

Northland Pioneer College

Instructional Council (IC)

12-11-15

Voting Members Present: John Chapin, Janice Cortina, Amber Gentry, Eric Henderson, Rickey Jackson, Susan Jamison (proxy for Carol Stewart), Ryan Jones, Pat Lopez, Shannon Newman (proxy for Janice Cortina beginning at 9:00 a.m. until end of meeting), Ryan Rademacher and Ken Wilk

Non-Voting Members Present: Karen Hall, Cindy Hildebrand, Jeremy Raisor, Josh Rogers, Mark Vest and Hallie Lucas (recorder)

Guests: Jennifer Bishop, Tracy Chase, Ruth Creek-Rhoades, Peg Erdman, Amy Grey, Thomas Hodgkins, Sandy Johnson, Kenny Keith and Everett Robinson

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

- I. Roll Call
- II. Approval of 11-20-15 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 11-20-15; **SECOND** by Pat.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards (AS) Subcommittee Recommendation (report) to IC 12-11-15 – Amy Grey
 - i. Amy gave an overview of the report, which included their recommendations for placement at NPC. Comments and discussion included: 1) Josh Rogers, Jeremy Raisor, Cindy Hildebrand and Mindy Neff recommended (to the Subcommittee) that additional administrative support would be needed for processing – support to implement and support to maintain the process; 2) students with lower than a 2.6 GPA on their high school transcripts would go into College and Career Preparation courses; 3) AS will meet 01-14-16 to take commercial placement tests and Faculty are invited to join them; 4) AS suggests that we collect data for 2 years to determine if the non-cognitive assessments are a good predictor before using as an additional placement evaluation; 5) a non-cognitive test that may be considered is the University of Pennsylvania Grit Test; however, some commercial placement tests have grit tests built in; 6) in Avenue 1, the ACT/SAT scores would be the same ones that NPC already has in place; 7) in Avenue 1, we currently evaluate transcripts course by course, rather than looking at the whole GPA; 8) in Recommendation #2, it is clear that the changes will create extra work, but this wording was intentionally vague because there are a number of unknowns, at this time; 9) national data indicates that the overall high school GPA is a better predictor of college success than their high school grades; 10) some departments may need to specify the need for transcript evaluation (like the NUR Department does); 11) if we take in high

school transcripts, there are many logistical questions that will need to be answered; 12) 2.6 GPA on a 4.0 scale – if high school has 5.0 scale, there are translation methods; 13) reasons for recommendation of a 3-year limitation for high school transcript, college transcript or ACT/SAT scores; 14) all Dual Enrollment and NAVIT students will continue to do a commercial pencil and paper test - a non-cognitive assessment will be added, as well.

- ii. Pat **MOVED** that we accept and approve the Academic Standards Subcommittee Recommendation (report) to IC of 12-11-15 with the amendment to change the time limit from 3 years to 5 years (for high school GPA, college transcript with GPA, ACT/SAT scores) under Avenue 1; **SECOND** by Ken.
 - 1. Eric made a friendly **AMENDMENT** to also change Avenue 3, bullet 1 to scores within a 5 year period; **SECOND** by Ken.
 - a. Motion **APPROVED** by a majority vote.
 - b. Janice **ABSTAINED**.
 - c. Ryan R. and Amber **ABSTAINED** [see 01-15-16 IC Minutes]
- iii. Mark will work with the departments that will be affected to work out an implementation process.
- iv. AS Subcommittee was commended for their excellent job of researching and making an informed decision.
- v. The AS Subcommittee will work on their recommendation for a commercial test.
- vi. **Task:** Ryan R. will send the recommendation from the AS Subcommittee regarding Placement to Mark Vest and Jeanne Swarhout.
- b. Assessment of Student Knowledge Subcommittee – no report
- c. Catalog Review Subcommittee – no current report
 - i. Catalog Review Subcommittee Report to IC 10-09-15 – Question About 1st Bullet Point in Red – Mark Vest
 - 1. The discussion centered around the following point from this report:
 - a. **If a course has not been offered for the past several years, and the Department has no plans to offer it during the next year, it should not appear in the course catalog for the upcoming year. It should remain in the course bank, however, if it may be offered during subsequent years.**
 - i. This approved recommendation circumvented the process through ACRES whereby we add or delete courses from the catalog or course bank. Discussion followed.
 - 2. Ken **MOVED** that we reject the above listed bullet point in the Catalog Review Subcommittee Report to IC 10-09-15 that gave them the authority of removing courses from the catalog without going through ACRES; **SECOND** by John.
 - a. Motion **APPROVED** by unanimous vote.
- ii. Catalog Changes (Informational) Draft 12-11-15 – Jeremy Raisor
 - 1. Jeremy went over the document and explained that the wording will allow for a summer graduation date, to better serve our students. These dates are updated every year. A brief discussion followed.
- iii. Catalog Changes (Recommendation) Draft 12-11-15 – Jeremy Raisor

