

Northland Pioneer College

Instructional Council (IC)

03-13-15

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, Mark Vest, Leslie Wasson and Hallie Lucas (recorder)

Guests: John Chapin, Shannon Newman, Everett Robinson and Bryan Russell

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

- I. Roll Call
- II. Approval of 02-27-15 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 02-27-15; **SECOND** by Pat.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards (ACA) Subcommittee Report to IC 03-13-15 – Bryan Russell
 - i. Bryan gave an overview of the report and indicated that the designee for the Chair of IC (in recommendation #1) would probably be the Chair of ACA and the panel would likely consist of three people. There was a great deal of discussion including: 1) the composition of the panel; 2) educational opportunity for Faculty to learn what other Faculty members view as academic misconduct; 3) instructional issue; 4) process for change – create strike-through draft of Procedure 2625, Mark takes to the college attorney, send document to the college for review – process would need to be done in April; 5) identify a pool of Faculty to draw from for the panels; 6) under current procedure Faculty do not have latitude in dealing with academic misconduct – change needed; 7) possibly allow instructor or student to initiate a request for a panel; 8) possibly include Adjunct Faculty; 9) process needed for recording list of offenses – form required?; 10) input needed from Faculty on the front-end of suggested revisions to the procedure; 11) include a simple statement that students are required to follow any policy/procedure/guidelines outlined by the program to which they have been admitted; 12) reasons that an instructor reports academic misconduct.
 - ii. Ken **MOVED** to accept Recommendation #1 of the Academic Standards Subcommittee Report to Instructional Council for 03-13-15 and that we look at the procedure and rewrite a draft for IC to review; **SECOND** by Ryan J.
 1. **DISCUSSION** – include specifications of composition of panel – does motion go way beyond recommendation? – rewriting procedure separate issue.
 2. Motion **REJECTED** by unanimous vote.

- iii. Eric **MOVED** to adopt Recommendation #1, from the Academic Standards Subcommittee Report to IC, with minor change - after the wording “ad hoc panel” insert the words “consisting of three members”; **SECOND** by Ken.
 - 1. **DISCUSSION** – vote on what is actually in the recommendation and make recommendations for changes to the rewrite – discussion of what is proper procedure here for Robert’s Rules of Order – need to give Subcommittee some guidance regarding what IC is thinking – accept recommendation provisionally?
 - 2. Motion **APPROVED** by unanimous vote.
- iv. Ken **MOVED** to cull (reject) Recommendation #2; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
- v. Ken **MOVED** to accept Recommendation #3; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
- vi. Ken **MOVED** to rewrite Procedure #2625 to include some latitude for the instructor to address plagiarism narrowly in the classroom, giving a short list of ways to handle the plagiarism at their discretion before the plagiarism is brought to the ad hoc committee. Also that we look at allowing both students and instructors to initiate an ad hoc committee to review allegations. [there was no second to this motion]
 - 1. **DISCUSSION** – are we just addressing plagiarism? - the rewrite of Procedure #2625 will cover a lot of academic misconduct, as well as many of the things we discussed today for needed changes.
 - 2. Ken **AMENDED** his motion to include academic misconduct, composition of the committee (Faculty, Adjunct Faculty, etc.), how the appropriation of Faculty would be designated to the committee through pools of Faculty in the case that there may be conflicts of interest. [there was no second to this amended motion]
 - a. **DISCUSSION** – couldn’t we just make a motion to revisions to Procedure #2625 as it reflects today’s discussion?
 - b. Ken **RESCINDED** his motion.
- vii. Ken **MOVED** to have Ryan R. make changes to Procedure 2625 that reflect today’s discussion on academic misconduct as it relates to NPC and bring it back IC for review; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
 - 2. Any Faculty members who are interested in assisting Ryan R. with the rewrite should notify him.
 - 3. **Task:** Ryan R. will begin creating a strike-through document for revisions to Procedure #2625, taking into consideration input that he has received from Faculty. He will also contact Mark, Eric and Leslie to discuss it. He will bring the document back to IC for review/input.
- b. Assessment of Student Knowledge (ASK) Subcommittee Report to IC 03-13-15 – Shannon Newman
 - i. Shannon went over the report and added that they are still looking for Faculty members to attend the Arizona Assessment Conference on 04-03-15 at Rio Salado Community College.
 - ii. Ken **MOVED** to accept the ASK Subcommittee Report to IC 03-13-15; **SECOND** by Eric.
 - 1. Motion **APPROVED** by unanimous vote.

- c. Learning Technology Subcommittee Report to IC 03-04-15 – John Chapin
 - i. John gave a summary of the report and noted that Curtis Stevens has been hired for the A/V Tech position!
 - 1. Ken **MOVED** that we accept the Learning Technology Subcommittee Report to IC 03-04-15; **SECOND** by Janice.
 - a. Motion **APPROVED** by unanimous vote.

