

Northland Pioneer College

Instructional Council (IC)

11-18-16

Voting Members Present: John Chapin, Janice Cortina, Ruth Creek-Rhoades, Amber Gentry, Eric Henderson (proxy for Rickey Jackson), Ryan Jones, Pat Lopez, Debra McGinty, Ryan Rademacher, Carol Stewart and Ken Wilk

Non-Voting Members Present: Cindy Hildebrand and Jeremy Raisor
Hallie Lucas (recorder)

Guests: Eric Bishop, Stuart Bishop, Tracy Chase and Everett Robinson

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

- I. Roll Call
- II. Approval of 11-04-16 IC Minutes
 - a. Pat **MOVED** to approve the IC Minutes of 11-04-16; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by majority vote.
 - ii. Janice **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards – no report
 - b. Learning Technology Subcommittee Report to IC (Draft 11-14-16) – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report, and discussion followed; including the possibility of creating a Technology/Learning Center (this would basically expand the Faculty in Educational Technology into a team – not just Wei Ma). John and Janice expressed interest in being a part of a team who will work with Maricopa Center for Learning Instruction (and their satellites) to further investigate whether or not this type of center would benefit NPC.
 - ii. John **MOVED** to accept the Learning Technology Subcommittee Report to IC (Draft 11-14-16); **SECOND** by Carol.
 1. **DISCUSSION** – the recommendation in the report was not approved at this time, as IC would like to receive feedback from other Faculty members.
 2. Motion **APPROVED** by unanimous vote.
 - c. Dual Enrollment – no report
 - d. Professional Development Subcommittee Report to IC (Draft 11-14-16) – Ryan Jones
 - i. Ryan J. gave an overview of the report. It would probably be a good idea to remind the Faculty that there are still funds available for professional development. The approval process takes time, so applications should be submitted quickly. There was discussion about putting a statement in the Faculty Professional Development Application (FPDA) about NPC’s new travel policy, along with information where specifics may be located. With regard to possibly using FPDA funds for “pay for publication”, the consensus of IC was to add a statement to the FPDA stating that these would be handled on a case-by-

case basis (only fees would be covered and the review would include both the journal and the work).

- ii. Pat **MOVED** to accept the Professional Development Subcommittee Report to IC (Draft 11-14-16); **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
- iii. **Task:** Ryan J. will revise the Faculty Professional Development Application (using a strike-through Word document), as discussed in today's IC meeting. He will bring it back to IC for approval.

IV. Curriculum

a. ACRES

- i. FRS 104 Modification to an Existing Course Form – Stuart Bishop
 1. There was a great deal of discussion regarding this course modification, that is in ACRES, as the lab hours are currently 1-1 (1 lab hour per 1 credit hour), which does not meet the guidelines as described in Instructions for Course Forms in ACRES. Even though the course was historically approved this way, courses that are submitted in ACRES are subject to a thorough review, to make sure guidelines are met. The FRS curriculum is complicated, partially due to State requirements/standards/contact hours. Stuart asked that this course modification be withdrawn.

- ii. BUS 184 New Course Form – Tracy Chase

1. **Task:** Ryan R. will move BUS 184 forward in ACRES, as it has enough votes.

b. New Programs - none

c. Program Modifications

- i. BUS AAS, CAS, CP Medical Office Technologies Catalog Format (Draft 11-14-16) – Tracy Chase

1. Tracy noted that she spoke with Pat Lopez (who discussed it with the BIO Faculty) and the BIO department was OK with BIO 160 being required in this BUS specialization. She also checked with Financial Aid and they had no problem with the proposed changes. Tracy will come to the next IC meeting to seek final approval.

2. IC members did not express any issues with the proposed modification.

- ii. CIS AAS, CAS, CP Information Security Request to Proceed (Draft 11-14-16) – Eric Bishop

1. In this request to proceed, Eric provided in-depth information regarding the proposed degree. He noted that by taking many of our existing courses and adding courses in information security, it should provide a well-rounded degree program in a lucrative and challenging field. Discussion followed and John provided a contextualization of the status of the CIS program, in general; it was noted that CIS 105 (transfer/general education course) accounts for approximately 50% of the CIS enrollments, with about 1/3 of enrollments made up of community members who need a specific course to get a job or just want to learn something particular in the CIS field. This leaves only about 1/3 of enrollments as potential completers in CIS. There was also discussion about the CIS required electives. Would CIS like to consider opening this up to just electives? This would broaden a student's