1. Jeremy explained that this is coming forward as a recommendation from the Deans regarding 'P' grades and he gave an overview of the document.
2. Ken **MOVED** to accept the Catalog Changes (Recommendation) Draft 12-11-15; **SECOND** by Pat.
 - a. **DISCUSSION** – there is a small typo in the 3rd bullet point – it should read "...nor does NPC accept... There was a brief discussion regarding which programs might use 'P' grades.
 - b. Motion **APPROVED** by unanimous vote.
- d. Learning Technology Subcommittee Report to IC Draft 12-11-15 – Ruth Creek-Rhoades
 - i. Ruth went over the report. She also noted that NEFSIS changed over to OmniJoin software; however, they will continue to support NEFSIS, and it will not affect NPC in the immediate future.
 - ii. Ken **MOVED** to accept the Learning Technology Subcommittee Report to IC Draft 12-11-15; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.

IV. Curriculum

- a. ACRES
 - i. There are a tremendous number of courses in ACRES, so please vote.
 - ii. NUR 105 – Amber Gentry
 1. Mark stated that the NUR 105 course was passed by IC; however, it is currently at Mark's level for approval. Before proceeding, he would like to have a sense of why IC approved it, as he has some concerns. There was a great deal of discussion about this complex problem, and it was noted that this suggestion resulted from the NUR assessment process; however, the course will consume Pell eligibility and will cost the students additional money. There was a wide range of disagreement within IC as to the best way to go about meeting this particular need, including the possibility of providing supplemental instruction.
- b. New Programs - none
- c. Program Modifications
 - i. BUS AAS, CAS, CP in Management and Leadership – Jennifer Bishop
 1. The actual modifications in ACRES reflect the exact information that was presented at the last IC Meeting. Jennifer gave an overview of the changes, which will help create a managerial pipeline for local business and industry. She stated that several local employers are very excited about the program.
 2. Ken **MOVED** that we approve the BUS AAS, CAS, CP in Management and Leadership; **SECOND** by Eric.
 - a. Motion **APPROVED** by unanimous vote.
 3. **Task:** Hallie will send Ryan R. a reminder e-mail to go into ACRES and approve the program modification for the BUS AAS, CAS, CP in Management and Leadership (as approved in today's vote).
 - ii. MET AAS, CAS, CP (3 specializations) Request to Proceed – Kenny Keith
 1. Kenny went over the proposal and explained that there will be three different areas of emphasis, where students can receive their CP, CAS or AAS, thus offering more options. The certifications that students can receive are currently in demand with industry. The proposed changes

