CCP courses, per 02-27-15 IC Vote.
- vii. NUR 105 New Course (QM Review?) – Amber Gentry
1. Amber requested that this course be returned to the Department Chair in ACRES.
- b. New Programs
- i. AAEC Catalog Format (minor change) – Eric Henderson

1. A minor problem was discovered regarding the AAEC New Program (approved at the last IC Meeting). The ECD 270 required elective has not been approved for transfer to the AZ universities.
 2. Ken **MOVED** to approve the change to the AAEC New Program, as reflected in the catalog format document in ACRES by removing ECD 270 from the required electives and adding 2 credits to the additional electives and changing the required electives from 24 to 22; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 3. **Task:** On the AAEC Catalog Format (FA15) document, Hallie will correct the required electives to 22.
- ii. FDV – Mark Ford
1. Carol **MOVED** to approve the FDV New Program; **SECOND** by Ken.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
 2. **Task:** Mark Ford will create a New Program Form in ACRES, A.S.A.P., for the approved FDV Program and will attach all documentation used to get this program approved, including a catalog format document.
- c. Program Modifications
- i. AA, AAEE, AAS, ABUS, AGS, AS General Education Degree Problem Identified – Eric Henderson
 1. Since BIO 241 is not a lab class, it cannot be used in the AA, AAEE, AAS, ABUS, AGS, AS and needs to be removed (currently as seen on page #84 of the current catalog).
 2. Ken **MOVED** that we remove BIO 241 under Physical and Biological Sciences in the AGECS; **SECOND** by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
 - ii. EMT AAS, CAS, CP Program Modification – Ryan Rademacher (MAT & Communications compliance only)
 1. Pat **MOVED** to approve the EMT AAS, CAS, CP Program Modification as proposed in ACRES; **SECOND** by Rickey.
 - a. Motion **APPROVED** by majority vote.
 - b. Amber and Carol **ABSTAINED**.
- d. Program Deletions - none
- e. Program Suspensions – none
- f. Misc. Curriculum
- i. Have all CAS & AAS programs been revised to delete MAT105 and conform to the new format? - Eric Henderson
 1. Eric **MOVED** to approve the MDA AAS, CAS Program Modification as proposed in ACRES (MAT & Communications compliance and cleans up confusion with the way MAT was listed in AAS and CAS); **SECOND** by Ken.
 - a. Motion **APPROVED** by majority vote.
 - b. Amber and Carol **ABSTAINED**.
 2. Pat **MOVED** to approve the NAT CP Program Modification as proposed in ACRES (MAT compliance); **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.

- b. Amber and Carol **ABSTAINED**.
- V. Old Business Not Related to Curriculum
- a. 2016-2017 Academic Calendar 02-13-15 Draft – Rickey Jackson
 - i. Rickey explained that even though IC previously approved the 2016-2017 Academic Calendar, there has been a change.
 - ii. As it is currently reflected on the proposed calendar, is it OK to have the last day for 9 month faculty on May 15th (one day before grades are due on the 16th)? Discussion followed.
 - iii. There was discussion about January 2nd being a work day. Rickey explained that staff receives 5 days off during the holidays and when possible, these days are distributed to have one whole week off.
 - iv. Pat **MOVED** to approve the 2016-2017 Academic Calendar 02-13-15 Draft as presented; **SECOND** by Ken.
 1. **DISCUSSION** – dates that Faculty return/depart are not officially part of the academic calendar, but it is helpful to include it.
 2. Motion **APPROVED** by unanimous vote.
 - b. NPC CAB Change Management Form Draft 01-28-15 – Rickey Jackson
 - i. Cindy explained that the field that houses Last Date of Attendance (LDA) is a Jenzabar custom field. Our custom field is character and Jenzabar standard requires a date. Financial Aid is affected by LDA. The main question is what does an instructor enter if the student is no show? If we use the date of 12/31/1899, that would address the problem. Financial Aid is OK with this proposed change.
 - ii. Carol **MOVED** that we approve the CAB Change Management Form Draft 01-28-15 as presented; **SECOND** by Ryan J.
 1. Motion **APPROVED** by majority vote.
 2. Eric **ABSTAINED**.
 - c. GEATF/AzTransfer Summit and Official Representatives – Eric Henderson
 - i. As previously discussed in IC, there is a request for IC to make formal appointments to the General Education ATF.
 1. Pat **MOVED** to appoint Amy Grey and Eleanore Hempsey to the GEATF, with Andrew Hassard as an alternate; **SECOND** by Janice.
 - a. **DISCUSSION** – Eric will remain the lead member for now and he supports these appointments.
 - b. Motion **APPROVED** by unanimous vote.
 2. **Task**: Ryan R. will notify Eleanore Hempsey and Amy Grey that they have been appointed by IC to serve on the GEATF.
- VI. New Business Not Related to Curriculum
- a. Catalog Changes – Jeremy Raisor
 - i. Jeremy explained that as his area makes changes to the catalog he will inform IC so that they can discuss it if needed. At times, IC will be asked to take action on some of the needed changes.
 - ii. Jeremy went over Catalog Changes Clarifications from Director of Enrollment Services (02-23-15) and noted that these are just clarifications of current policies. Discussion followed.
 1. **Task**: Regarding Item #6 on the Catalog Changes Clarifications from Director of Enrollment Services (02-23-15), Jeremy will clean up the

wording slightly and will e-mail IC to let them know of the changes he made.

- iii. Jeremy went over the Catalog Changes Recommendations from Director of Enrollment Services (02-23-15). Discussion followed.
 - 1. Ken **MOVED** to approve Action Item #1 on the Catalog Changes Recommendations from Director of Enrollment Services (02-23-15); **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 - 2. Ken **MOVED** to approve action Item #2 on the Catalog Changes Recommendations from Director of Enrollment Services (02-23-15) with the change (in 3 sentences) from “register for or drop classes” to “register for a class or to drop a class”; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 - 3. **Task:** Hallie will clean up wording on Catalog Changes Recommendations from Director of Enrollment Services (02-23-15), Item #2, to read “Students must get instructor permission to register for a class or to drop a class, including Internet....” (note – only this sentence changes - for each semester).
 - b. Instructional Issues Related to IS Funding – Ryan Jones
 - i. Ryan asked that this conversation be delayed until another meeting where we have more time.
 - c. Records Manager Request of 02-16-15 – Ryan Rademacher
 - i. Lisa Jayne requested that the IC Subcommittee Reports no longer be sent to NPC Archives, as the permanent records are housed in the Office for Learning.
 - 1. Ken **MOVED** that we approve Lisa’s request that IC Subcommittee Reports are no longer sent to NPC Archives; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. The second item is for information only, stating that ACRES records need only be maintained by the Assistant for Learning, both hard copy and backup (digital or otherwise).
- VII. Other – none
- VIII. Adjournment
 - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Eric.
 - i. Motion **APPROVED** by unanimous vote.