

Northland Pioneer College

Instructional Council (IC)

04-10-15

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: Karen Hall, Cindy Hildebrand, Wei Ma, Stan Pirog, Jeremy Raisor, Mark Vest and Hallie Lucas (recorder)

Guests: John Chapin, Amy Grey, Rich Harris and Tom Hodgkins

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

- I. Roll Call
- II. Approval of 03-20-15 IC Minutes – Ryan Rademacher
 - a. Ryan J. **MOVED** to approve the IC Minutes of 03-20-15 with the change in section VI, a, iii from e-Cashier to eCampus; **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee Report to IC 04-10-15 – Amy Grey
 - i. Amy gave an overview of the report and noted that the letter that currently goes out to all incoming students states that they have to turn in their transcripts, GED transcripts, ACT, SAT or AIMS scores to complete their file. Evidently we are not receiving a lot of them. A great deal of discussion followed. Some type of decision needs to be made almost immediately for next year and subsequently a more permanent solution is needed (COMPASS is changing to 5.0 in August and the current COMPASS will disappear).
 - ii. Carol **MOVED** to accept the Academic Standards Subcommittee Report to IC 04-10-15 and recommendation; **SECOND** by Ryan J.
 1. Motion **APPROVED** by unanimous vote.
 2. There are no tasks associated with this recommendation, at this time.
 - b. Assessment of Student Knowledge – no report
 - c. Catalog Review Subcommittee Report to IC 04-06-15 – Tom Hodgkins
 - i. Tom gave an overview of the only item in the report, which was a recommendation for an Exception Refund Request process. Discussion followed.
 - ii. Ken **MOVED** to accept the Catalog Review Subcommittee Report to IC 04-06-15; **SECOND** by Eric.
 1. Ken **MOVED** to **AMEND** his motion to accept the Catalog Review Subcommittee Report to IC 04-06-15 and recommendation with the removal of the parenthetical verbiage in #2; **SECOND** by Eric.
 - a. **DISCUSSION** – with the removal of the parenthetical verbiage in #2, a sister would be included as an immediate family member.
 - b. Motion **APPROVED** by unanimous vote.

- d. Learning Technology Subcommittee Report to IC 04-01-15 – John Chapin
 - i. John gave a summary of the report. Discussion followed and Rickey clarified that NAU is not using our distance education classrooms over the weekends.
 - ii. Ken **MOVED** to accept the Learning Technology Subcommittee Report to IC 04-01-15; **SECOND** by Pat.
 - 1. **DISCUSSION** – see task below (for Rickey and Janice).
 - 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Rickey and Janice will determine an estimated number of hours needed for an IS tech staff member to support ISW classes on Fridays and Saturdays. They will forward the figures to Information Services and IC.
 - iv. **Task:** IC Members will e-mail Mark with any suggestions/questions pertaining to the IS Director Search.
- e. Dual Enrollment (DE) Recommendation (from DE Report of 03-16-15) – Rich Harris
 - i. Rich gave an overview of the DE recommendation (support of FIPSE Grant, implementing remote/linked classroom systems in DE classrooms) from their report to IC of 03-16-15. Rickey explained how the logistics of the technology would work, including the financial end. Input/discussion included: 1) initial response from the high schools appears to be overwhelming supportive; 2) learning aid would likely be the intermediary for pushing paper; 3) who would classroom aid report to? 4) scanners would be needed in classrooms; 5) Nursing and Allied Health has been doing something similar for the last couple of years with NATIVE; 6) many library services available electronically – DE students currently use high school library or travel to NPC library; 7) grant proposal has not yet been dropped; 8) opportunity for NPC to expand offerings; 9) largest issue is probably scheduling; 10) faculty committee would continue to determine which courses are allowable for DE; 11) monetarily a significant grant.
 - ii. Ken **MOVED** to accept the recommendation from the DE Subcommittee Report to IC of 03-16-15; **SECOND** by Pat.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Ryan R. **ABSTAINED**.