- group courses into a more sequential manner and will create a better learning environment.
2. Ken **MOVED** that the Mechatronics Department be allowed to move forward with the proposed changes to the MET AAS, CAS, CP (3 specializations); **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
- iii. AAEC Request to Proceed – Eric Henderson
 1. Eric gave an overview of the recommended changes. He also requested that Everett send the MS Word catalog format document (of this program) to him.
 2. Pat **MOVED** that Dr. Henderson be allowed to proceed with proposed changes to the AAEC Degree; **SECOND** by Ken.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
 - iv. AAEE Request to Proceed – Rickey Jackson
 1. Rickey gave an overview of the recommended changes, along with supporting documentation.
 - a. Ken **MOVED** that Rickey be given permission to proceed with proposed changes to the AAEE Degree; **SECOND** by Pat.
 - i. Motion **APPROVED** by majority vote.
 - ii. Rickey **ABSTAINED**.
 - v. CP for Educational Assistant Request to Proceed - Rickey Jackson
 1. Rickey gave an overview of the recommended changes.
 2. Pat **MOVED** that Rickey be given permission to move forward with proposed modifications to the CP for Educational Assistant; **SECOND** by Ken.
 - a. Motion **APPROVED** by majority vote.
 - b. Rickey **ABSTAINED**.
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum (action as required)
- a. Admissions Agreement – NPC2NAU Draft 11-12-15 – Ryan Rademacher
 - i. Sandy Johnson spoke in favor of this agreement and noted several reasons why it would benefit our students. Discussion followed.
 - ii. John **MOVED** that IC approve the NPC2NAU Admissions Agreement Draft 11-12-15; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan R. will forward the NPC2NAU Admissions Agreement to Dr. Swarthout with a recommendation from IC that the agreement be approved.
 - b. American Council on Education (ACE) 11-10-15 – Eric Henderson
 - i. Eric pointed to 2015-2016 NPC Catalog, page 27, and noted that we reference ACE; he believes it should be removed from the catalog. He stated that evidently this was put into the catalog between 1985 and 1987. This appears to be a relic of the State not having addressed AP scores; however, now AP scores have been addressed through the State system. Discussion followed.
 - ii. **Task:** IC members were asked to study the information regarding catalog wording on ACE (so that it can be addressed at a later date).

- c. Exam Equivalency Guide 2015-2016 - Eric Henderson
 - i. As an example, Eric pointed toward the aztransfer Exam Equivalency Guide 2015-2016, Cambridge International Exam, sociology section, noting that the three Arizona State Universities will accept this exam for SOC 101. He stated that this creates an advising issue if we do not accept these exams as course equivalency. Discussion followed.
- VI. New Business Not Related to Curriculum
 - a. Academic Calendar 2017-2018 Draft 11-24-15 – Rickey Jackson
 - i. A brief discussion occurred.
 - ii. Pat **MOVED** that we accept the 2017-2018 Academic Calendar Draft 11-24-15; **SECOND** by Ken.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. PASS Initiative – Eric Henderson
 - i. Since PASS is a major initiative of the college and it has implications regarding curriculum and student success, it was suggested that a representative from PASS give regular progress reports to IC. Discussion followed.
 - ii. **Task:** Hallie will add an action agenda item for the first meeting in January to add PASS to the monthly schedule for reporting (add it to the Instructional Council Curriculum Review Calendar and Processes).
 - c. IC Representative to Give Updates to College Council – Ryan Rademacher
 - i. Susan Jamison contacted Ryan R. and asked that a representative from IC to give updates to College Council, mainly for communication purposes (informational only) rather than a formal process. It was suggested that voting members can take turns reporting. Discussion followed.
 - ii. Ken **MOVED** to approve the request to send an IC representative to College Council Meetings to provide a brief update of IC Meetings; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
- VII. Other
 - a. Our next IC Meeting is 01-15-16, SCC, 8:30-11:30.
 - b. Sandy Johnson spoke briefly regarding an articulation agreement between Dine’ College and NPC, as Dine’ is offering a BA Degree in Elementary Education. Claude Endfield and Sandy Johnson hope to bring forward (to IC) a proposed agreement in January 2016.
 - c. Ken Wilk and Carol Stewart attended the Competency-Based Education Conference and wondered if IC wants to give input regarding this matter.
- VIII. Adjournment
 - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Pat
 - i. Motion **APPROVED** by unanimous vote.