

Northland Pioneer College

Instructional Council (IC)

01-26-18

Voting Members Present: Eric Bishop, Ruth Creek-Rhoades, Brian Gardner, Rickey Jackson, Dawn Johnson, Ryan Jones, Pat Lopez, Ryan Rademacher, Ken Wilk and Ruth Zimmerman

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

Guests: Jason Foutz, Mindy Neff, Everett Robinson and P.J. Way

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

- I. Roll Call
- II. Approval of 01-12-18 IC Minutes – Ken Wilk
  - a. Under VII,a,i, Hallie will change immerging to emerging.
  - b. Ken **MOVED** to approve the IC Minutes of 01-12-18; **SECOND** by Dawn.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
  - a. Dual Enrollment Subcommittee – no report
  - b. PASS Report to IC (draft 01-22-18) – Josh Rogers
    - i. Josh and Jeremy went over the report and talked about the course that will be created for required orientation for all students (some exclusions). Some specifics about the course are: 1) zero credits; 2) no cost; 3) Academic Advisers will likely teach; 4) one in-person session and the remainder will be online; 5) if student does not take the course or complete it, their registration will have a hold for the following semester.
    - ii. Pat **MOVED** to accept the PASS Report to IC (draft 01-22-18); **SECOND** by Ken.
      1. Motion **APPROVED** by unanimous vote.
  - c. Professional Development Subcommittee – no report
- IV. Curriculum
  - a. ACRES – reminder to vote
  - b. New Programs - none
  - c. Program Modifications - none
  - d. Program Deletions - none
  - e. Program Suspensions - none
  - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum
  - a. Distance Education Classrooms, Naming Conventions – Ryan Rademacher [Cindy Hildebrand and Mindy Neff were also available to offer their expertise]
    - i. There was a great deal of discussion regarding the naming conventions in the distance education classrooms; and, some specific suggestions for changes to the Course Delivery Methods document (approved by IC 10-09-15) include: 1) change four character codes to two characters – SA = Stand Along, CC =

Connected Course, MC = Multi-Course; 2) add HY for Hybrid; 3) add OL for Online; 4) add AL for Alternative Learning in case it is ever needed; 5) under CC section, delete last sentence that says "An academic adviser can answer questions prior to registering for these classes." 6) under the Alternative Learning section, add the following sentence (right after it says "toward an NPC degree program.") "Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits."

- ii. These changes will allow better utilization of the Building and Room Number fields. Additional course information can be entered into the Schedule Comments field.
  - iii. **Task:** Ryan R. will make the needed changes to the Course Delivery Methods document (approved by IC 10-09-15) and bring it back to IC.
- b. IC Chair for 2018-2019 – Ryan Rademacher
- i. Eric **MOVED** to approve Ken Wilk as the IC Chair for 2018-2019; **SECOND** by Ruth.
    - 1. Motion **APPROVED** by majority vote.
    - 2. Ken **ABSTAINED**.

VI. New Business Not Related to Curriculum

- a. Catalog Changes (draft 01-22-18) – Jeremy Raisor
- i. Jeremy went over the proposed changes; and, discussion followed. Additional suggested changes under Excess Course Load are "...fall ~~and~~ or spring semesters..." (2 instances).
  - ii. Ken **MOVED** to approve the Catalog Changes (draft 01-22-18) with the inclusion of the above mentioned change; **SECOND** by Eric.
    - 1. Motion **APPROVED** by unanimous vote.
- b. IS Update – P.J. Way
- i. P.J. gave an update regarding IS and some of the highlights include: 1) Talon equipment on order for classroom replacements, including an adjustable podium (Faculty are invited to try it out at PDC when it arrives); 2) towers being completed; 3) new software for support tickets.

VII. Other

- a. Guided Pathways/Jobs for the Future Process – Mark Vest
- i. AZ community college presidents are moving forward with some type of agreement with Jobs for the Future.
  - ii. There is an upcoming presentation at Central Arizona College as part of the kick-off for statewide guided pathways. NPC will have representatives attend.
- b. Placement – Mark Vest
- i. We will move to Accuplacer Next Generation, as our current version is not available after 12-30-18. Accuplacer is not providing concordance tables; there is a statewide effort to pull a group of faculty together to develop cut scores; and, Ryan J. and Brian Burson will be involved. Changes need to be decided by mid-March.
  - ii. Some high schools are not in favor of using high school G.P.A. for placement and instead want NPC to placement test all their students who attend NPC. Discussion followed, including potential drawbacks and possible solutions.
- c. Bill Tracking – Mark Vest

- i. For academic purposes, Mark encouraged IC to take a look at the following bills and a brief discussion followed: 1) Board of Regents; 2) Nonlethal Weapons; 3) Disciplinary Proceedings.

VIII. Adjournment

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

Approved by IC 02-09-18