Northland Pioneer College

Instructional Council (IC)

12-14-18

Voting Members Present: Eric Bishop (Chair), Lynn Browne-Wagner (proxy for Brian Gardner), Ruth Creek-Rhoades, Amy Grey (proxy for Deb McGinty), Eric Henderson, Dawn Johnson, Wes King, Wei Ma, Gary Santillanes and Ruth Zimmerman

Non-Voting Members Present: Mary Burkart, Cindy Hildebrand, Rickey Jackson, Josh Rogers, Ken Wilk and Hallie Lucas (recorder)

Guests: Jennifer Bishop, Brian Burson, Cathy Burson, Richard Dean, Deena Gillespie, Ryan Jones, Kurry Klingel, Allison Landy, Everett Robinson and Curtis Stevens

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

I. Roll Call
II. Approval of 11-16-18 IC Minutes – Eric Bishop
   a. Lynn **MOVED** to approve the IC Minutes of 11-16-18; **SECOND** by Dawn.
      i. Motion **APPROVED** by unanimous vote.
III. IC Subcommittees/Task Forces
   a. Academic Standards Subcommittee – no report
   b. Assessment of Student Knowledge (ASK) Subcommittee Report to IC (draft 12-06-18) – Allison Landy
      i. Allison gave an overview of the report and noted that they are using a rubric to review the Planning Day Reports (looking at strengths and potentially making suggestions).
      ii. Eric H. **MOVED** to accept the ASK Subcommittee Report to IC (draft 12-06-18); **SECOND** by Dawn.
         1. Motion **APPROVED** by unanimous vote.
   c. Learning Technology (LT) Subcommittee Report to IC (including recommendation) (draft 12-10-18) – Ruth Creek-Rhoades
      i. Ruth C.-R. gave an overview of the report. Discussion followed; and, although we have made some good technological progress, some important things need to be worked out. Faculty are not comfortable moving forward (with CISCO equipment replacement for Audio and Model Classrooms), at this point.
      ii. Lynn **MOVED** to accept the LT Subcommittee Report to IC (draft 12-10-18).
         1. Lynn **AMENDED HER MOTION** to accept the LT Subcommittee Report to IC (draft 12-10-18), but not the recommendation contained therein; **SECOND** by Wes.
            a. Motion **APPROVED** by majority vote.
            b. Eric H. voted **NO**.
            c. Ruth C.-R. **ABSTAINED**.

      iii.   Recommendation contained in the Learning Technology Subcommittee Report to IC (draft 12-10-18)

1. Lynn **MOVED** to approve the recommendation as presented; **SECOND** by Wes.
    a. Eric H. **MOVED** to **AMEND** the motion to read:
        i. That IS and faculty consider using Smart Board 6000 Pro (instead of Cisco In-focus board) in the classrooms with Cisco Audio, Video and Confidence monitor. With IC's approval, IS will set up 2 classrooms using this technology, over Holiday break, to be tested by faculty after the Division meeting on Jan 9th.
        ii. **SECOND** by Lynn.
            1. Lynn **MOVED** to **AMEND** the **AMENDED** motion to read:
                a. That IS and faculty consider using Smart Board 6000 Pro (instead of Cisco In-focus board) in the classrooms with Cisco Audio, Video and Confidence monitor. With IC's approval, IS will set up 2 classrooms with this technology to be tested by faculty after the Division meeting on Jan 9th.
            b. **SECOND** by Dawn.
                i. Motion **APPROVED** by majority vote.
                ii. Ruth C.R. **ABSTAINED**.
    b. **Task**: Eric B. will send Hallie the cleaned-up language for the LT recommendation, as determined during this IC Meeting.

IV. Curriculum
   a. ACRES
      i. CIS 112 (New Course) – we now have the votes
      ii. CIS 227 (New Course) – we now have the votes
      iii. NUR 219 (Modification) - Ruth Zimmerman
1. Gary **MOVED** to approve NUR 219 in ACRES, with the removal of the spring semester language from the course description; **SECOND** by Eric H.
    a. Motion **APPROVED** by majority vote.
    b. Ruth Z. and Amy **ABSTAINED**.
   b. New Programs - none
   c. Program Modifications
      i. BUS AAS, CAS, CP Medical Office Administration Catalog Strike-through (draft 11-09-18) – Kurry Klingel
1. Kurry described some of the proposed changes and noted that they believe that the change to the program title will make it more marketable.
2. Eric H. **MOVED** to approve the BUS AAS, CAS, CP Medical Office Administration Catalog Strike-through (draft 11-09-18) with these additional changes: 1) BUS 144 – slight typo in course title; 2) math

language should read "BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS degrees) on page 62 *EXCEPT* for MAT 101, MAT 109, Mat 112 or MAT 125" (thus approving the program modification); **SECOND** by Lynn.

   a. Motion **APPROVED** by majority vote.
   b. Eric B. **ABSTAINED**.

