

Northland Pioneer College

Instructional Council (IC)

02-23-18

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

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

Guests: Peggy Belknap, Kenny Keith, Allison Landy, Chloe Reidhead, Everett Robinson, Ferryn Sam and P.J. Way

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

- I. Roll Call
- II. Approval of 02-09-18 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 02-09-18; **SECOND** by Dawn.
 - i. Motion **APPROVED** by majority vote.
 - ii. Rickey **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Dual Enrollment Subcommittee – no report
 - b. PASS - no report
 - c. Professional Development Subcommittee – no report
- IV. Curriculum
 - a. ACRES – reminder to vote
 - i. MAT 101 and HES 101 Cross-listing – Ryan Rademacher and Deb McGinty
 1. There was a lengthy discussion about our current cross-listing process, as seen in the Instructions for Course Forms in ACRES, page 11, especially as it relates to a math or second communications course for the General Education Course Options.
 2. Ken **MOVED** that we: 1) add the following catalog language - if a course is excluded from a program, all courses that are cross-listed with that course are also excluded from that program; 2) modify the Instructions for Course Forms in ACRES to reflect this change and define a clear process; **SECOND** by Eric.
 - a. **DISCUSSION** – the implementation process must clearly be defined in the Instructions for Course Forms in ACRES regarding who is responsible and exactly how the information gets into the NPC Catalog.
 - b. Motion **APPROVED** by majority vote.
 - c. Deb **ABSTAINED**.
 - ii. COS Curriculum – Ferryn Sam and Chloe Reidhead
 1. COS 146 and 147 have the same topics and outcomes. Chloe explained that 147 is just a continuation of 146 with additional contact time. The

new course description in 147 explains. Even though the COS courses meet State requirements regarding credit hour calculations, they do fall short of the federal guidelines. Discussion followed; and, as long as we clearly document the rationale (State requirements), we should be fine.

b. New Programs

i. EIT Curriculum – Kenny Keith

1. There was a great deal of discussion regarding the EIT curriculum, including the prerequisite wording for EIT 130; however, no conclusion was reached involving specific changes. It was noted that some of the courses have a very large number of course outcomes. By combining the IMO and MET into the new EIT program and making subsequent changes in courses, Kenny believes that the program is better than ever before. [After the IC Meeting, many of the EIT courses were discussed; and, the small group gave Kenny many suggestions for improvements.]

c. Program Modifications

i. General Education Course Options (draft 02-06-18) – Rickey Jackson

1. Rickey gave an overview of the proposed changes and stated that the course additions are all transferrable to all three AZ State universities; he also believes that each course addition meets the standards for NPC's General Education Values statement.
2. Rickey also noted that in the AZ Transfer Course Equivalency Guide, CIS 105 is designated as part of the AGECE; however, it is not listed under NPC's General Education Course Options list. At some point in the future, Rickey may add it to the list; but, specifics need to be worked out before proceeding.
3. Since HES 101 is approved to be cross-listed with MAT 101, it will need to be added to the General Education Course Options list under Mathematics.
4. Dawn **MOVED** to approve the General Education Course Options (draft 02-06-18) with the addition of HES 101 to the Mathematics portion of the list; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Rickey and Deb **ABSTAINED**.

ii. MDA AAS, CAS, CP Medical Assistant Catalog Strike-through (draft 02-15-18) – Deb McGinty

1. Deb went over some of the specific changes to the degree and a brief discussion followed.
2. Pat **MOVED** to approve the MDA AAS, CAS, CP Medical Assistant Catalog Strike-through (draft 02-15-18) and change the Required Electives section to Additional Requirements; **SECOND** by Eric.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb **ABSTAINED**.

d. Program Deletions

- i. Allison explained that the programs that are being deleted are obsolete and the existing degree pathways have been streamlined.
- ii. ECD AAS, CAS Early Childhood Management Catalog Strike-through (draft 02-06-18) – Allison Landy