- choices; and, it would then become an advising issue. Many courses (such as Introduction to Psychology, criminal justice, ethics, etc.) could potentially fit nicely into the direction a student might take.
2. Deb **MOVED** that the CIS Department be allowed to proceed with the CIS AAS, CAS, CP Information Security (Draft 11-14-16); **SECOND** by Ken.
 - a. Motion **APPROVED** by majority vote.
 - b. John and Eric **ABSTAINED**.
- iii. NUR AAS LPN to RN Request to Proceed (and supporting document) (Drafts 11-14-16) – Deb McGinty
 1. Deb gave an overview of the proposal and noted that this program change will clarify the LPN to RN requirements and would be included in the 2017-2018 NPC Catalog. A brief question/answer time followed. One IC member would like to see the term “multiple exit” more clearly defined. A business plan is not needed for this program modification, but a Word strike-through document is needed. Deb will speak with Jeremy regarding assessed credit.
 2. Ken **MOVED** that we allow the NUR Department to proceed with the NUR AAS LPN to RN (Drafts 11-14-16); **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb, Carol, Amber and Eric **ABSTAINED**.
 - d. Program Deletions
 - i. Program Deletion – BUS AAS, CAS, CP Medical Transcription (Draft 11-14-16) – Tracy Chase
 1. This program deletion will be discussed at the next IC Meeting.
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none
 - V. Old Business Not Related to Curriculum - none
 - VI. New Business Not Related to Curriculum
 - a. SOC ATF & Cambridge International Exam (CIE) – Eric Henderson
 - i. It is the position of the Sociology ATF (decided at the recent SOC ATF Meeting) that the CIE in Sociology does not meet a standard that is sufficient for students to receive Sociology credit. Therefore, Eric requests that NPC not accept this exam for SOC and that appropriate documentation move forward, reflecting this decision.
 - ii. Ken **MOVED** to approve the recommendation as presented in Eric Henderson’s e-mail of 11-04-16 that NPC not accept the CIE for sociology (Exam Score D and Exam Score E) for the aztransfer Web site, changing it from “Under Review” to “Not Transferable”; **SECOND** by Pat.
 1. **DISCUSSION** – there is an issue if community colleges accept things that the universities don’t; however, just because universities accept something, NPC does not have to follow. We don’t believe that we have ever had a case of a student wanting NPC to accept the CIE for sociology, and if they transfer to an Arizona university, they would receive credit there.
 2. Motion **APPROVED** by majority vote.
 3. Eric **ABSTAINED**.

- iii. [NPC's Director of Student Services will make sure that this decision (regarding NPC not accepting the CIE for SOC) is implemented into the aztransfer Web site under Exam Equivalency Guide for SOC A-Level and SOC AS-Level.]
 - b. 2018-2019 Academic Calendar – Traditional and Alternate – Ryan Rademacher
 - i. Ryan noted that the alternative calendar would build in a two day Fall break for students and the semester would begin on Thursday, instead of Monday. The traditional calendar is similar to our current calendar. Part of the reason for the alternative calendar is provide a Fall break between the 8-week courses to allow for posting of grades, dealing with prerequisites, etc. It would largely affect courses in Arts and Sciences (especially sciences) and NUR classes, as well.
 - ii. **Task:** Jeremy will create a written rationale regarding the suggested changes (two day Fall break) to the 2018-2019 Academic Calendar and will send it to Ryan R.
 - 1. **Task:** Once Ryan R. receives the rationale for the alternate 2018-2019 Academic Calendar from Jeremy, he will send it (along with the alternate calendar) to Faculty and ask for input. He will also update Mark Vest regarding today's discussion of the calendars.
 - c. Community Member Attendance at IC Meetings – John Chapin and Ryan Rademacher
 - i. The question was asked by IC how they feel about an IC member inviting a community member to an IC meeting if they have an opinion on NPC's curriculum. Concern was expressed whether or not a person outside the college would be familiar with NPC's policies, procedures, curriculum tracking system (ACRES), transfer guidelines, etc. Some alternative options were discussed, including: 1) NPC advisory committees; 2) NPC's Community and Corporate Learning; 3) contact appropriate Dean if interested in teaching at NPC.
 - ii. Pat **MOVED** that community members not be allowed to participate in, or attend IC meetings. **MOTION DIED** due to the lack of a second.
 - iii. Eric **MOVED** to table this item; **SECOND** by John.
 - 1. Motion **APPROVED** by unanimous vote.
 - iv. A brief discussion followed.
- VII. Other - none
- VIII. Adjournment
 - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Pat.
 - i. Motion **APPROVED** by unanimous vote.