ii. BUS AAS, CAS, CP Entrepreneurship Catalog Strike-through (draft 11-20-18) – Richard Dean

   1. Jennifer explained that she would like to adopt the same wording for all BUS AAS degrees as stated in the above motion.
   2. Eric H. **MOVED** to approve the BUS AAS, CAS, CP Entrepreneurship Catalog Strike-through (draft 11-20-18) with the change to adopt the same math language as stated above in the BUS Medical Office degree (thus approving the program modification); **SECOND** by Wes.

      a. Motion **APPROVED** by majority vote.
      b. Eric B. **ABSTAINED**.

iii. BUS AAS, CAS, CP Modern Office Technologies Catalog Strike-through (draft 11-20-18) – Richard Dean

   1. Richard went over the specific recommended changes and stated that moving away from some of the one-credit hour courses should make it better for students. Also, additional electives will allow more freedom for student choices.
   2. Ruth Z. **MOVED** to approve the BUS AAS, CAS, CP Modern Office Technologies Catalog Strike-through (draft 11-20-18) with the change to adopt the same math language as stated above in the BUS Medical Office degree (thus approving the program modification); **SECOND** by Lynn.

      a. Motion **APPROVED** by majority vote.
      b. Eric B. **ABSTAINED**.

iv. ABUS; BUS AAS, CAS, CP Accounting; BUS AAS, CAS, CP Management and Leadership Catalog Strike-through (draft 11-09-18) – Jennifer Bishop

   1. Jennifer went over the specific changes and stated that they reflect the change in course number the Principles of Accounting course. The Accounting and Management and Leadership programs will also need the change to the math wording.
   2. Eric H. **MOVED** to approve the ABUS; BUS AAS, CAS, CP Accounting; BUS AAS, CAS, CP Management and Leadership Catalog Strike-through (draft 11-09-18) with the change to adopt the same math language as stated above in the BUS Medical Office degree (for the Accounting and Management and Leadership degrees) (thus approving the program modification); **SECOND** by Dawn.

      a. Motion **APPROVED** by majority vote.
      b. Eric B. **ABSTAINED**.

   3. **Task**: Hallie will make the change regarding the typo in the BUS Medical Office Catalog Strike-through; she will also make the change to the MAT wording for the BUS CAS degrees, as described during this meeting.

v. CON AAS, CAS, CPs (3) Catalog Strike-through (draft 11-09-18) – Ken Wilk

1. Ken explained that the proposal is to add a new Masonry CP and provide more electives, giving more flexibility for our students.
2. Ruth Z. **MOVED** to approve the CON AAS, CAS, CPs (3) (draft 11-09-18) (thus approving the program modification); **SECOND** by Lynn.
   a. Motion **APPROVED** by unanimous vote.
vi. CIS AAS, CAS, CP Software and Web Development Catalog Strike-through (draft 11-21-18) – Eric Bishop
1. Eric B. went over the proposed new area of specialization (replaces the Web Development and Graphic Design) and noted that it focuses more on programming, rather than graphic design. He believes that it is a better fit for the expertise/direction of the CIS Department. A brief discussion followed.
2. Dawn **MOVED** to approve the CIS AAS, CAS, CP Software and Web Development Catalog Strike-through (draft 11-21-18) (thus approving the program modification); **SECOND** by Wes.
   a. Motion **APPROVED** by majority vote.
   b. Eric B. **ABSTAINED**.
vii. CIS AAS, CAS, CP Computer Information Systems Catalog Strike-through (draft 11-21-18) – Eric Bishop
1. Eric B. went over all the changes and explained that a new CP was created, which will flow into the CAS. He also noted that the CP is designed for entry-level/technical skills and to help students obtain industry certification, while the CAS and AAS provide a better foundation and exposure to more aspects of IT, as used in business.
2. Ruth Z. **MOVED** to approve the CIS AAS, CAS, CP Computer Information Systems program modification, as seen in the Catalog Strike-through (draft 11-21-18); **SECOND** by Wei.
   a. Motion **APPROVED** by majority vote.
   b. Eric B. **ABSTAINED**.
viii. General Education Course Options Catalog Strike-through (draft 11-30-18) – Wei Ma
1. Wei went over the proposed changes and noted that CIS 105 was added (with a heading of Computer Science). We realized that CIS 105 is an AGEC course with AZTransfer. Wei also gave multiple page numbers where where it is listed in the current NPC catalog (as a part of the AGEC-B or as a general education/discipline studies course).
2. Wes **MOVED** to approve the General Education Course Options Catalog Strike-through (draft 11-30-18) with the course title change to SOC 121 (thus approving the program modification); **SECOND** by Ruth Z.
   a. Motion **APPROVED** by majority vote.
   b. Wei and Eric H. **ABSTAINED**.
d. Program Deletions
   i. CIS CP Commercial Graphics Fundamentals Catalog Strike-through (draft 11-21-18) – Eric Bishop
1. Eric B. reported that we have some enrollment in this program (dual enrollment only). The program is being recreated within the FDV Department to continuing offering it for dual enrollment and potentially on campus, as well.

