

Northland Pioneer College

Instructional Council (IC)

11-20-15

Voting Members Present: John Chapin, 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, Jeremy Raisor and Hallie Lucas (recorder)

Guests: Clover Baum, Peggy Belknap, Jennifer Bishop, Tracy Chase, Peg Erdman, Amy Grey, Rich Harris, Shannon Newman, Kathy Patikan (nursing leadership student), Frank Pinnell and Everett Robinson

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

- I. Roll Call
- II. Approval of 11-06-15 IC Minutes – Ryan Rademacher
 - a. Ryan J. **MOVED** to approve the IC Minutes of 11-06-15; **SECOND** by Eric.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee Report to IC 11-20-15– Amy Grey
 - i. Amy gave an overview of the report as well as the “Map” of Placement Options Considered Fall 2015 Draft 11-17-15 and noted that their proposal will include a multiple methods placement process with three different avenues, depending on the student’s background and needs for placement. Ideally, for any given student, they would evaluate multiple methods for placement; however, for most students that will not be possible. The committee is currently focusing on identifying a commercial placement test. The folks who currently do placement evaluation will continue to do so. The committee will meet with Josh Rogers, Jeremy Raisor, Cindy Hildebrand and Mindy Neff to get feedback on the proposal. Discussion followed.
 - ii. Eric **MOVED** to accept the Academic Standards Subcommittee Report to IC of 11-20-15, **SECOND** by Ryan J.
 1. Motion **APPROVED** by majority vote.
 2. Janice **ABSTAINED**.
 - b. Dual Enrollment Subcommittee Report to IC 11-20-15 – Rich Harris
 - i. Rich gave an overview of the report.
 - ii. Ken **MOVED** that we accept the Dual Enrollment Subcommittee Report to IC 11-20-15; **SECOND** by Ryan J.
 1. Motion **APPROVED** by unanimous vote.
 - c. Professional Development Subcommittee – no report
 - d. Assessment of Student Knowledge Subcommittee Report to IC 11-20-15 – Shannon Newman
 - i. Shannon gave an overview of the report.

- ii. Ken **MOVED** that we accept the Assessment of Student Knowledge Subcommittee Report to IC 11-20-15; **SECOND** by Ryan J.
 - 1. Motion **APPROVED** by unanimous vote.
- iii. Assessment of Student Learning Final Report 2014-2015 – Shannon Newman
 - 1. Shannon gave an overview of the report.
 - 2. Ken **MOVED** to accept the Assessment of Student Learning Final Report 2014-2015; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.

IV. Curriculum

a. ACRES

i. MDA 126 Course Modification – Ryan Rademacher

- 1. The discussion at the last meeting was that students cannot repeat the course and it is a part of the MDA CAS. The language in question was approved by IC for FA13. At our last IC Meeting, we had several proxies and had too many abstentions to pass the course.
- 2. Ken **MOVED** that we approve MDA 126 as submitted in ACRES; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Amber, Carol and John **ABSTAINED**.

b. New Programs - none

c. Program Modifications

i. BUS AAS, CAS, CP Management and Leadership – Request to Proceed – Jennifer Bishop

- 1. Jennifer gave an overview of the proposed changes to this degree, and she noted that the changes will allow the department to streamline the program and eventually eliminate the Retail Management Degree. She stated that most of the changes are reflected in the CP; and, she went into detail regarding the rationale for each proposed change. Jennifer answered questions; and, at this time, there were no concerns expressed regarding the proposed program changes.
- 2. Ken **MOVED** that the Business Department be allowed to move forward with the proposed changes to the BUS AAS, CAS, CP Management and Leadership degrees; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.

ii. WLD AAS, CAS, CPs – Request to Proceed – Frank Pinnell

- 1. Frank gave an overview of the proposed changes and noted that an investigation of the program helped identify problems, some dating back to the 1990s and 2000s. The changes will bring the program into alignment with certifications and industry standards and will involve the restructure of all WLD courses, as well. It is proposed that four of the CPs be eliminated, as they have not been utilized by students for several years. Level I and Level II CPs will be restructured and a Level III CP will be added. Frank answered questions; and, at this time, there were no concerns expressed regarding the proposed program changes, except: 1) Level II is missing WLD 263 thru WLD 268, which will show as strike-through; 2) a note will be added to complete Level I and Level II before progressing to Level III; 3) the CAS was 51 credits (will show as strike-

