

Northland Pioneer College

Instructional Council (IC)

01-11-19

Voting Members Present: Eric Bishop (Chair), Ruth Creek-Rhoades, Brian Gardner, Eric Henderson, Dawn Johnson, Wes King, Pat Lopez, Wei Ma, Deb McGinty, Gary Santillanes and Ruth Zimmerman
Non-Voting Members Present: Mary Burkart, Rickey Jackson, Jeremy Raisor, Ken Wilk and Hallie Lucas (recorder)
Guests: Everett Robinson and Bill Solomon

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

- I. Roll Call
- II. Approval of 12-14-18 IC Minutes – Eric Bishop
 - a. Wes **MOVED** to approve the IC Minutes of 12-14-18; **SECOND** by Ruth C.-R.
 - i. Motion **APPROVED** by majority vote.
 - ii. Pat and Brian **ABSTAINED**.
- III. IC Subcommittees/Task Forces - none
- IV. Curriculum
 - a. ACRES
 - i. FRS 103 – Bill Solomon
 1. Bill explained/addressed the concerns expressed in ACRES about the course. There was discussion and questions were answered.
 2. Deb **MOVED** approve FRS 103 as presented in ACRES; **SECOND** by Eric H.
 - a. **DISCUSSION** – Firefighter I and II were formerly combined. Lab ratios changed to meet CTE standards. Some concern was expressed about the course description.
 - b. Motion **APPROVED** by majority vote.
 - c. Pat **ABSTAINED**.
 - ii. FRS 105 – Bill Solomon
 1. Gary **MOVED** to approve FRS 105 as presented in ACRES; **SECOND** by Wes.
 - a. Motion **APPROVED** by majority vote.
 - b. Pat **ABSTAINED**.
 - iii. FRS 135 – Bill Solomon
 1. After discussion, and at the recommendation of IC, Hallie changed some of the verbiage under the prerequisite to read “...at a grade of C or better or instructor permission”. Since we have the votes, IC is comfortable with having Eric B. move the course forward in ACRES.
 - iv. **Task:** Eric B. will send FRS 103 and FRS 105 forward in ACRES, per today’s IC vote. He will also send FRS 135 forward in ACRES, as we have the required number of votes.