2. Once this program deletion is finalized, Eric B. will make the appropriate contact with the high schools.
3. Wes **MOVED** to approve the CIS CP Commercial Graphics Fundamentals Catalog Strike-through (draft 11-21-18) (thus approving the program deletion); **SECOND** by Eric H.
   a. Motion **APPROVED** by majority vote.
   b. Eric B. **ABSTAINED**.
ii. CIS AAS, CAS, CP Network and PC Support Catalog Strike-through (draft 12-02-18) – Eric Bishop
   1. Eric B. explained that we have never had good enrollment or a completer in this program. There are some students currently in the program, who have only completed one or two courses; a teach-out plan has been developed.
   2. Eric H. **MOVED** to approve the CIS AAS, CAS, CP Network and PC Support Catalog Strike-through (draft 12-02-18) (thus approving the program deletion); **SECOND** by Dawn.
      a. Motion **APPROVED** by majority vote.
      b. Eric B. **ABSTAINED**.
iii. CIS AAS, CAS, CPs (2) Web Development and Graphic Design Catalog Strike-through (draft 12-02-18) – Eric Bishop
   1. Eric B. noted that this deletion will move CIS out of the graphic design business and allow them to focus on programming (Web site and traditional desktop/software). The program is no longer viable, based on the number of students enrolled (some currently enrolled). A brief discussion followed.
   2. Ruth Z. **MOVED** to approve the CIS AAS, CAS, CPs (2) Web Development and Graphic Design Catalog Strike-through (draft 12-02-18) (thus approving the program deletion); **SECOND** by Lynn.
      a. Motion **APPROVED** by majority vote.
      b. Eric B. and Eric H. **ABSTAINED**.
e. Program Suspensions - none
f. Misc. Curriculum
   i. TMP Prefix – Eric Bishop
      1. Eric B. stated that Deb McGinty requested that IC approve the TMP prefix (this is the same prefix that the Therapeutic Massage Program had many years ago, before it was deleted). They need the prefix in order to move forward with developing curriculum. The courses, for the program, will all be new numbers.
      2. Dawn **MOVED** that we approve the TMP prefix for the Therapeutic Massage Program; **SECOND** by Lynn.
         a. Motion **APPROVED** by unanimous vote.
   ii. Request for New Prefix for Early Childhood – Allison Landy
      1. Allison stated that this request arises from: 1) ECD is literally running out of course numbers, as they revise their curriculum and combine some courses; 2) as the ECD department redesigns the former HUS degree, we need a broader prefix to include the early childhood professions of family support services. Discussion followed.

2. Dawn **MOVED** to approve the prefix CFS (Child and Family Studies); **SECOND** by Ruth Z.
   a. Motion **APPROVED** by majority vote.
   b. Wei **ABSTAINED**.
3. Allison is welcome to go ahead and create some CFS classes now; but, anything that would involve a program would have to come back to IC next year for approval. A CFS program would be a new program and a feasibility study would be required.

V. Old Business Not Related to Curriculum - none
VI. New Business Not Related to Curriculum
   a. IS Concerns – Eric Henderson
      i. Eric B. gave a recap of the discussion at our last IC Meeting, including options that we could do to encourage the dialog in a two-way fashion. Some highlights of today's discussion include: 1) what is the role of the instructional side of the house in our teaching environments? 2) at the last Faculty Association Meeting, a motion was made that IS not proceed with any changes until the Faculty Association provides some direction (only a recommendation); 3) moving forward with a complete switch-over to CISCO has not been ratified or supported in any way by any group that represents the instructional side of the college; 4) regarding the recommendation in the LT Subcommittee Report to IC (draft 12-10-18), Rickey would like to see any decision postponed until 02-01-19, in order to test the equipment (including interactivity/streaming/etc.; 5) a recommendation needs to come from IC to determine whether or not to move forward, at this time, with new equipment; 6) CISCO In-focus Board vs. SMART Board; 7) concerns about the survey itself; 8) what do Faculty want/need in those environments? – need to capture a clear/ documented set of requirements – get a consensus – possibly via a survey or a group dialog; 9) there may be a need for more than one solution, although there are many benefits of a single solution; 10) this is about meeting the needs of the institution, when it comes to instruction.

VII. ACRES Work as a Group – Eric Bishop
   a. We did not have time to work in ACRES.
VIII. Adjournment – Eric Bishop
   a. Dawn **MOVED** the meeting be adjourned; **SECOND** by Lynn.
      i. **DISCUSSION** – Eric B. expressed his appreciation for IC's important work.
      ii. Motion **APPROVED** by unanimous vote.