

Northland Pioneer College

Instructional Council (IC)

11-16-18

Voting Members Present: Eric Bishop (Chair), Ruth Creek-Rhoades, Mark Ford, Brian Gardner, Dawn Johnson, Wes King, Wei Ma, Deb McGinty, Elizabeth Oliphant (proxy for Eric Henderson), Gary Santillanes and Ruth Zimmerman

Non-Voting Members Present: Mary Burkart, Cindy Hildebrand, Jeremy Raisor and Hallie Lucas (recorder)

Guests: Amy Grey, Rich Harris, Andrew Hassard, Ryan Jones, Frank Pinnell and Everett Robinson

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

- I. Roll Call
- II. Approval of 11-02-18 IC Minutes – Eric Bishop
 - a. Deb **MOVED** to approve the IC Minutes of 11-02-18; **SECOND** by Brian.
 - i. Motion **APPROVED** by majority vote.
 - ii. Wei **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Dual Enrollment Subcommittee Report to IC (draft 11-13-18) – Rich Harris
 - i. Rich gave an overview of the report and noted that NPC does not compromise on the integrity of content delivered at the high schools for dual enrollment. Some NPC Administrators are working hard to develop a model to continue the Talon project (with the high schools) after the grant ends. Discussion followed.
 - ii. Ruth Z. **MOVED** to accept the Dual Enrollment Subcommittee Report to IC (draft 11-13-18); **SECOND** by Gary.
 1. Motion **APPROVED** by unanimous vote.
 - b. PASS – no report
 - c. Professional Development Subcommittee – no report
 - d. Academic Standards Subcommittee Recommendation Regarding Satisfactory Placement (draft 11-02-18) – Amy Grey
 - i. Amy went over the recommendations and noted that we need more specific language, other than “Satisfactory Placement” (involves students who use the placement test for placement into specific courses - approximately 12% of NPC students – most use high school transcripts, etc.).
 - ii. There was a lengthy discussion, including how proposed language might affect students who register online.
 - iii. Deb **MOVED** approve recommendations from the Academic Standards Subcommittee as presented/modified below:
 1. The Placement Handbook is to be prepared before Fall enrollment begins each Spring.

2. Language for Instructions for Course Forms in ACRES will be changed, as demonstrated in this strike-through:
 - a. ~~**Prerequisites:** List any prerequisites (prerequisite course must be taken prior to taking this course.~~
 - b. **Prerequisites:** List any course prerequisites (prerequisite course/s that must be taken prior to taking this course) and, for those students taking the placement test, if the “Writing,” “Reading,” or “Numerical” test scores are required for this class. If the “Reading” score is required, this field should indicate the higher or the lower of the two NPC reading scores. (Please see the current NPC Placement Handbook for these score ranges or other scores specified by the department – with definition for placement handbook and catalog description.)
 - c. Example phrases:
 - i. “Satisfactory Placement” [requires writing and higher-reading score]
 - ii. “Satisfactory Placement” [requires writing, lower-reading score and numerical score]
 - d. [It is understood that this change is effectively immediately for the following course forms in ACRES: 1) New Course Form; 2) Modification to an Existing Course Form.]
3. **SECOND** by Brian.
 - a. Motion **APPROVED** by unanimous vote.
 - iv. **Task:** Eric B. and Jeremy will talk about potential concerns related to the online registration process and how to make Satisfactory Placement verbiage clearer for students; they will also contact a SPASC sub-group about this topic.

IV. Curriculum

- a. ACRES - none
- b. New Programs
 - i. Surgical Technology Program Request to Proceed (draft 11-13-18) – Deb McGinty
 1. Deb went over the proposal, including: 1) limited number or programs in Nursing and Allied Health at NPC allows for growth and development; 2) currently many openings, in our area, for surgical technologists; 3) economical opportunity to enhance the lives of the people we serve and meet the needs of our clinical partners; 4) a feasibility study will be provided.
 2. Discussion followed.
 3. Ruth C.-R. **MOVED** to approve the Surgical Technology Program Request to Proceed (draft 11-13-18); **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb and Ruth Z. **ABSTAINED**.
 - ii. Therapeutic Massage Program Request to Proceed (draft 11-13-18) – Deb McGinty
 1. Deb gave an overview of the proposal and noted that NPC formerly had a Therapeutic Massage program; however, the economy, at the time, created a need to close some degree programs, including that one. Students will learn the basic fundamentals of massage therapy and

explore the wide variety of specializations within the field. Opportunities are also created for the college, since practitioners are required to take continuing education requirements to maintain certification.

