

Northland Pioneer College

Instructional Council (IC)

11-17-17

Voting Members Present: Eric Bishop, Amber Gentry, Amy Grey (proxy for Deb McGinty second part of meeting), Eric Henderson, Rickey Jackson, Dawn Johnson, Ryan Jones, Pat Lopez, Deb McGinty (first part of meeting), Ken Wilk and Ruth Zimmerman

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

Guests: Jennifer Bishop, Tracy Chase, Gail Campbell, Karen Hall, Everett Robinson and John Spadaccini

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

- I. Roll Call
- II. Approval of 11-03-17 IC Minutes – Ken Wilk
 - a. Eric B. **MOVED** to approve the IC Minutes of 11-03-17; **SECOND** by Ruth.
 - i. **DISCUSSION** – VII, a, iv Hallie will clarify that “he” is referring to Jeremy Raisor.
 - ii. Motion **APPROVED** by majority vote.
 - iii. Rickey, Eric H. and Ryan J. **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards (AS) Subcommittee Recommendation to IC (draft 11-13-17) – Amy Grey
 - i. Amy noted that our current version of Accuplacer will be discontinued January 2019 and AS recommends moving to Accuplacer Next Generation beginning with April enrollment for FA18. There are some cut scores available on the Accuplacer Next Generation (Josh did some research on this).
 - ii. Pat **MOVED** to approve the Academic Standards Subcommittee recommendation to move to the Accuplacer Next Generation placement test beginning with April enrollment for FA18; **SECOND** by Rickey.
 1. **DISCUSSION** – input from MAT and ENL Faculty will be valuable in determining NPC’s cut scores. Do we want to collect one year’s data before making more specific cut score recommendations?
 2. Motion **APPROVED** by unanimous vote.
 3. **Task**: AS will organize a meeting to help set cut scores for the college and invite the Vice President for Learning and Student Services, Advisers, CCP representatives, MAT and ENL Faculty, Dean of Arts and Sciences and the Associate Dean of Education and College and Career Preparation.
 - b. Dual Enrollment (DE) Subcommittee Report to IC (draft 11-13-17) - Karen Hall
 - i. Karen noted that the DE Subcommittee Report to IC is a list of courses that have been requested by the high schools, including the status of each. There was a considerable amount of discussion and some highlights included: 1) Miami High

School dual enrollment; 2) all topics in a course must be covered (should be stated criteria); 3) all academic standards of the department must be met (should be stated criteria); 4) clearly state courses we will offer (based on our criteria) and courses we will not offer; 5) POS 221 is offered online – why does it need to be DE credit? 6) we are offering POS 110 and ECN 211/212 through Talon – if we approve for DE, it gives high schools opportunity to move out of that delivery system - long-term goal to use more Talon classes to provide services to the high schools; 7) criteria should be stated for maintaining DE teaching status; 8) many areas in the DE Handbook need to be clarified or spelled out better; 9) political pressures; 10) pressures from other community colleges willing to offer courses for DE that we won't.

- ii. Pat **MOVED** to table the Dual Enrollment Subcommittee Report to IC (draft 11-13-17); **SECOND** by Eric B.
 1. **DISCUSSION** – for any department that has DE courses, the Chairs need to get together, review the processes that we currently have and address the concerns. Feedback needs to be received from the applicable departments regarding the course recommendations discussed today.
 2. Motion **APPROVED** by unanimous vote.
 3. **Task**: Ken will create an ad hoc committee to look at the DE procedures and will bring recommendations forward to IC [recommended changes need to come to IC through a DE Handbook strike-through document].
- c. PASS Report to IC (draft 11-13-17) – Josh Rogers
 - i. Josh noted that an e-mail was sent out a couple weeks ago with the information contained in this report. A brief discussion followed.
 - ii. Ryan J. **MOVED** to accept the PASS Report to IC (draft 11-13-17); **SECOND** by Rickey.
 1. Motion **APPROVED** by unanimous vote.

