

Northland Pioneer College

Instructional Council (IC)

02-26-16

Voting Members Present: John Chapin, Janice Cortina, Amber Gentry, Eric Henderson, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher, Doug Seely (proxy for Ken Wilk) and Carol Stewart

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

Guests: Clover Baum, Claude Endfield, Amy Grey, Sandy Johnson, Kenny Keith, Kathy Patikan (NUR leadership student), Frank Pinnell, Everett Robinson and John Spadaccini

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

- I. Roll Call
- II. Approval of 02-12-16 IC Minutes – Mark Vest
 - a. Carol **MOVED** to approve the IC Minutes of 02-12-16; **SECOND** by Pat.
 - i. Motion **APPROVED** by majority vote.
 - ii. Rickey and Doug **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards (AS) Subcommittee Report/Recommendation to IC 02-26-16 – Amy Grey
 - i. Amy gave an overview of the report/recommendation and commended the Subcommittee for the amazing amount of work they did by taking placement tests, from various publishers, to evaluate them. As noted in their report, AS recommends College Success for the commercial placement test. Discussion followed.
 - ii. Pat **MOVED** to accept the AS Report/Recommendation to IC 02-26-16, including approval of their recommendation of College Success for NPC’s commercial placement test; **SECOND** by Eric.
 1. **DISCUSSION** – this recommendation goes to Mark’s office to begin the implementation process. Departments that have non-generic placement scores will need to look at the publisher’s recommendations for placement and evaluate how it ties in with the needs for that specific class. There was discussion about how placement scores have been set in the past. We might be able to get ideas from college communities who are similar to us and look at their scores, when available.
 2. Eric made a **FRIENDLY AMENDMENT** to strike the word “not” under the third bullet of the “Not Chosen-Wonderlic” section of the report (so it will read “immediate results” instead of “not immediate results”); **SECOND** by Rickey.
 - a. Motion **APPROVED** by majority vote.

- b. Janice, Amber and Carol **ABSTAINED**.
- b. Dual Enrollment Subcommittee Report to IC 02-05-16 – Claude Endfield and Sandy Johnson
- i. Claude gave an overview of the report.
 - ii. John **MOVED** to accept the Dual Enrollment Subcommittee Report to IC 02-05-16; **SECOND** by Doug.
 1. Motion **APPROVED** by unanimous vote.
- c. PASS Report to IC 02-22-16 – Josh Rogers
- i. Josh gave an overview of the report and noted that they have a meeting with the Starfish representative on Tuesday. The representative should be able to tell us if we are ready to move forward to start training pilot faculty. A brief discussion followed.
 - ii. Pat **MOVED** to accept the PASS Report to IC 02-22-16; **SECOND** by Rickey.
 1. Motion **APPROVED** by unanimous vote.
- d. Professional Development Subcommittee Report to IC 02-26-16 – Ryan Jones
- i. Ryan J. gave an overview of the report and noted that there is Faculty Professional Development money still available for 2015-2016.
 - ii. John **MOVED** to accept the Professional Development Subcommittee Report to IC 02-26-16; **SECOND** by Doug.
 1. Motion **APPROVED** by unanimous vote.
- e. Catalog Changes
- i. Career Services (Informational) 02-23-16 – John Spadaccini
 - ii. John read definitions for experiential learning and internship and noted that his suggested changes, to the catalog, emphasize what is happening throughout the college with experiential education. Discussion followed.
 1. Changes that IC suggested were: 1) include a broad definition of experiential education, which is clearly defined: 2) give examples under each category – for instance “Early Childhood Education offers internships and practicum”; 3) address the internship issue on the next page of the catalog.
 2. **Task:** John Spadaccini will make the revisions recommended by IC to the Career Services (Informational) – 02-23-16 document. He will then send it to his supervisor for approval, who will forward it to Everett for changes to the 2016-2017 Catalog.
 - iii. Catalog Recommendation - Draft 02-17-16 (about general education communications wording) – Ryan Rademacher
 1. This recommendation was brought forward to clarify for students exactly which communications courses are required for transfer degrees.
 2. Eric **MOVED** to approve the Catalog Recommendation - Draft 02-17-16; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
- IV. Curriculum
- a. ACRES
- i. Even after today’s IC Meeting, there are still a lot of courses in ACRES that need votes.
 - ii. WLD 179, 200, 288 – Questions in ACRES - Frank Pinnell