IV. Curriculum

- a. ACRES
 - i. ECD 180 Course Deletion
 - ii. ECD 224 Course Deletion
 - iii. ECD 238 Course Deletion
 - iv. ECD 239 Course Deletion
 - v. ECD 240 Course Deletion
 - vi. Pat **MOVED** to approve the deletion of all ECD courses that are currently at IC level in ACRES; **SECOND** by Ken.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Eric **ABSTAINED**.
 - 3. **Task:** Ryan R. will move forward the ECD courses that are currently at the IC level in ACRES, per approval from 03-13-15 IC vote.
- b. New Programs - none
- c. Program Modifications - none
- d. Program Deletions - none
- e. Program Suspensions – none
- f. Misc. Curriculum
 - i. Request for Exception to Curriculum Deadline to delete TLC Classes (in ACRES) – Rickey Jackson
 - 1. There was a discussion about a pattern of missed deadlines (in general) and IC members not voting in ACRES, impacting various employees at the college. It was noted that: 1) the TLC course deletions were put into ACRES before the deadline and can be voted on in ACRES – therefore, an exception to the deadline is not needed; 2) after doing a catalog search it was discovered that the deletion of these courses affected several prerequisites for other courses; 3) CCP courses sat in ACRES for 1 ½ months (awaiting votes) and finally had to come to an IC meeting for approval – TLC courses could not be deleted prior to CCP course approval.
 - 2. Ken **MOVED** that we vote down the agenda item Request for Exception to Curriculum Deadline to Delete TLC Classes (in ACRES), removing it from the agenda and that we vote on them in ACRES; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 - 3. There was concern regarding what will happen if people do not vote on these courses today (the deadline).
 - 4. Ken **MOVED** to approve the Annual Deletion of Courses Within a Prefix from TLC 010 to TLC 099, as it is currently at IC level in ACRES; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. Janice, Eric and Rickey **ABSTAINED**.

5. **Task:** Ryan R. will move forward the TLC Annual Deletion of Courses Within a Prefix that is in ACRES, per approval from 03-13-15 IC vote.
- V. Old Business Not Related to Curriculum - none
 - VI. New Business Not Related to Curriculum
 - a. Catalog Changes
 - i. Jeremy described the revisions stated in the Catalog Changes Clarifications from Director of Enrollment Services Informational Only 03-13-15 document. He noted that most of the changes clarify policies that we already follow, and he answered a couple of questions.
 - ii. Jeremy explained the recommendations as listed in the Catalog Changes Recommendations from Director of Enrollment Services Draft 03-09-15.
 1. Regarding Item #1, he stated that Records and Registration (R&R) recommends that students who participate in the U.S. Department of Veterans Affairs (VA) not be dropped on the FTSE roster, but instead be given a F at the end of the semester (either U or S on FTSE roster is fine to use). Instructors should not assign a W to a VA student, but the student can withdraw if they choose to do so (repayment to VA needed). Discussion followed, as it is a complicated matter.
 - a. Ken **MOVED** that we approve Item #1 on the Catalog Changes Recommendations from Director of Enrollment Services Draft 03-09-15; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
 2. Jeremy went over the Item #2, and he stated that this recommended change resulted from researching the Higher Learning Commission (HLC) standards. He added that only eight students since 2000 would have been affected had the policy been different during that time period.
 - a. Ken **MOVED** to approve Item #2 on the Catalog Changes Recommendations from Director of Enrollment Services Draft 03-09-15; **SECOND** by Pat.
 - i. **DISCUSSION** – is HLC more concerned with the 25% ratio or simply 15 credits? We are not out of compliance; however, we do want to follow HLC’s best practices. It would be helpful to make a decision prior to the deadline for the 2015-2016 NPC Catalog.
 - ii. Ken **AMENDED** his motion to approve Item # 2 on the Catalog Changes Recommendations from Director of Enrollment Services Draft 03-09-15 with the change of 15 semester credits to 16 semester credits.
 1. Motion **DIED** due to lack of a second.
 - b. Pat **MOVED** to table Item #2 on the Catalog Changes Recommendations from Director of Enrollment Services Draft 03-09-15; **SECOND** by Ken.
 - i. Motion **APPROVED** by majority vote.
 - ii. Eric **OPPOSES**.
- iii. **Task:** Jeremy will ask Beth Batson to send an e-mail to Faculty, explaining specific issues/situations that affect VA students; and, she will give details regarding how Faculty can determine if the student is VA.

- iv. **Task:** Jeremy will also speak with Beulah about sending information to Faculty that relates to grades/situations that affect students' Financial Aid.
 - v. **Task:** Regarding Jeremy's HLC Compliance Concern (number of credit hours a student must take at NPC in order to earn their degree here), Mark will try to check with HLC to see if that number equates to 25% of the total credit hours or if it should simply be 15 credit hours. He will report back to IC.
 - vi. **Task:** Regarding Item #2 on the Catalog Recommendations from the Director of Enrollment Services, Hallie will place it on the agenda for the first IC Meeting in April.
- b. Instructional Issues Related to Information Services (IS) Funding – Ryan Jones
- i. There was a general discussion regarding instructional issues related to IS Funding and it was noted that the college makes a major institutional commitment to technology to deliver our services; however, some Faculty believe that the support of the technology is not adequately funded. Since IC is the body at the college most connected to technological instructional issues, many IC members believe that it is appropriate for us to give input in the matter. In addition, IC would also like to be kept informed regarding the status of hiring an IS Director. Ryan J. and Pat will begin working on an IC position paper to present to the new IS Director, when hired. They will bring the paper to IC for review.

VII. Other – none

VIII. Adjournment

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

Approved by IC 03-20-15 IC