

Northland Pioneer College

Instructional Council (IC)

02-09-18

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

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

Guests: Allison Landy, Chloe Reidhead, Everett Robinson, Ferryn Sam and Mike Solomonson

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

- I. Roll Call
- II. Approval of 01-26-18 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 01-26-18; **SECOND** by Eric.
 - i. Motion **APPROVED** by majority vote.
 - ii. Deb **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee – no report
 - b. Assessment of Student Knowledge (ASK) Subcommittee Report to IC (draft 02-01-18) – Mike Solomonson
 - i. Mike gave an overview of the report.
 - ii. Pat **MOVED** to accept the ASK Subcommittee Report to IC (draft 02-01-18); **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
 - c. Learning Technology Subcommittee – no report
- IV. Curriculum
 - a. ACRES
 - i. Hallie noted that program modifications have to be approved before course deletions (in that program). Therefore, even though today is the deadline to submit course forms in ACRES, some course deletions will still come in after the program is deleted.
 - ii. There was a discussion about minor grammatical issues on some course forms in ACRES. Hallie is willing to assist with minor changes in ACRES, as needed. Going forward IC will likely require that more care is taken when these forms are created.
 - iii. HES 170 Modality Change to Online – Request to Use BUS 126 Preparation in lieu of Quality Matters – Deb McGinty
 1. Deb reminded the group that HES 170 replaced BUS 126 (was offered online and went through Quality Matters) and they are the same course. Discussion followed.

2. Ken **MOVED** to make an exception to the rule and allow HES 170 to bypass the Quality Matters Internet course approval (because it has already passed QM in the form of BUS 126); Hallie and Deb are to work together on the HES 170 (ACRES form) course outcomes, topics and description to align with BUS 126; **SECOND** by Dawn.
 - a. Motion **APPROVED** by unanimous vote.
 3. **Task:** On the Quality Matters Review Status chart, Wei will list HES 170 with a note that it already passed QM as BUS 126 and this exception was granted at the 02-09-18 IC Meeting.
- iv. COS Curriculum in ACRES
1. It was noted that there seems to be some errant semicolons in the course descriptions (example seen in COS 239).
 2. Pat clarified the lecture/lab/credit hour calculations (they do not quite fit in to NPC's guidelines), which comply with AZ State Board of Cosmetology standards, including: 1) all teaching modalities have to be listed as lab; 2) limitation of no more than 30 hours per credit hour.
 3. **Task:** Ryan R. will wordsmith the COS courses that have a problem with the use of a colon and will send those corrections to Hallie, who will make the needed changes in ACRES.
- v. EIT Courses
1. **Task:** Hallie will check with Kenny Keith regarding EIT 238, 240 and 234 to see if they should be back in ACRES.
- vi. ECD 136
1. Allison explained the reasons why the course ECD 250 (200 level course) is a prerequisite for this 100 level course. She gave historical information and stated that course numbers in ECD are not necessarily sequential, in terms of content.
- b. New Programs – none
- c. Program Modifications
- i. AAEC Catalog Strike-through (draft 02-05-18) – Allison Landy
 1. Allison stated that the AAEC is designed to transfer to a teaching certification degree pathway. The proposed changes: 1) add clarification; 2) mirror the requirements for the AAEE Degree; 3) result from recent legislative teacher certification changes.
 2. There was a discussion about the “Contemporary Global, International or Historical Awareness” language; however, it really needs to be addressed in all of our transfer degrees. If someone will provide suggested language, Hallie will be happy to contact those who are in charge of the transfer degrees and give them the suggested language.
 3. The MAT courses, listed under the General Education Requirements and the Required Electives, were discussed.
 4. Ken **MOVED** that we approve the AAEC Catalog Strike-through (draft 02-05-18) with the following change to the MAT requisites: 1) strike-through MAT 189; 2) change MAT 152 to read – MAT 152 Advanced Algebra Or any mathematics course for which MAT 152 is a prerequisite; **SECOND** by Eric.
 - a. Motion **APPROVED** by majority vote.
 - b. Brian **ABSTAINED**.