IV. Curriculum

a. ACRES

- i. CIS 245 in ACRES – request for SP18 effective date – Eric Bishop
 1. Eric B. explained that they are requesting Internet modality for four courses (CIS 111, CIS 130, CIS 187 and CIS 245) for SP18, in order to help meet student demand. In addition, CIS 245 also includes changes to course description and outcomes.
 2. For modality changes only, IC did not seem to have a problem with the change going into effect for Spring.
 3. **Task**: Hallie and Eric B. will work together to make edits to CIS 245, explaining (in the rationale field) that the modality change goes into effect for SP18 and the course description goes in to effect for FA18.
 - a. **Task**: After Hallie and Eric B. make edits to CIS 245, Hallie will send out an e-mail to IC members asking them to vote on it in ACRES.

b. New Programs - none

c. Program Modifications

- i. BUS AAS, CAS and CP in Medical Office Technologies Specialization, Modern Office Technologies Specialization – Tracy Chase

1. The catalog strike-through documents for these program modifications were presented, and it was noted that the program modifications are in ACRES.
 2. Pat **MOVED** to approve the BUS AAS, CAS, and CP in Medical Office Technologies Specialization Program Modification (draft 10-16-17); **SECOND** by Eric H.
 - a. Motion **APPROVED** by majority vote.
 - b. Ruth **ABSTAINED**.
 3. Rickey **MOVED** to approve the BUS AAS, CAS, and CP in Modern Office Technologies Specialization Program Modification (draft 10-16-17); **SECOND** by Amber.
 - a. Motion **APPROVED** by unanimous vote.
- ii. BUS ABUS, AAS Management & Leadership and Accounting Request to Proceed (draft 11-10-17) – Jennifer Bishop
1. Jennifer went over the proposed change to the ABUS.
 - a. Ryan J. **MOVED** to approve the Request to Proceed for the ABUS (draft 11-10-17); **SECOND** by Pat.
 - i. Motion **APPROVED** by majority vote.
 - ii. Eric B. **ABSTAINED**.
 2. Jennifer went over the proposed changes to the BUS Management and Leadership Specialization. She noted that Brian Burson, Department Chair of Math & Science, fully supports the proposed changes to the MAT.
 - a. Pat **MOVED** to approve the Request to Proceed for the BUS Management and Leadership Specialization program changes; **SECOND** by Dawn.
 - i. Motion **APPROVED** by majority vote.
 - ii. Eric B. **ABSTAINED**.
 3. Jennifer gave an overview of the proposed changes to the BUS Accounting Specialization, which will bring the degree up to date, as automation transforms the accounting profession.
 - a. Dawn **MOVED** to approve the Request to Proceed for the BUS Accounting Specialization program changes; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by majority vote.
 - ii. Eric B. **ABSTAINED**.
- iii. MDA AAS & CAS Request to Proceed (draft 11-13-17) – Deb McGinty
1. Deb gave an overview of the MDA AAS & CAS Request to Proceed, and some highlights included: 1) would allow students who complete the CP to sit for the National Certified Medical Assistant (NCMA) and open up more immediate employment opportunities; 2) address problems with curriculum progression itself; 3) description of specific changes that are suggested and how they will benefit the program (during the meeting she sent a catalog strike-through document to help IC members better visualize the changes).
 2. Some of the discussion included: 1) pathophysiology course needed (as demonstrated in the proposed HES 190 course); 2) should MAT 101 and HES 101 be cross-listed? 3) is the science and math area somewhat confusing? – usually the math is housed in the CAS.

3. Eric H. **MOVED** that we table the MDA AAS & CAS Request to Proceed (draft 11-13-17); **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 4. **Task**: Deb will consult with Rickey and Brian Burson about MAT for the MDA recommended changes - BIO Faculty also need to be consulted.
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum
- i. Concurrent Requisite – Cindy Hildebrand
 1. Cindy noted that in our Instructions for Course Forms in ACRES (and on our course forms in ACRES, as well) only two of the three requisites are listed; there should be a concurrent requisite (specifies that the two courses must be taken in the same semester). Discussion followed, as it relates to how we currently handle various concurrent scenarios.
 2. **Task**: Hallie will add concurrent requisite as an IC agenda item for 04-13-18.
 - ii. Annual Deletion of Courses within a Prefix Form (Deactivated 2017-18 – Determine a More Permanent Solution) – Ken Wilk
 1. When the form was created, it was not mapped to transfer to ACETS.
 2. Eric B. **MOVED** to permanently delete the Annual Deletion of Courses within a Prefix Form from ACRES; **SECOND** by Dawn.
 - a. **DISCUSSION** – this change affects our Instructions for Course Forms in ACRES.
 - b. Motion **APPROVED** by unanimous vote.
 - iii. New Course Form and Modification to an Existing Course Form – Explore Possibility of Combining These Forms – Ken Wilk
 1. For purposes of ACETS, Lisa indicated that there is no problem with combining these two forms. Some of the discussion included: 1) create the form where it is properly mapped for ACETS; 2) need a check box indicating whether the course is new or existing; 3) on the current Modification to an Existing Course Form, there is a field to indicate type of change (not found on the New Course Form); 4) the rationale field for a Modification to an Existing Course Form is used very differently than the rationale field on the New Course Form.
 2. Eric B. **MOVED** to combine the New Course Form and the Modification to an Existing Course Form in ACRES; **MOTION DIED** for lack of a second.
 3. Eric B. **MOVED** to proceed with drafting a form that would combine the New Course Form and the Modification to an Existing Course Form in ACRES – draft would also include changes that have already been approved by IC that have not yet been incorporated into the form; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task**: Hallie will work on a strike-through document that will combine the New Course Form and the Modification to an existing Course Form which will incorporate changes previously approved by IC; she will bring the document back to IC for approval.

