

Northland Pioneer College

Instructional Council (IC)

12-08-17

Voting Members Present: Eric Bishop, Ruth Creek-Rhoades, Eric Henderson, Rickey Jackson, Dawn Johnson, Ryan Jones, Pat Lopez, Deb McGinty, 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: Gail Campbell, Mark Ford, Kenny Keith, Chloe Reidhead, Everett Robinson and Ferryn Sam

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

- I. Roll Call
- II. Approval of 11-17-17 IC Minutes – Ken Wilk
  - a. Pat **MOVED** to approve the IC Minutes of 11-17-17; **SECOND** by Ruth Z.
    - i. Motion **APPROVED** by majority vote.
    - ii. Ruth C. **ABSTAINED**.
- III. IC Subcommittees/Task Forces
  - a. Academic Standards (AS) – no report
  - b. Assessment of Student Knowledge (ASK) – no report
  - c. Learning Technology (LT) Subcommittee Report to IC (draft 12-04-17) – Ruth Creek-Rhoades
    - i. Ruth C. gave an overview of the report. Wei noted that he has a new Moodle Faculty Guide posted on the eResource site.
    - ii. Eric B. **MOVED** to accept the Learning Technology Subcommittee Report to IC (draft 12-04-17); **SECOND** by Dawn.
      1. Motion **APPROVED** by majority vote.
      2. Ruth C. **ABSTAINED**.
    - iii. **Task:** Ruth C. will get with the Learning Spaces Ad Hoc Group to identify four to five podiums (that can be raised or lowered). Once identified, she will turn the choices over to Pat.
      1. **Task:** Once Pat receives the information from Ruth C. regarding potential podium choices, she will send out a Qualtrics survey to the Faculty, so that they can decide. Once a decision is made, Pat will notify David Huish and ask him to order one podium, so that Faculty can see whether or not they want that particular one for all the Cisco classrooms.
- IV. Curriculum
  - a. ACRES
    - i. ENL 238 – course description was changed - votes are needed
    - ii. HDE 105 – course description was changed – votes are needed
  - b. New Programs

i. EIT

1. Feasibility Study (Draft 11-30-17) - Kenny Keith

- a. Kenny gave an overview and noted that they are combining two programs (IMO and MET) into one; and, some specifics include: 1) elimination of CPs that are no longer used; 2) removing some courses that do not lead to a degree; 3) all courses with labs will have 2-1 lab/credit hour ratio; 4) some changes in credit hours of classes; 5) hiring projections reflect regional numbers; 6) program merge will allow us to take advantage of all the Amatrol equipment that we have.
- b. Rickey **MOVED** that we give Kenny the approval to move forward with the EIT program; **SECOND** by Ryan J.
  - i. Pat **AMENDED** the motion to include the acceptance of the EIT Feasibility Study (draft 11-30-17); **SECOND** by Ryan J.
    1. Motion **APPROVED** by unanimous vote.
- c. **Task:** On page 3 of the EIT Feasibility Study, Kenny will remove the statement at the top of the form that says "I am working on finding new numbers", because the document does reflect the new numbers. On page 7, Kenny will change it to read Arts and Humanities or Social and Behavioral Sciences.

2. Crosswalk with IMO & MET – Kenny Keith

- a. Kenny noted that this document will be helpful when IC members start looking at courses in ACRES.

c. Program Modifications

i. COS Request to Proceed (draft 12-04-17) – Chloe Reidhead

1. Chloe went over the proposal and noted that they just received verbiage from the State Board regarding the revised laws and rules; and, COS will have to go through all their curriculum and revise as needed to make sure we are properly lined up with State requirements. A hairstyling (only) license is being added; the number of hours for nail technician is being reduced.
2. Deb **MOVED** that we approve the COS Request to Proceed (draft 12-04-17); **SECOND** by Dawn.
  - a. Motion **APPROVED** by unanimous vote.

ii. EDU CP Request to Proceed (draft 12-04-17) – Gail Campbell

1. Gail went over the proposal and stated that the PSY 240 course will basically cover the child development courses and the EDU 220 will add a diversity component. The changes will help the CP flow into the AAEE a little more succinctly.
2. Eric B. **MOVED** to approve the EDU CP Request to Proceed (draft 12-04-17); **SECOND** by Pat.
  - a. Motion **APPROVED** by majority vote.
  - b. Rickey **ABSTAINED**.

iii. General Education Course Options Request to Proceed (draft 12-01-17) – Rickey Jackson

1. Rickey went over the proposal and noted that he will not add ENL 238 until we have approval through ACETS. He stated that the other courses

listed are transferable to all three State universities. Rickey also said that before a course should be considered for NPC's General Education Course Options list it should fit with the colleges general education statement values. In addition to the courses listed on the document, Rickey would like to add FDV 220, as well.