2. It was noted that it is OK for the department to use the previously offered course numbers, if desired.
3. Gary **MOVED** to approve the Therapeutic Massage Program Request to Proceed (draft 11-13-18); **SECOND** by Wes.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb and Ruth Z. **ABSTAINED**.

c. Program Modifications

- i. ATO AAS, CAS, CPs (2) Catalog Strike-through (draft 11-07-18) – Frank Pinnell
 1. Frank noted that the revised program will prepare students for current industry needs.
 2. Wes **MOVED** to approve the ATO AAS, CAS, CPs (2) Catalog Strike-through (draft 11-07-18) (thus approving this program modification); **SECOND** by Ruth Z.
 - a. Motion **APPROVED** by unanimous vote.
- ii. FDV AAS, CAS, CP Request to Proceed (draft 11-08-18) – Mark Ford
 1. Mark gave an overview of the request: 1) taking three two-credit hour courses and changing them to two three-credit hour courses; 2) plans to absorb several CIS software courses into FDV (courses geared toward someone with a more of an artistic background) – Advisers can encourage FDV students to take them.
 2. Mark will provide a cross-walk for the new FDV courses that were formerly under CIS prefix.
 3. Dawn **MOVED** to approve the FDV AAS, CAS, CP Request to Proceed (draft 11-08-18) with the following stipulations: 1) under Unrestricted Electives, change to (Choose from any unduplicated course at the 100-level or above); 2) create a commercial graphics CP with the new FDV classes, which were formerly CIS.
 - a. **SECOND** by Wes.
 - i. Motion **APPROVED** by majority vote.
 - ii. Mark **ABSTAINED**.
- iii. General Education Course Options Request to Proceed (draft 11-14-18) – Wei Ma and Ryan Jones
 1. Wei and Ryan noted that the proposed additions to the General Education Course Options list meet the current general education values at NPC. They believe that this change will benefit our students by offering more choices and likely be popular with our student population, hopefully leading to more retention and completion.
 2. Dawn **MOVED** to approve the General Education Course Options Request to Proceed (draft 11-14-18); **SECOND** by Mark.
 - a. **DISCUSSION** – general education needs to be protected. The courses are a natural fit for NPC.
 - b. Motion **APPROVED** by majority vote.
 - c. Gary and Wei **ABSTAINED**.
- iv. NUR Program Request to Proceed (draft 11-13-18) – Ruth Zimmerman

1. Ruth Z. explained that the proposed change is to require a higher level of clearance (Licensed Nursing Assistant – LNA) in order to be accepted into the NUR Program. Students who complete the Nursing Assistant Program will still be allowed to get their Certified Nursing Assistant (CNA), if desired; and, the CNA can be converted to an LNA. This proposed change will protect our students and our clinical partners.
 2. Dawn **MOVED** to approve the NUR Program Request to Proceed (draft 11-13-18); **SECOND** by Ruth C.-R.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb and Ruth Z. **ABSTAINED**.
- d. Program Deletion
- i. HUS AAS, CAS, CP Residential Child/Youth Care Catalog Strike-through (draft 11-08-18) – Andrew Hassard
 1. Andrew said that the request is to delete this program. Several of the HUS classes will be kept, with a possible plan to utilize them in the ECD program, at a later date.
 2. Evidently no teach-out plan is needed, since there is only one student in the program; and, he/she does not qualify for continuous enrollment.
 3. Brian **MOVED** to approve the HUS AAS, CAS, CP Residential Child/Youth Care Catalog Strike-through (draft 11-08-18) (thus deleting the program from the NPC Catalog); **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Wei **ABSTAINED**.
 - e. Program Suspensions - none
 - f. Misc. Curriculum
 - i. Catalog Changes (Degree Exclusions and Exemptions) (draft 11-13-18) – Jeremy Raisor
 1. Jeremy said that current catalog wording can possibly be misinterpreted, so that if a student takes the right electives, they can earn two AAS degrees (without taking any additional coursework for the second degree). Discussion followed, especially as it relates to students satisfying two degree plans, through the way they utilize electives. If IC believes that students should be able to earn more than one degree at a time, through utilizing the same credits, catalog language would need to be changed.
 2. **Task:** Jeremy will bring forward some recommended/revised catalog language from page 55, of the NPC Catalog, regarding students earning any number of CAS or AAS degrees; he will include other catalog wording with this related topic.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
- a. IS Matters
 - i. A standing item on our IC Agendas (one time per month) is to invite IS to join us. After a recent reminder of this IC Meeting went to IS, we received the following e-mail communication, which stated: “IS has no information to share for this meeting. We will not be in attendance. Please remove us from the future agendas and we will request time for any matters of presentation for information sharing or potential discussion in the future.” Discussion followed,

including: 1) historically, we have often times taken the IS Matters agenda item more towards the beginning of the meeting, so that IS representatives can come and go more quickly, in order to carry on with their regular duties; 2) it is valuable to have the open dialog with the instructional side and the technology side of the college; 3) would it help to have more structured conversations, so that IS can be more prepared to answer specific questions/concerns? 4) consider making an IS representative a non-voting member of IC (this could be handled with a change to the shared governance procedure, although that is probably not needed because IC can add an Advisory - non-voting member, according to the procedure) 5) could we invite IS to attend when we have specific things to discuss?

- ii. **Task:** Hallie will continue to have IS Matters as a standing IC Agenda item (one time per month), as “action if desired”.
- iii. **Task:** Eric B. will speak with the VPLSS regarding IS membership/participation in IC.

VII. Other – none

VIII. ACRES Work as a Group – Eric Bishop

- a. There was not enough time to work in ACRES, but IC voting members were encouraged to vote. We will send out an e-mail with some specific items that need votes.

IV. Adjournment – Eric Bishop

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

approved by IC 12-14-18