1. Pat **MOVED** to approve the ECD AAS, CAS Early Childhood Management Catalog Strike-through (draft 02-06-18); **SECOND** by Ken.
 - a. **DISCUSSION** – the teach-out plan (for all the ECD program deletions) is attached to the Deletion of an Existing Program Form in ACRES; and, Allison went over some of the specifics.
 - b. Motion **APPROVED** by majority vote.
 - c. Rickey **ABSTAINED**.
- iii. ECD AAS, CAS, CP Family Care Catalog Strike-through (draft 02-06-18) – Allison Landy
 1. Ryan J. **MOVED** to approve the ECD AAS, CAS, CP Family Care Catalog Strike-through (draft 02-06-18); **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Rickey **ABSTAINED**.
- iv. ECD AAS, CAS, CP Infant/Toddler Catalog Strike-through (draft 02-16-18) – Allison Landy
 1. Ryan J. **MOVED** to approve the ECD AAS, CAS, CP Infant/Toddler Catalog Strike-through (draft 02-16-18); **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Rickey **ABSTAINED**.
- v. ECD AAS, CAS, CP School-Age Catalog Strike-through (draft 02-16-18) – Allison Landy
 1. Ryan J. **MOVED** to approve the ECD AAS, CAS, CP School-Age Catalog Strike-through (draft 02-16-18); **SECOND** by Eric.
 - a. Motion **APPROVED** by majority vote.
 - b. Rickey **ABSTAINED**.
- e. Program Suspensions - none
- f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
 - a. IS Update – P.J. Way
 - i. P.J. reported that our recent tower updates, to provide redundancy, held strong this past week, in spite of extremely high winds! The issue of LCC still being a single point link will cost extra money to accomplish; and, Instructional Support is certainly willing to provide a supporting memo to argue about the importance of this redundancy. Improvements have been made to MyNPC to provide a quick link directly to Moodle. There are intermittent issues with some students being able to connect with Moodle; Wei Ma has submitted the problems to eThink.
 - b. Chief Academic Officers’ (CAO) Meeting – Mark Vest
 - i. Mark explained that if a community college in AZ accepts a course into their AGECEC, we automatically accept it into our AGECEC. At the recent CAO Meeting, the idea of accepting courses from non-regionally accredited institutions was shot down by all the CAOs present, except those from Maricopa. Each institution can accept this type of course, as they see fit, as long as it is not part of the AGECEC. Discussion followed; and, it was noted that this subject will likely come up in the ATF Meetings next year.
 - ii. Also discussed at the CAO’s Meeting was the possibility of sharing online curriculum. It was suggested that we all look at Maryland Online; it is a body

that aggregates and shares online curriculum. Mark gave an example of how this concept might work in AZ, including the FTSE and funding benefits. Discussion followed.

- iii. Mark reported that the CAOs have an upcoming teleconference with Gretchen Schmidt with AACC to discuss how their guided pathways project is similar to/different than Jobs for the Future guided pathways.
- c. Catalog Recommendations (draft 02-19-18) – Jeremy Raisor
 - i. Jeremy went over each change, as described in the document; and, discussion followed, especially as it relates to the Withdrawal ('W') Grades. Even if an instructor assigns a 'W' grade and Records and Registration withdraws them, a Grade Change Form (or MyNPC) can always be used to change the 'W' to a letter grade.
 - ii. Suggested changes include: 1) top paragraph, third sentence – “A student ~~that~~ **who** completes...” 2) Petitions for Exceptions, second sentence – “These forms, accompanied by supporting information such as copies of transcripts, course descriptions, and articulation rules, are forwarded...” 3) eliminate Online Classes section (better wording will be brought forward at a later date).
 - iii. Pat **MOVED** approve the Catalog Recommendations (draft 02-19-18) with suggested changes noted above; **SECOND** by Ryan J.
 - 1. Motion **APPROVED** by majority vote.

VII. Other

- a. In an attempt to determine the best instructional designs for the new CISCO Classrooms, the Learning Spaces Ad Hoc Committee provided two samples of adjustable desks for instructors to try out.

VIII. Adjournment

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

[NOTE: following the IC Meeting, we had an ACRES working session.]