

Northland Pioneer College

Instructional Council (IC)

11-04-16

Voting Members Present: John Chapin, Ruth Creek-Rhoades, Amber Gentry, Amy Grey (proxy for Janice Cortina), Rickey Jackson, Ryan Jones, Pat Lopez, Deb McGinty, Ryan Rademacher and Carol Stewart
Non-Voting Members Present: Cindy Hildebrand, Jeremy Raiser and Hallie Lucas (recorder)
Guests: Everett Robinson and Michael Solomonson

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

- I. Roll Call
- II. Approval of 10-14-16 IC Minutes – Ryan Rademacher
 - a. Rickey **MOVED** to approve the IC Minutes of 11-14-16 with the change under VII, b, which should state Pathways Project (not Credit for Prior Learning); **SECOND** by John.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge (ASK) Subcommittee – Recommendation for Assessment Language for NPC Catalog (Draft 10-26-16) – Michael Solomonson
 - i. Michael gave an overview of the suggested changes to the assessment catalog verbiage. A brief discussion followed.
 - ii. Pat **MOVED** to accept the Recommendation for Assessment Language for NPC Catalog (Draft 10-26-16) and allow Everett to do slight modifications to the graphic, **SECOND** by Ryan J.
 1. **DISCUSSION** – when Everett tries to make the changes to the catalog, if the graphic becomes too bulky, we can discuss removing it and making revisions to the verbiage.
 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Hallie will update the charge to ASK as having completed the task “Review the “Assessment at NPC” language, as seen in the 2016-2017 NPC Catalog, pages 60-61, and bring a recommendation to IC no later than the 11-18-16 IC Meeting”.
 - b. Learning Technology (LT) Subcommittee Report to IC (Draft 10-11-16) – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report and a brief question/answer time followed. She stated that the committee is working on revising the Distance Education Guidelines and Best Practices. They will bring it to IC in sections to approve; and, a final approval on the whole document can be done at the end of the process. She also gave a brief verbal report of their meeting yesterday and said that they are moving forward with: 1) Deans promoting ISW training for new faculty; 2) faculty mentors for technology training.
 - ii. John **MOVED** to accept the Learning Technology Subcommittee Report to IC (Draft 10-11-16); **SECOND** by Ryan J.

1. Motion **APPROVED** by unanimous vote.
 - c. PASS Report to IC – no report
- IV. Curriculum
- a. ACRES
 - i. FRS 104 and FRS 207
 1. There was a brief discussion about these two courses, especially as it pertains to comments in ACRES and Stuart Bishop’s responses to those comments.
 2. **Task:** Hallie will invite Stuart Bishop to come to an IC Meeting to discuss FRS 104 and FRS 207, which are currently sitting in ACRES.
 - b. New Programs – none
 - c. Program Modifications – none
 - d. Program Deletions – none
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. Lab Hour Definition – Pat Lopez
 1. Page 6 of the Instructions for Course Forms in ACRES gives a definition of lab hours and IC began to review this definition. This discussion has resurfaced as a result of a course that recently passed IC level, in ACRES. Discussion included: 1) is our definition of a lab hour a good one? 2) clarification - Mark Vest did not veto the course; however, he wants to hear from IC members regarding violating our own definition of lab hours, before he moves forward; 3) when looking at lab, shouldn’t the following be considered - equipment, safety and synchronous access to the instructor? 4) one of the things that came out of the Instructions for Course Forms in ACRES is the idea that if you are doing a Modification to an Existing Course Form, the course becomes “open” to any needed modifications – all fields should carefully be checked to make sure standards are met; 5) using the example of the course in question, technically, if it is offered in a Multicourse Learning Environment, the course may include a lab – not all IC members were in agreement whether or not it should include a lab component; 6) some IC voting members stated that they approved the course, but after reviewing the definition of lab they feel that they should have not approved this particular course modification; 7) this discussion will be continued – and when that occurs, IC would like to know pedagogically why this course needs have a lab component included; 8) if a course is to have a lab component, the proposer should be prepared to justify the reasons; 9) this definition seems to be the practical/hands on component; 10) should practicum be considered for a modality – or some other way to categorize this type of lab component? – this could open another can of worms; 11) as a group, we need to be prepared to come to terms with a final lab definition and then enforce it; 12) there is a distinction between instruction that is delivered synchronously and instruction that is not delivered synchronously.
 - ii. **Task:** Ryan R. will e-mail the Instructions for Course Forms in ACRES to the Faculty and express the importance of using this guide as a tool for developing

curriculum. He will also notify them that the document is located on the Faculty-Adjunct Faculty page in MyNPC.

V. Old Business Not Related to Curriculum

- a. Curriculum Specialist Job Description (Draft 10-27-16) – Ryan Rademacher, Ryan Jones and Ken Wilk
 - i. After discussion, suggested changes might include: 1) remove the word “probably” from the first bullet point – it should be a requirement; 2) some attendance at IC Meetings would be required; 3) monitor all ATF list serves.
 - ii. **Task:** Ryan R. will make revisions to the proposed Curriculum Specialist Job Description, taking into account the discussion in today’s IC Meeting, and he will bring it back to IC.

VI. New Business Not Related to Curriculum

- a. General Education Values – NPC 2016-2017 Catalog Verbiage – Rickey Jackson
 - i. Rickey reported that at a recent General Education ATF Meeting it was discussed whether or not we need to rewrite the AZ Transfer portion of the General Education Values Statewide document. Northland Pioneer College’s (NPC) values are not currently showing on this document. NPC’s statement for General Education Values is included on page 60 of the 2016-2017 NPC Catalog. Should we consider rewriting our document, possibly using bullet points, to make it more succinct?
 - ii. **Task:** Rickey and Amy will work on the verbiage of the General Education Values, as seen in the 2016-2017 NPC Catalog, page 60 and will bring back proposed changes to IC in a Word document.

VII. Other

a. Awards

- i. IC’s own Janice Cortina received an Educator of the Year award, which is a statewide award from the Arizona Association for Lifelong Learning (AALL) for making a significant impact in adult education. In addition, Cynthia Blodgett received the AALL Life Long Learning Advocate award.

b. General Education ATF

- i. Rickey reported that at a recent General Education ATF Meeting there was discussion about a four credit English composition course (evidently being offered by all Arizona universities) that meets the universities’ qualifications for both ENL 101 and ENL 102. According to the Course Equivalency Guide in Arizona, this course only meets the qualifications for NPC’s ENL 101. In addition, several of the Arizona community colleges reaffirmed that the four credit hour English composition courses do not meet the qualifications for both ENL 101 and ENL 102. This issue will be taken back to the English AFT next year for discussion.

VIII. Adjournment

- a. Ryan J. **MOVED** the meeting be adjourned; **SECOND** by Deb.
 - i. Motion **APPROVED** by unanimous vote.