4. **Task:** Lisa will check with NAU to see if it would be worth it to have all of our CTE courses in ACETS, for transfer purposes.
- iv. Instructions for Course Forms in ACRES (draft 11-02-17) – Hallie Lucas
 1. Hallie noted that at our last IC Meeting we discussed the proposed changes to this document. Discussion followed, especially as it relates to Federal Compliance definitions for a credit hour; Jeremy suggested that the Department Chairs do an audit of all courses in their Department to make sure all are in compliance, especially as it relates to labs hours/credit hour ratio.
 2. Eric B. **MOVED** that IC requests that the Deans work with their individual departments to clarify their lab/credit hour ratio in all courses and report back to IC by March 2018; **SECOND** by Ryan J.
 - a. **DISCUSSION** – within a discipline there can there be variations as long as it meets their minimum ratio?
 - b. Eric B. **AMENDED** his **MOTION** to include a minimum lab/credit hour ratio; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
 - ii. **Task:** Hallie will bring this request to the Deans.
 3. Pat **MOVED** that we approve the changes to the Instructions for Course Forms in ACRES (draft 11-02-17) with the additional change to remove all references (including the actual form) to the Annual Deletion of Courses within a Prefix; **SECOND** by Eric B.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task:** Hallie will update the Instructions for Course Forms in ACRES, post it in MyNPC and e-mail it to the Faculty.
- V. Old Business Not Related to Curriculum
 - a. Credit by Examination (from 10-27-17 IC Meeting) – Ken Wilk
 - i. Some of the discussion, regarding this matter, included: 1) departments need some autonomy in decision-making; 2) in some cases, we are waiting on the universities to make their decision; 3) IC needs to make recommended changes to Procedure 3105; 4) there is NPC Catalog wording regarding awarding test credit (see page 29).
 - ii. **Task:** Hallie will post Procedure 3105 on the Instructional Council Group in MyNPC and add it as an agenda item for the 04-13-18 IC Meeting.
- VI. New Business Not Related to Curriculum
 - a. IS Update – P.J. Way was unable to attend the meeting.
 - b. Guided Pathways – Ryan Jones
 - i. This item will be deferred to a later IC Meeting.
 - c. General Education ATF update – Rickey Jackson
 - i. We will defer this item to a later IC Meeting, as the General Education ATF did not get around to the guided pathways discussion.
 - ii. **Task:** Rickey will forward the e-mail to IC regarding General Education ATF, as it relates to prior learning assessment.
 - d. Concurrent Enrollment Agreement Proposal – NPC/ASU (draft 11-13-17) – Deb McGinty
 - i. Deb noted that this proposal is similar to the agreement that we formerly had with NAU and will allow students to complete their BSN degree one semester after completing their NPC AAS in Nursing.

- ii. Eric noted that on page six of the document, the PSY 230 should be replaced with PSY 201, which is 4 credit hours.
- iii. Eric H. **MOVED** to approve the Concurrent Enrollment Agreement Proposal – NPC/ASU (draft 11-13-17) with the one change of replacing PSY 230 (page 6) with PSY 201, 4 credits; **SECOND** by Eric B.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Amber **ABSTAINED**.
 - 3. **Task**: Hallie will make the PSY 201 change to the document and will send it to Josh Rogers to distribute to the Advisers.

VII. Other – none

VIII. Adjournment

- a. Rickey **MOVED** the meeting be adjourned; **SECOND** by Eric B.
 - i. Motion **APPROVED** unanimous vote.

Approved by IC 12-08-17