

Northland Pioneer College

Instructional Council (IC)

01-12-18

Voting Members Present: Eric Bishop, Lynn Browne-Wagner (proxy for Brian Gardner), Ruth Creek-Rhoades, Rickey Jackson, Dawn Johnson, Ryan Jones, Pat Lopez, Deb McGinty, Ryan Rademacher, Ken Wilk and Ruth Zimmerman

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

Guests: Jennifer Bishop, Karen Hall, Sandy Manor and Everett Robinson

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

- I. Roll Call
- II. Approval of 12-08-17 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 12-08-17; **SECOND** by Deb.
 - i. Motion **APPROVED** by majority vote.
 - ii. Ryan R. **ABSTAINED**.
- III. IC Subcommittees/Task Forces – none scheduled
- IV. Curriculum
 - a. ACRES
 - i. **Task:** IC voting members will get into ACRES and vote on the curriculum. It would be helpful to review the Instructions for Course Forms in ACRES, as the document gives very specific curriculum guidelines.
 - b. New Programs - none
 - c. Program Modifications
 - i. BUS ABUS (draft 11-20-17) – Jennifer Bishop
 1. Jennifer explained the proposed changes and noted that Principles of Financial Accounting I and II were combined (into BUS 217, which transfers better to the three State universities) largely due to the fact that there is less data entry required in the bookkeeping piece. In today’s working environment, employees need to know how to gather data, report out on the data and analyze data to help the company make decisions based on the analysis. A brief discussion followed.
 2. Pat **MOVED** to approve the BUS ABUS Program Modification (draft 11-20-17); **SECOND** by Ruth Z.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
 - ii. BUS AAS, CAS & CP Accounting Specialization (draft 11-20-17) – Jennifer Bishop
 1. Jennifer stated this degree includes accounting and Excel; if a student also learns basic data statistics (MAT 125 or BUS 201), this combination of skills makes the employee powerful in the business industry. The proposed changes should make the degree more competitive and give

our students the tools they need to be effective in the industry. There was a time of questions/answers, including the plan to remove MAT 152 as a prerequisite for the BUS 201 course. Discussion followed.

2. Ken **MOVED** to approve the BUS AAS, CAS and CP Accounting Specialization Program Modification (draft 11-20-18); **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
- iii. BUS AAS, CAS & CP Management and Leadership Specialization (draft 11-20-17) – Jennifer Bishop
 1. Jennifer described all of the proposed changes and said that they are a result of her research. Benefits of the proposed changes include: 1) opportunity to offer BUS 217 in spring and fall; 2) math offerings broaden choices for students; 3) courses streamlined to better serve all students, regardless of whether they will work in public government or private industry; 4) skills taught regarding data driven decisions should give students a different type of confidence to recommend needed changes to their employer and provide the reasons for the suggestions.
 2. Ken **MOVED** to approve the BUS AAS, CAS and CP Management and Leadership Specialization Program Modification (draft 11-20-17); **SECOND** by Ruth Z.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
 - d. Program Deletions - none
 - e. Program Suspensions - none
 - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
 - a. Dual Enrollment (DE) Course Approval Process (draft 01-09-18) – Ken Wilk
 - i. Ken reminded IC that a while back they asked for an ad hoc committee to look at how we approve DE courses/locations. Hopefully this document more clearly defines: 1) process is for approving DE courses; 2) who is in charge at what point of the process; 3) criteria for DE courses; 4) content-appropriate course for high school students? 5) site visits (if needed); 6) determine whether or not we have Faculty to oversee.
 - ii. Ken stated that this document was brought to the Deans, who ultimately have the responsibility whether or not to approve the course. Discussion followed.
 - iii. Suggested changes include: 1) define all reasons in which an appeal can be made/possibly put a limitation on the number of appeals for any given course; 2) reconsider section about Time/Contact Hours/Date – are changes needed there? 3) Page 2 – under instructor, add a note saying “Before filling out this form, you need ensure that you are certified to teach this course.” 4) insert check box for the Dean to confirm that the instructor is approved to teach this course.
 - iv. **Task:** Ken and Karen will work together to revise the Dual Enrollment Course Approval Process, taking into consideration the recommendations from today’s IC Meeting. They will bring it back to IC for approval.
 - b. Snapshot Data (draft 01-02-18) – Josh Rogers and Sandy Manor