IV. Curriculum

- a. ACRES - none
- b. New Programs - none
- c. Program Modifications - none
- d. Program Deletions - none
- e. Program Suspensions – none
- f. Misc. Curriculum - none

V. Old Business Not Related to Curriculum

- a. HLC Recommendation Regarding 15 or 16 Credits in Residence at NPC – Jeremy Raisor
 - i. Jeremy explained that this change is needed so that we will be in compliance with Higher Learning Commission’s (HLC) assumed practices.
 - ii. Pat **MOVED** that we recommend a minimum of 16 semester credits in residence at NPC that apply toward the degree being pursued; **SECOND** by Ryan J.
 - 1. **DISCUSSION** – example - that means that a student from another community college who transfers to NPC must take at least 16 credits at NPC (applicable to their degree). This would meet the industry standard of 25%.
 - 2. Motion **APPROVED** by unanimous vote.

- iii. **Task:** Ryan R. will e-mail a recommendation to Dr. Swarthout in support of requiring a minimum of 16 semester credits in residence at NPC that apply toward the degree being pursued. (Note – current requirement is 12 semester credits in residence.)
 - b. Procedure 2625 – Ryan Rademacher
 - i. The 03-28-15 draft of this procedure was discussed, and Mark noted that it is important for NPC to follow whatever procedure we have in place. Ryan R. took notes regarding concerns to address.
 - ii. **Task:** Ryan R. and Mark will meet regarding a Procedure 2625 to see if there are any further recommended changes.
 - iii. **Task:** Ryan R. will bring the updated draft of Procedure 2625 to the next IC Meeting.
- VI. New Business Not Related to Curriculum
 - a. IC Chair for 2015-2016 (Set Term Length) – Ryan Rademacher
 - i. Ken **MOVED** that we set the term for the IC Chair for two years (same length of service as IC member); **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
 - 2. In addition, Ryan R. was formally asked to fill out his two year term as Chair of IC.
 - b. IC Membership for 2015-2016 – Ryan Rademacher
 - i. The two year term will end for the following IC Members at the close of the 2014-2015 year, and they all indicated that they are willing to serve another term: 1) Janice; 2) Ryan J.; 3) Pat; 4) Carol; 5) Ken; 6) Ryan R. The Deans will discuss who will fill Dean positions on shared governance committees, and Eric is willing to serve again on IC, if assigned.
 - c. Moodle 2.5 Support End of Life Schedule – Wei Ma
 - i. Wei reported that our current version of Moodle will no longer be supported after the end of this calendar year. We have the option of choosing the 2.7 or 2.8 version; however, the company recommends 2.7, as it is more stable and has a longer support life. A sandbox will be made available for testing and 07-25-15 we can upgrade our live production site. The vendor provides four slots for a free online training.
 - ii. Ken **MOVED** to accept the recommended upgrade to Moodle; **SECOND** by Carol.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Wei Ma will send the Faculty/Deans the highlights of the upcoming changes to Moodle.
 - d. Curriculum Deadline Schedule for 2015-2016 – Ryan Rademacher
 - i. There was a general discussion about the two curriculum deadline schedules presented (one from Janice and one from Hallie) and about deadlines in general. It would be helpful to next year's schedule if we determine Subcommittee charges before we dismiss for this year.
 - ii. **Task:** Hallie will place curriculum deadlines on the agenda for the next IC Meeting.
- VII. Other
 - a. Mark will check on the status of the University of Arizona Admissions Agreement (recommended by IC).
 - b. This Fall, placement verbiage may need to be clarified for MAT.

- c. NAU evidently plans to pursue a HRSA minority workforce pipeline and would like buy-in/support from NPC. A recommendation may be forthcoming at a later date.
 - d. Mark gave an update on the two year scheduling process.
 - e. **Task:** If IC members have any questions/input for the upcoming General Education ATF, they should notify Eleanore Hempsey, Amy Grey and Eric Henderson.
 - f. There are 135 students who have given a yes response to participate in Commencement!
- VIII. Adjournment
- a. Ryan J. **MOVED** the meeting be adjourned; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.

Approved at 04-24-15 IC Meeting