1. After a brief discussion, Carol **MOVED** to approve WLD 179; **SECOND** by Rickey.
 - a. Motion **APPROVED** by unanimous vote.
2. After questions were answered, Rickey **MOVED** to approve WLD 200 in ACRES; **SECOND** by John.
 - a. Motion **APPROVED** by unanimous vote.
3. Rickey **MOVED** to approve WLD 288; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
- iii. MET 242, 244, 245 – Permission to add “Technician” to title – Kenny Keith - Example “Industrial Maintenance Electrical and Instrumentation Technician Level II” – courses already approved in ACRES
 1. Pat **MOVED** that we give permission to Hallie to add the word “Technician” to the titles of MET 242, 244, 245; **SECOND** by Doug.
 - a. Motion **APPROVED** by unanimous vote.
 2. **Task:** Hallie will make the changes to the titles of MET 242, 244 and 245, as approved in the above motion.
- iv. CIS 285 – Internet modality was removed until it passes Quality Matters – Clover Baum
 1. After a brief discussion, Janice **MOVED** to approve CIS 285; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. John **ABSTAINED**.
- v. CIS 141, 142, 145, 147 – Questions in ACRES – Doug Seely
 1. **Task:** Ryan R. will return CIS 141 and 142 to the course proposer for recommended changes.
 2. **Task:** Ryan R. will approve CIS 145 (it had enough votes) and move it forward in ACRES.
 3. After a brief discussion of “soft skills”, Rickey **MOVED** to approve CIS 147; **SECOND** by Carol.
 - a. Motion **APPROVED** by majority vote.
 - b. John and Eric **ABSTAINED**.
- vi. BUS 231 – Only two votes made after changes were made to course form - Ryan Rademacher
 1. Ryan R. approved BUS 231 (it had enough votes) and moved it forward in ACRES.
- vii. IMO 208, 211, 212, 213 and MET 100 – Questions in ACRES – Kenny Keith
 1. Amber **MOVED** to give Hallie permission to check the laboratory box on MET 100; **SECOND** by John.
 - a. **DISCUSSION** – since prerequisite of HDE 103 is being removed, that should be noted in the rationale field. There is cleanup work needed on the rationale field in general. “Change in Delivery Modality” should be checked under Type of Change, since the “Laboratory” box needs to be checked under Mode of Instructional Delivery.
 - b. **MOTION DIED**.
 2. **Task:** Ryan R. will return MET 100 in ACRES to the course proposer for needed revisions.

3. After discussion, Eric **MOVED** to approve IMO 208 with the minor modification to change the cross listing category from yes to no (Hallie will make the change); **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 4. **Task:** Hallie will correct IMO 208 according to the motion and will let Ryan R. know when this has been completed.
 5. **Task:** Ryan R. will kick back IMO 211, 212 and 213 to the course proposer for needed revisions. (Needed changes include: 1) in course description get away from “certified power plant operator”; 2) rationale field should only be tied in with each type of change being made to the course; 3) remove wording in course description - “Labs will be scheduled weekly to emphasize the course material”; 4) add “or instructor permission” to prerequisite field.)
- viii. CCP 077 – Needs one vote – problem with course was fixed – Rickey Jackson
1. Ryan R. approved CCP 077 (it had enough votes) and moved it forward in ACRES.
- ix. CIS 171, 183, 187 – Questions in ACRES – John Chapin
1. Ryan R. approved CIS 171 (it had enough votes) and moved it forward in ACRES.
 2. Eric **MOVED** to approve CIS 187 with these changes: 1) remove “other” from Mode of Instructional Delivery category; 2) remove verbiage from category titled - If “other” mode of instruction, specify: (Hallie will make the changes); **SECOND** by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. John **ABSTAINED**.
 3. **Task:** Hallie will correct CIS 187 according to the motion and will let Ryan R. know when this has been completed.
 4. Pat **MOVED** to approve CIS 183 with these changes to the Course Catalog Description: 1) 1st sentence – “...who want to learn...” (instead of “...who what to learn...); 2) 2nd sentence – it should read “Students learn...” (instead of “Students will learn...”) (Hallie will make the changes); **SECOND** by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. John **ABSTAINED**.
 5. **Task:** Hallie will correct CIS 183 according to the motion and will let Ryan R. know when this has been completed.
- b. New Programs - none
- c. Program Modifications
- i. AAEC – Draft 02-16-16, 4:50 p.m. - Eric Henderson
 1. Eric gave an overview of the proposed changes.
 2. Pat **MOVED** to approve the AAEC Program Modification – Draft 02-16-16, 4:50 p.m.; **SECOND** by Doug.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. AAEE – Draft 02-18-16 – Rickey Jackson
 1. Rickey gave an overview of the changes; and, he noted that under Core Requirements “or ECD 222 Young Children with Special Needs” will be removed. Additional change needed – verbiage in last paragraph –

