

Northland Pioneer College

Instructional Council (IC)

10-13-17

Voting Members Present: Eric Bishop, Brian Burson (proxy for Rickey Jackson), Ruth Creek-Rhoades, Eric Henderson, Tom Hodgkins (proxy Deb McGinty), Susan Jamison (proxy for Amber Gentry), Dawn Johnson, Pat Lopez, Gary Santillanes (proxy Ryan Jones), Ken Wilk and Ruth Zimmerman

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

Guests: Peggy Belknap, Jennifer Bishop, Tracy Chase and Everett Robinson

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

- I. Roll Call
- II. Approval of 09-22-17 IC Minutes – Ken Wilk
 - a. Ruth **MOVED** to approve the IC Minutes of 09-22-17; **SECOND** by Pat.
 - i. Motion **APPROVED** by majority vote.
 - ii. Eric B. **ABSTAINED**
- III. IC Subcommittees/Task Forces
 - a. Academic Standards (AS) – no report (moved to 10-27-17 IC Meeting)
 - b. Assessment of Student Knowledge (ASK) – no report
 - c. Learning Technology (LT) Subcommittee Report to IC (Draft 10-09-17) – Ruth Creek-Rhoades
 - i. Ruth mainly talked about the Learning Environment Redesign Survey (Final), which was sent out to the Faculty via Qualtrics. Once the Institutional Effectiveness department looks over the data, they will provide feedback.
 - ii. Eric B. **MOVED** to accept the Learning Technology Subcommittee Report to IC (Draft 10-09-17); **SECOND** by Brian.
 1. Motion **APPROVED** by majority vote.
 2. Ruth **ABSTAINED**.
- IV. Curriculum
 - a. ACRES
 - i. BUS 217 New Course Form in ACRES
 1. Moved forward in ACRES - enough votes.
 - ii. BUS 140/141 Annual Deletion of Courses within a Prefix
 1. Sent back to the proposer
 - iii. ECD 250 Modification to an Existing Course Form
 1. Moved forward in ACRES - enough votes.
 - b. New Programs - none
 - c. Program Modifications
 - i. BUS (Various) Request to Proceed (Draft 09-19-17) – Tracy Chase and Jennifer Bishop

1. Tracy went over the specific changes that they would like to make to the program, which should streamline/clean up the specializations and make them stronger for our students. Discussion followed.
 2. Pat **MOVED** to allow the Business Department to proceed with the BUS Program Modifications; **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric B. **ABSTAINED**.
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum
- i. ACRES/ACETS/CEG
 1. Lisa explained that as NPC's Transfer Articulation Adviser, she is trying to clean up some of the coursework in the AZ Transfer Course Equivalency Guide (CEG); in particular, there are some old courses that have not been removed, due to form issues. Important parts of the discussion included: 1) for NPC courses that already exist, before Faculty members fill out a course form in ACRES, they should check to see if it is in the CEG [Lisa Jayne, NPC's Transfer Articulation Adviser, can assist they if you are unsure] – if the course is already in the CEG, they should fill out a Modification to an Existing Course Form in ACRES – if the course is not in the CEG, they will need to fill out a New Course Form (even though it is not a new course at NPC); 2) ACETS does not recognize the Annual Deletion of Courses within a Prefix, due to the design of the form; 3) should check box be added to the Modification to an Existing Course form "Have you checked with the ACETS Administrator to see if the course shows up in the CEG?"; 4) all courses that come into ACRES are up for reevaluation by IC; 5) most courses that go to ACETS (for the CEG) are subjected to review by the universities (however, if you are changing things like modality, it will not go to the universities – if you are changing prerequisites and you are not asking for a different equivalency, it will not go to the universities).
 2. Eric H. **MOVED** that Lisa Jayne be allowed to create ACRES Course Deletion Forms for old courses that have already been deleted from NPC's catalog and course bank, but they still exist in the CEG; **SECOND** by Dawn.
 - a. **DISCUSSION** – Peggy noted that Career and Technical Education (CTE) instructors have confirmed that the courses Lisa has investigated do need to be deleted.
 - b. Motion **APPROVED** by unanimous vote.
 3. Eric H. **MOVED** that we have our ACRES Administrator hide the Annual Deletion of Courses within a Prefix Form and not allow anyone to use it for the remainder of this academic year; **SECOND** by Eric B.
 - a. **DISCUSSION** – the Annual Deletion of Courses within a Prefix was designed to delete many courses with one form. It is harder to find courses in ACRES when they are done on this form. Has this form run its course? If this form could be revised A.S.A.P., it would be helpful to Faculty, especially in the CTE area.