- through); 4) after discussion it was decided that the 2nd communications course will be kept; 5) the Department will check with Financial Aid (F/A) to make sure it will meet F/A eligibility.
2. Ken **MOVED** that the Welding Department be allowed to move forward with the proposed changes to the WLD AAS, CAS and CPs; **SECOND** by Eric.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. CIS – Request to Proceed – Clover Baum
 1. CIS AAS, CAS
 - a. Clover gave an overview of the proposed changes and noted that the degree is being prepared for future articulation with universities for a direct transfer degree. In addition, the hope is that this program could eventually be offered totally online. She went through each specific change. Discussion followed.
 - b. Correction needed: 1) bring the 2nd communications course verbiage into alignment with standards required by IC.
 - c. **Task:** Clover will create a list of our CIS courses in conjunction with how they will potentially align with a BAS at NAU and will submit it to IC before asking final approval for their new program.
 2. CIS AAS Required Electives
 - a. This item was not specifically discussed.
 3. CIS AAS, CAS, CP Web Design Specialization and CIS AAS, CAS, CP Web Development and Graphic Design Specialization
 - a. Clover stated that after the CIS Department reviewed the Graphic Design Specialization, Web Design Specialization and Web Development Specialization they realized that there was a lot of overlap between the degrees and they combined them into one proposed degree – Web Development and Graphic Design Specialization, which will include a CAS and AAS. A new CP is planned for Web Development and the Graphic Design CP will be revised. Clover answered questions; and, at this time, there were no concerns expressed regarding the proposed program changes.
 - b. Ken **MOVED** that the Computer Information Systems Department be allowed to move forward with the proposed changes to the CIS AAS & CAS, Web Development CP, Graphic Design CP, and the Web Development and Graphic Design Specialization AAS & CAS; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by majority vote.
 - ii. John **ABSTAINED**.
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none
 - V. Old Business Not Related to Curriculum
 - a. Review “Guidelines for Course Forms in ACRES” – Janice Cortina
 - i. Suggested changes/discussion included: 1) list a direct correlation with every item on the course forms; 2) a clearer definition of hybrid is needed for

consistency; 3) more detailed instructions needed for catalog format; 4) clarify that curriculum goes into effect Fall of the following year (except 099s, 199s and 299s); 5) cross-listing page needs work since IC has changed the math and communications language; 6) define time limit that a 099, 199 and 299 can be offered before they would need a permanent course number; 7) new nondiscrimination verbiage needed; 8) clarification needed to check the appropriate box for every type of change on the form – making sure to use the rationale box to explain the reasons for the change; 9) reminder that while course is being modified, all fields should reviewed/revised as needed; 10) uniformity with fonts/proper grammar, etc.; 11) there was discussion about lecture/lab/load, which needs to be clearly spelled out somewhere (possibly a new procedure) – including who has the authority; 12) there was discussion about enforcing guidelines, such as using present tense – it is not an easy topic to resolve.

- ii. For the Annual Deletion of Courses Within a Prefix, Wei will add a line for the proposer.
- iii. Janice **MOVED** that Hallie make her proposed changes (strike-through) to the document; Hallie will forward it to Janice for corrections; Janice will forward it to Pat, so that she can make suggested changes; Pat will forward it to Ryan J. for grammatical, etc. review; then the document will come back to IC for final approval; **SECOND** by Ken.

1. Motion **APPROVED** by unanimous vote.

b. CIE/CLEP/DSST Exams – Jeremy Raisor/Ryan Rademacher

- i. Jeremy provided documents that reflect what we currently accept for: 1) AP exams; 2) DANTES; 3) IB; 4) CLEP. It might be best to wait to see what the universities will accept and then go from there. Competency-based credits were briefly discussed, especially as it relates to military experience. Discussion followed.

VI. New Business Not Related to Curriculum

a. Admissions Agreement – NPC2NAU Draft 11-12-15 – Ryan Rademacher

- i. Mark and Ryan R. spoke with Doug Small, NAU Representative, and relayed the message that came from IC concerning the real value of the proposal. NAU came back with some concessions and some solid money being offered. This is probably the best that we can expect. Discussion followed.

- ii. **Task:** IC Members who have any comments/concerns about the NPC2NAU Admissions Agreement will submit them to Ryan R.

b. American Council on Education (ACE) 11-10-15 – Eric Henderson

- i. It seems as though we reference the ACE language in the NPC catalog, but it is not really practiced. Some discussion followed.

- ii. **Task:** Hallie will add American Council on Education (ACE) 11-10-15 as an agenda item for our next IC Meeting.

VII. Other

- a. Our next IC Meeting is 12-11-15, 8:00-10:45 a.m., Video 2.

VIII. Adjournment

- a. John **MOVED** the meeting be adjourned; **SECOND** by Carol.

- i. Motion **APPROVED** by unanimous vote.