- “selecting appropriate courses”. Also Required Electives should be changed from 14 to 6.
2. There was a lengthy discussion regarding whether or not POS 221 should be removed from degree. There were philosophical differences expressed and some believe that this is an advising issue; and, hopefully, Faculty Advisers (through the PASS program) should be able to help. In addition, clear communication on the NPC website is beneficial.
 3. Eric **MOVED** that we adopt the AAEE Program Modification – Draft 02-18-16 including the removal of ECD 222 (under Core Requirements) and change Required Electives from 14 to 6; **SECOND** by Doug.
 - a. Motion **APPROVED** by majority vote, with one **NAY**.
 - b. Rickey and Janice **ABSTAINED**.
- iii. CIS AAS, CAS - Draft 02-17-16 – Clover Baum
 1. Clover gave an overview of the proposed changes.
 2. Pat **MOVED** to approve the CIS AAS, CAS Program Modification - Draft 02-17-16; **SECOND** by Eric.
 - a. Motion **APPROVED** by majority vote.
 - b. John **ABSTAINED**.
 - iv. CIS AAS, CAS Web Development and Graphic Design, CP Graphic Design, CP Web Development – Draft 02-17-16 - Clover Baum
 1. Clover gave an overview of the proposal and explained that it combines three degrees into one, in order to streamline the program. The department was only able to allot for three required electives, because students need the emersion into Graphics and Web to be successful.
 2. Rickey **MOVED** to approve CIS AAS, CAS Web Development and Graphic Design, CP Graphic Design, CP Web Development Program Modification – Draft 02-17-16; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. John **ABSTAINED**.
 - v. CIS AAS Required Electives – Draft 02-24-16 – Clover Baum
 1. Clover gave an overview of the proposed changes.
 2. Pat **MOVED** to approve CIS AAS Required Electives Program Modification – Draft 02-24-16; **SECOND** by Carol.
 - a. Motion **APPROVED** by majority vote, with one **NAY**.
 - b. John **ABSTAINED**.
 - vi. WLD AAS, CAS, CPs – Draft 02-17-16 – Frank Pinnell
 1. Frank gave an overview of the proposed changes.
 2. Ryan J. **MOVED** to approve WLD AAS, CAS, CPs – Draft 02-17-16; **SECOND** by Doug.
 - a. Motion **APPROVED** by unanimous vote.
 - vii. MET AAS, CAS, CP: Industrial Electrical, Motors & PLC’s; Industrial Mechanics and Fluid Power; Electrical and Instrumentation – Draft 02-23-16– Kenny Keith
 1. Because of courses that still needed approval, we were not able to move forward with this program change.
 - viii. CIS AAS, CAS, CP Network and PC Support – Draft 02-11-16– Doug Seely
 1. Doug gave an overview of the proposed changes.

2. Ryan J. **MOVED** to approve CIS AAS, CAS, CP Network and PC Support Program Modification – Draft 02-17-16; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. John and Eric **ABSTAINED**.
- d. Program Deletions
- i. CIS AAS, CAS, CP Graphic Design – Draft 02-22-16 – Clover Baum
 1. Eric **MOVED** to approve CIS AAS, CAS, CP Graphic Design Program Deletion – Draft 02-22-16; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. John **ABSTAINED**.
 - ii. CIS AAS, CAS, CP Web Design – Draft 02-17-16 - Clover Baum
 1. Eric **MOVED** to approve CIS AAS, CAS, CP Web Design Program Deletion – Draft 02-17-16; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. John **ABSTAINED**.
- e. Program Suspensions – none
- f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
- a. Articulation Agreement – Dine & NPC MOU, ECD Courses, EDU Courses - Drafts 02-22-16 – Claude Endfield & Sandy Johnson
 - i. Sandy and Claude gave an overview of the agreement. Sandy noted that Dine has been approved by the Higher Learning Commission for a Bachelor’s Degree in Elementary Education and this is an opportunity for our students to be able to transfer into a Navajo teacher training program. Discussion followed
 - ii. Carol **MOVED** that we move forward with the Articulation Agreement – Dine & NPC MOU, ECD Courses, EDU Courses - Drafts 02-22-16; **SECOND** by John.
 1. Motion **APPROVED** by majority vote.
 2. Rickey, Eric and Janice **ABSTAINED**.
 - iii. **Task:** Ryan R. will send the Articulation Agreement – Dine & NPC MOU, ECD Courses, EDU Courses - Drafts 02-22-16 to Dr. Swarthout, along with a memo that IC recommends the approval of this agreement.
 - b. College-Wide Parameters/Policy/Guidelines for Elective Flexibility in Programs – Ryan Rademacher
 - i. There was a discussion regarding whether or not NPC should support and encourage maximum elective flexibility in programs.
 - ii. Carol **MOVED** to give Pat and Janice permission to include (in the Guidelines (Instructions) for Course Forms in ACRES) IC’s recommendation/encouragement to allow for maximum elective flexibility in programs; **SECOND** by Ryan J.
 1. Motion **APPROVED** by unanimous vote.
- VII. Other
- a. Pat and Janice would appreciate any input that IC members might have regarding the Mode of Instructional Delivery field in ACRES and/or the Guidelines (Instructions) for Course Forms in ACRES document, in general.
 - b. Mark noted that it is likely that a CISCO-based classroom conferencing solution for Title III will be recommended. This will allow NPC folks to “test drive” this equipment, to decide if it might become a long-term, single solution for the college distance education system.

VIII. Adjournment

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

Approved by IC 03-11-16 As Corrected