- b. Motion **APPROVED** by unanimous vote.
- 4. Dawn **MOVED** that we add a yes/no check box to the Modification to an Existing Course Form in ACRES with this question “Have you checked with NPC’s Transfer Articulation Adviser to see if this course has articulated to the universities through the CEG?”; **SECOND** by Eric B.
 - a. **DISCUSSION** – if someone knows that the course is already in the CEG, should they have to check with NPC’s Transfer Articulation Adviser?
 - b. Dawn **AMENDED** her motion to rephrase the question on the ACRES form to say “Have you verified that this course is in the CEG?”; **SECOND** by Eric B.
 - i. **DISCUSSION** – what if someone does not know that NPC’s Transfer Articulation Adviser can assist them? Do we want all courses included in the CEG? Why not consider having one course form in ACRES for both new courses and modifications to an existing course form?
 - ii. Dawn **AMENDED** her **amended motion** to rephrase the question on the ACRES form to “Have you checked the CEG to see if this course already exists (check with the Transfer Articulation Adviser if you are unsure); **SECOND** by Eric B.
 - 1. Motion **APPROVED** by unanimous vote.
- 5. **Task:** By the 11-17-17 IC Meeting, IC members will review the New Course Form and the Modification to an Existing Course Form to see about the possibility of combining these forms. (A good place to start is to look at the Instructions for Course Forms in ACRES – see document sitting in Instructional Council Group in MyNPC under Items for Discussion).
- 6. **Task:** Hallie will add an agenda item for the 11-17-17 IC Meeting, as action if needed, to discuss possibly combining the New Course Form and the Modification to an Existing Course Form.
- 7. **Task:** By the 11-17-17 IC Meeting, IC members will think about how to handle the Annual Deletion of Courses within a Prefix on a more permanent basis.
- 8. **Task:** Hallie will add an agenda item for 11-17-17 IC Meeting, as action of needed, to discuss a more permanent decision regarding the Annual Deletion of Courses within a Prefix Form.
- 9. **Task:** Ken will notify Faculty members that the Annual Deletion of Courses within a Prefix is not available for use at this time. He will also include information relating to which form should be used for an existing course, as it relates to the CEG.
- 10. **Task:** In ACRES, Wei will hide the Annual Deletion of Courses within a Prefix for the remainder of the academic year.
- ii. Modification to an Existing Course Form – Implementation Date – Mark Vest
 - 1. Mark brought up the implementation date for a Modification to an Existing Course Form, as stated in the Instructions for Course Forms in ACRES. The question to look at right now is whether or not course modifications have to wait until the next academic year to be

implemented. He recalls that the date deadline was developed for classes that are being modified in such a way that it changes the nature/structure of the course so that it is fundamentally a different class. In a particular case that recently came up, there are some courses that are going through Quality Matters (QM) so that they can be taught online (only involves a modality change for most of them). Is IC's intent to hold to the Fall implementation date when the only thing that we are changing is the modality (structure/content of course not changing). Discussion included: 1) should department ask for an exception? – if the same thing is being approved over and over, it is really not an exception; 2) do the rules need to be revised? 3) curriculum calendar; 4) is the process cumbersome? 5) should we consider utilizing only QM for courses to be taught online and not require a course modification? – could that circumvent IC's process for making sure courses are as they should be? 6) what would be the deadline for this this course to pass QM, if they want to teach it in the Spring? – what is the possible/unforeseen negative fallout from a hasty decision? 7) more QM Reviewers are needed – is there a way of changing the QM process? – should IC have a standing subcommittee of QM Reviewers? 8) driving force for instructors is to create opportunities for students; 9) requests for exceptions can be submitted in ACRES and IC can address it as a group.

V. Old Business Not Related to Curriculum

a. Course Evaluation Instrument (Final Draft 09-19-17) – Mark Vest

i. Eva Putzova rewrote the Course Evaluation Instrument based on the input from IC and Mark brought it back to see if the final product is good-to-go. There was quite a bit of discussion, especially regarding section D “What grade do you expect to receive in this course?”

ii. Eric B. **MOVED** to approve the Course Evaluation Instrument (Final Draft 09-19-17), with the edit that the Incomplete, Pass, Fail and Withdrawal options are to be removed; also, add a note that states if the course is Pass/Fail, A, B & C are considered passing, D & F are considered failing; **SECOND** by Pat.

1. **DISCUSSION** – Pat said that this document was brought before the Faculty Association last Friday and no one really voiced any concerns about it. There was additional discussion about adding the note at the bottom of the form.

2. Eric B. **AMENDED** his motion to remove the portion (of the previous motion) that states “if the course is Pass/Fail, A, B & C are considered passing, D & F are considered failing”; **SECOND** by Brian.

a. Motion **APPROVED** by unanimous vote.

iii. **Task:** Mark will notify all concerned that IC approved the Course Evaluation Instrument (Final Draft 09-19-17) with the edit of removing Incomplete, Pass, Fail and Withdrawal options from section D.

b. Practicum & Clinical Definitions – Ken Wilk and Eric Bishop

i. Last semester IC established an ad hoc committee to come up with definitions for practicum and clinical. Through research, Eric B. discovered that there are different ways that institutions define these terms. The group really needs some direction regarding what type of definition we are looking for. IC is

comfortable having Eric B., Allison Landy and Ruth Zimmerman serve on this ad hoc committee and would like for them to bring a recommendation to IC by the 11-17-17 IC Meeting.

VI. New Business Not Related to Curriculum

- a. Enrollment Management Update – Gary Santillanes
 - i. Gary read a statement from the Enrollment Management Committee and noted that they will provide recommendations to help guide NPC’s strategic planning with regard to optimizing student enrollment using the available resources. Since everyone at the college is a stakeholder in this matter, Gary encouraged folks to bring suggestions, ask questions or express concerns to the committee.
- b. Social & Cultural Anthropology SL (Draft 09-29-17)
 - i. Eric H. explained that this discussion arises out of the Anthropology ATF. He went on to say that the universities have gone through with the International Baccalaureate and Cambridge exams and created “equivalencies”, while most of the community colleges have not done anything with them yet. Eric really feels that NPC’s position on these exams should be decided by IC. Discussion followed; and, it was noted that the different disciplines could bring their recommendations to IC, after it is discussed at their respective ATF.

VII. Other - none

VIII. Adjournment

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

Approved by IC 10-27-17