2. Dawn **MOVED** that we approve the General Education Course Options Request to Proceed (draft 12-01-17); **SECOND** by Eric B.
  - a. **DISCUSSION** – the ENL 238, SPT 140 and FDV 220 will be housed in to the Arts and Humanities section of general education courses. The HIS 101, HIS 102 and HIS 201 will go into the Social and Behavioral Science section.
  - b. Motion **APPROVED** by majority vote.
  - c. Rickey **ABSTAINED**.
- iv. FDV Request to Proceed (draft 11-28-17) – Mark Ford
  1. Mark F. went over the proposed program changes. The basic idea is to eliminate the Pre-Production course and change the number of credit hours on the Production and Post-Production courses. The planned FDV 199 (not part of the program) will allow students to take the course Pass/Fail and will provide a way to bring in additional crew members to critique the films.
  2. Pat **MOVED** to approve the FDV Request to Proceed (draft 11-28-17); **SECOND** by Eric B.
    - a. **DISCUSSION** – 199 courses can only be used for three semesters and usually are not transferable to the universities.
    - b. Motion **APPROVED** by majority vote.
    - c. Rickey **ABSTAINED**.
- v. MDA Request to Proceed (additional info requested by IC 11-17-17 – catalog strike-through) (draft 12-05-17) – Deb McGinty
  1. Deb stated that she received guidance from both Arts and Sciences and from the Business Department. The plan exceeds the criteria set by the AZ Department of Education and the National Center for Competency Testing (NCCT) and will provide the critical skills necessary for the medical assistant to function competently in a work setting. The suggested MAT courses (moved to the CP) will help provide the skills needed to calculate dosages and give injections. Deb said that the CP will benefit both NAVIT and adult students to be able to acquire employment in the field. More discussion followed, especially as it relates to the CP vs. the CAS and the prerequisites.
  2. Eric B. **MOVED** that we approve that MDA be allowed to move forward with their program modification as depicted in MDA Request to Proceed (catalog strike-through document) (draft 12-05-17); **SECOND** by Eric H.
    - a. Motion **APPROVED** by majority vote.
    - b. Deb **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. Catalog Recommendation - Satisfactory Academic Progress (Academic Probation) – Jeremy Raisor
- i. Jeremy noted that the suggested catalog change is simply to insert (in the NPC Catalog) the language and process that Academic Standards Subcommittee brought to IC (was approved). There will need to be an adjustment to the Financial Aid section of the catalog regarding satisfactory academic progress. A great deal of discussion followed, especially as it relates to blocking registration for those on academic probation: 1) registration begins before grades are due; 2) mandatory advising; 3) currently Web payments only accepted via FACTS payment plan; 4) Starfish - potential solution - Adviser involvement; 5) likely only involves a few hundred students college-wide; 6) possibly proceed now and readdress next year, if needed.
  - ii. Pat **MOVED** to approve the Catalog Recommendation - Satisfactory Academic Progress (Academic Probation) (draft 11-14-17) [this is simply where to place the already approved verbiage in the NPC Catalog]; **SECOND** by Dawn.
    1. Motion **APPROVED** by unanimous vote.
  - iii. **Task:** Jeremy will talk with Josh and Academic Advising regarding identifying how we will handle registration for students who end up being on Academic Probation. He will bring a suggested solution back to IC for their approval.
- b. Guided Pathways (draft 10-20-17) – Ryan Jones
- i. Ryan J. stated that guided pathways is very much a topic at Articulation Task Force (ATF) meetings and it looks very different at various institutions. There seems to be four essential practices to guided pathways, including: 1) clearly identify student end goals; 2) help students choose and enter a pathway; 3) help students stay on the path; 4) ensure that the students are learning.
  - ii. Some of the discussion included: 1) bridge between high school and community college – Talon at NPC!!! 2) advising and clarifying sequences, etc. 3) optional for students? 4) focus on the goal, instead of the process? 5) first semester - take at least two classes that are related to area of interest; 6) external forces will make us drive up completer numbers – do it before someone outside the college says “do it this way” 7) Mark encouraged IC members to track the Reauthorization of the Higher Education Act discussion; 8) lack of completion mostly involves external forces in the students’ lives; 9) right time for the student to be in school? 10) “Jobs for the Future” (a guided pathways model) – but, would it really help our students? 11) possible questions at ATF meetings – “What are the unique circumstances at each institution?” – “How are you trying to accomplish these laudable goals in a way that best fits the nature of your institution and students?” 12) what we can learn from institutions that are involved in guided pathways? 13) scheduling involved – limited resources; 14) define: pieces that make sense for us, pieces that we are already doing, gaps that we believe we should fill, pieces that don’t make sense for us (including rationale for not doing those things).
  - iii. Ways that we are already practicing guided pathways include: 1) sciences - somewhat built in – not many offerings – sequenced; 2) we limited our developmental ed. course offerings, which supports the guided pathways argument; 3) built into many of our CTE programs; 4) our AAEC degree; 5) we are already doing things in all four areas of the essential practices.

- iv. **Task:** Ryan J. will send out more information to IC members regarding guided pathways.
- v. **Task:** Hallie will add guided pathways as an agenda item for the end of March or beginning of April (2018).

VII. Other

- a. Mark said thank you to Ken for stepping in as IC Chair this semester; and, he noted that Ken has done a great job. The IC group applauded!

VIII. Adjournment

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

Approved by IC 01-12-18