- ii. Early Childhood Studies AAS, CAS, CP Catalog Strike-through (draft 02-07-18) – Allison Landy
 - 1. We reviewed the suggested (minor) changes to the degree.
 - 2. Ken **MOVED** to approve the Early Childhood Studies AAS, CAS, CP (draft 02-07-18); **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Brian **ABSTAINED**.
 - iii. General Education Catalog Strike-through (draft 02-06-18) – Brian Burson
 - 1. We decided to postpone a vote on this document for the following reasons: 1) if HES 101 is approved to be cross-listed with MAT 101, it will affect this program modification; 2) there is a question whether CIS 105 should be included in the General Education Course Options.
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum
- a. Dual Enrollment Course Approval Process (draft 01-31-18) – Ken Wilk
 - i. Ken reported that this document was changed after feedback was received at the 01-12-18 IC Meeting; he went over the changes and discussion followed. In addition, he forwarded this document to Rich Harris, Dual Enrollment Subcommittee Chair, for review.
 - ii. It was suggested that the pagination be properly adjusted.
 - iii. Pat **MOVED** to approve the Dual Enrollment Course Approval Process (draft 01-31-18) with needed pagination adjustment; **SECOND** by Ryan J.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Course Delivery Methods (draft 02-07-18) [Distance Education Classrooms, Naming Conventions] – Ryan Rademacher
 - i. The additional changes to this document are highlighted in yellow and were made in response to suggestions given at the 01-26-18 IC Meeting.
 - ii. Eric **MOVED** to approve the Course Delivery Methods (draft 02-07-18); **SECOND** by Ryan J.
 - 1. **DISCUSSION** – Pat recommended the following change to the document: Hybrid Courses (HY) NPC also offers some blended courses that take advantage of the best aspects of traditional stand alone and online learning. A hybrid course is designed to integrate face-to-face and online activities designed to **such that they** reinforce, complement, and develop upon one another. ~~rather than the online component duplicating what is taught in the classroom~~
 - 2. Both Eric and Ryan J. were good with Pat’s recommended change.
 - 3. Motion **APPROVED** by majority vote.
 - 4. Ryan R. **ABSTAINED**.
- VI. New Business Not Related to Curriculum
- a. ICT Discussion (draft 02-15-18) – Wei Ma
 - i. According to Wei, the numbers show that the ICT Program has had a positive effect on retention and completion rates; however, some barriers have been identified. Wei went over each of the proposed changes, which are clearly outlined in the ICT Discussion document. Discussion followed, including the possibility of using some topics from CIS 103 and utilizing advising staff to direct

students toward tools or courses that would help them develop basic computer skills.

- ii. Eric **MOVED** to accept the proposed changes outlined in the ICT Discussion (draft 02-15-18); **SECOND** by Deb.
 - 1. **DISCUSSION** – the document needs to go to Mark Vest as a recommendation coming from IC and be added to the next Deans' Meeting Agenda. There will also be catalog and Web site ramifications of these changes. The proposed implementation date is FA18.
 - 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Eric will share some resources with Wei regarding things that might help with computer literacy as it pertains to ICT.
 - iv. **Task:** Hallie will add ICT as a topic for the next Deans' Meeting and will invite Wei to attend.
 - v. **Task:** Ryan R. will send the approved ICT document to Mark Vest, with a memo that IC recommends the changes therein.
- b. Matrices Changes (draft 01-30-18) – item will be postponed until the next IC Meeting

VII. Other

- a. Cuity Aguilar NPC SGA President
 - i. Some of the main points that Cuity brought to IC were: 1) SGA is struggling with membership and he would appreciate any assistance from Faculty to encourage participation; 2) things that SGA has done to boost student success; e.g. Laptop Scholarships; 3) ideas regarding ways Faculty might encourage participation in SGA, including events; 4) ask Faculty if they would consider giving opportunities for extra credit (although it was noted that this is solely at the discretion of the Faculty member).
 - ii. **Task:** Pat will speak with Faculty Association and ask them to encourage student participation in SGA and other NPC student opportunities.

VIII. Adjournment

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