- b. New Programs
 - i. TMP AAS, CAS, CP Feasibility Study (draft 01-08-19) – Deb McGinty
 - 1. Deb stated that the program is three semesters; and, upon completion, students can become licensed by the State of Arizona. No exam is required. A brief discussion followed.
 - 2. Eric H. **MOVED** to approve the TMP AAS, CAS, CP Feasibility Study (draft 01-08-19); **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Ruth Z. and Deb **ABSTAINED**.
 - ii. **Task:** Hallie will fix the small typo of page 2 of the TMP feasibility study and will send it to Deb.
 - iii. Surgical Technology AAS, Feasibility Study (draft 01-09-19) – Deb McGinty
 - 1. Deb gave an overview of the feasibility study; and, some of the highlights include: 1) many students and employers, in our communities, are very interested in this program; 2) the average median wage in AZ for this profession is \$50,000 per year; 3) program is heavily accredited – a mandate effective 08-01-2021 requires a minimum of an Associates Degree in order to acquire the designation of Certified Surgical Technologist (CST); 4) only two other colleges in AZ offer an Associates Degree in this field; 5) Deb is confident, assured and convinced that the program will work well; 6) the program is designed to be accessible to a variety of students; 7) only one full-time Faculty needed.
 - 2. Discussion followed. IC gave the blessing for Deb to proceed.
 - 3. In the Feasibility Study, Deb will add: 1) information about the clinical partners possibly contributing to needed capital items; 2) likely need for another science instructor in the near future; 3) speak about the rigor of the program and how it differs from NUR.
 - 4. Eric **MOVED** to approve the prefix of SGT for the Surgical Technology Program; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Ruth Z. and Deb **ABSTAINED**.
 - 5. Pat **MOVED** to table the Surgical Technology AAS, Feasibility Study (draft 01-09-19); **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Ruth Z. and Deb **ABSTAINED**.
 - 6. **Task:** Deb will check with Summit to see if they might be able to donate some of the capital equipment needed for the Surgical Technology Program.
 - 7. **Task:** Regarding the concerns discussed in today’s IC Meeting about the Surgical Technology Program, Deb will insert some language in the feasibility study and will bring it back to IC for approval.
 - c. Program Modifications - none
 - 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. Internship vs. Externship – Eric Bishop
- i. Eric B. did a little research regarding definitions for internship and externship. He discovered many varying definitions, but there was no real consensus. A brief discussion followed.
 - ii. Eric H. **MOVED** that it is the sense of IC that NPC offers internships but does not offer externships, **SECOND** by Deb.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Deb will look through N&AH curriculum to see where the term externship is used and take appropriate action to remove it.
 - iv. **Task:** Hallie will put verbiage into the Instructions for Course Forms in ACRES regarding IC's decision to use the term internship and no longer use the term externship.
- b. Timeframe for Faculty Testing Smartboard 6000 Pro – Eric Bishop
- i. When Eric B. sent the recommendation to the President (that Learning Technology brought forward at the 12-14-18 IC Meeting), Mr. Vest wanted to know the recommended timeframe for the testing phase. A great deal of discussion followed, and some specifics included: 1) we test – IS makes fixes to the equipment – then we test again – once problems are resolved we can discuss an implementation schedule; 2) a group of Faculty members did testing yesterday and discovered numerous problems; 3) some features in the connected classrooms seemed to work better last year than how they are currently working; 4) concern about interactivity; 5) an important factor is to have an IS representative present during the testing to witness the problems/trouble shoot; 6) we had to wait until after cuts to see when the rooms will be available for testing – Rickey will send out the schedule; (7 Rickey also noted that no changes will be made to the learning environments in the next year; 8) once we have more input from the testing, we should be able to determine a timeframe.
 - ii. Eric H. **MOVED** that we table the Timeframe for Faculty Testing Smartboard 6000 Pro; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** IC Members will notify Eric B. if they have input regarding a timeframe for faculty testing Smartboard 6000 Pro equipment.
- c. Procedure 2125 (Shared Governance) – Eric Bishop
- i. Eric B. went over the highlights of the proposed changes, which include: 1) add term limit for Chair; 2) allow more flexibility with voting members; 3) use the term “ACETS administrator”; 4) clean up verbiage about how recommendations are made; 5) change term of voting members to three years.
 - ii. Discussion followed; and, it was agreed that there would be many benefits of having a Vice-Chair. Also, concern was also expressed about the Purpose section of the document; and, it could partially be a formatting problem.
 - iii. Eric H. **MOVED** that we adopt the changes as presented for the Instructional Council portion of Procedure 2125, with the addition of including verbiage to add a Vice-Chair position; **SECOND** by Gary.
 1. **DISCUSSION** – IC will be copied on the recommendation when it goes to the President's Office.
 2. Motion **APPROVED** by unanimous vote.

- iv. **Task:** Eric B. will send the recommendation to Paul Hempsey regarding the proposed changes to Procedure 2125 – Instructional Council portion, as decided in today’s IC Meeting. In the Membership paragraph, second sentence, he will add the verbiage to include the following change: IC will select its own voting Chair **and Vice-Chair** from among... He will also copy IC when he sends Paul the recommendation.
- d. Policies/Procedures – Upcoming Changes – Eric Bishop
 - i. Eric B. stated that several policies were sent to everyone from the President’s office. He asked if there are any, in particular, that the group would like to discuss.
 - ii. There were several concerns expressed about Procedure 2335, including: 1) cumulative purchases bidding/tracking; 2) verbiage that conflates the idea of procurement, costs and best value; 3) some shift in authority – instructors likely have the best idea of what is needed in their area – is there an academic freedom concern? 4) concerns about RFP process; 5) could we move to a best value purchasing model? 6) many sweeping changes that have a lot of implications; 7) some departments have already run into problems with items or vendors being changed.
 - iii. Rickey asked if IC would take specific care going over the freedom of expression procedure. Discussion followed; and, since we already have a policy, is a procedure also required?
 - iv. **Task:** IC Members will review the proposed changes to Procedure 2335 and give input, as desired.
 - v. **Task:** Rickey will check on why there is a need for a procedure on freedom of expression, since we have a Policy 1441 regarding the matter.
- VII. ACRES Work as a Group – Eric Bishop
 - a. Hallie went over some of the specific needs in ACRES; and, IC members will go into the system and vote.
 - b. Gary will ask his Department Chair and Dean to give Hallie permission to add internet modality to the PHL 150 course form that is pending in ACRES.
- VIII. Adjournment – Eric Bishop
 - a. Dawn **MOVED** the meeting be adjourned; **SECOND** by Pat.
 - i. Motion **APPROVED** by unanimous vote.