- i. Josh gave a quick background of Snapshot, including: 1) several years ago a committee (of Faculty and Staff) was established to discuss Disability Resource & Access (DRA) topics and one thing that came out of that committee was Snapshot; 2) a Snapshot is sent to the instructor, at the beginning of the semester, that notifies them they have a student who has filled out all the DRA paperwork and has been approved - accommodations may be a part of the solution for that student; 3) the Snapshot does not let the instructor know what the disability is.
- ii. Josh noted that this was reviewed by NPC's attorney and it is legal. The document presented shows that the majority of Faculty (who received a Snapshot) supports them and believes that they are helpful. Josh asked if IC has any additional thoughts or concerns. Discussion/suggestions included: 1) yes, they are helpful; 2) annual Faculty training (possibly at Convocation) would be helpful (including the broader subject of what we do with students with a disability – visible or non-visible – how do we recognize problems – how do we help the student); 3) put verbiage at the top of the Snapshot to describe what it is, including when the surveys will come and whether or not there are accommodations; 4) is it possible that the Faculty who did not find them helpful simply do not understand them? 5) when the Snapshots are sent out (via e-mail) there is lengthy text explaining the process; 6) Josh and Sandy will work together to see if they can develop a process that would work better for Faculty; and, they will contact NPC's Training Coordinator to provide trainings (preferably at the top of the Coordinator's priority list).
- c. IC Chair for 2018-2019 – Ryan Rademacher
 - i. Since this is Ryan Rademacher's last semester at NPC, he will need to pass the baton as IC Chair. In order to begin the discussion, he presented Ken Wilk's name as a possibility. Ryan R. noted that he received only positive feedback regarding Ken's service as IC Chair last semester. He stated that if others are interested in chairing, we can have that discussion. Ken indicated that he will be happy to serve, if that is the will of IC. Mark suggested that at the end of Ken's two-year term as IC Chair we identify the succeeding Chair and let them chair a couple of meetings to help them get settled in, including working with the Administrative Assistant for Learning to set the agenda, etc.
 - ii. **Task:** Hallie will add the following agenda item (action) for the next IC Meeting: IC Chair for 2018-2019.
- d. Distance Education Classrooms, Naming Conventions – Mark Vest
 - i. Mark reminded IC that a couple of years ago, IC proposed naming conventions for the distance education classrooms and sent them to the Change Advisory Board (CAB). CAB rejected the proposal because the abbreviations that we selected had more characters than Jenzabar could absorb. The CISCO technology requires naming conventions, and we need to do that within the next two months. Discussion followed, including: 1) consider how to handle hybrid; 2) suggestion from Jeremy to add verbiage to the Alternative Learning - "Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits".
 - ii. **Task:** Hallie will add the following agenda item (action if ready) for the next IC Meeting: Distance Education Classrooms, Naming Conventions. She will also

invite Cindy Hildebrand and Mindy Neff to attend the meeting, in order to offer their expertise.

- iii. **Task:** Before the next IC Meeting, IC voting members will review all the documents posted in MyNPC regarding Distance Education Classrooms, Naming Conventions and will be prepared identify a potential solution.

VII. Other

- a. Credits from Non-regionally Accredited Institutions
 - i. Mark brought up the emerging push to convince the universities to accept general education courses (taken at a non-regionally accredited institution) into the AGECE. Discussion followed; and, it was the consensus of IC not to support this practice, as we already have processes in place to evaluate this type of course.
- b. American Council on Education and Pearson
 - i. Mark talked about a push to have community colleges and universities give GED completers college credit if they achieve a certain score on the GED. Discussion followed.
- c. ACETS
 - i. Lisa asked if she should be sending all new courses to ACETS. Mark stated that our rule of thumb in the past was - if the course was not designated as a university transfer course, it was only sent to ACETS if the department asked us to (as this really is a departmental issue). Lisa is checking with NAU to see if it would be beneficial if all of our CTE courses go to ACETS (they do accept many of our CTE courses as transfer). A brief discussion followed.
 - ii. **Task:** Hallie will add an agenda item to the next Deans' Meeting to discuss whether or not all courses should be sent to ACETS (the ones that are not university transfer).

VIII. Adjournment

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