

Northland Pioneer College

Instructional Council (IC)

02-08-19

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, Stan Pirog, Jeremy Raisor, Josh Rogers and Hallie Lucas (recorder)

Guests: April Horne and Everett Robinson

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

- I. Roll Call
- II. Approval of 01-25-19 IC Minutes – Eric Bishop
 - a. Gary **MOVED** to approve the IC Minutes of 01-25-19; **SECOND** by Pat.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee – no report
 - b. Assessment of Student Knowledge – no report
 - c. Learning Technology Subcommittee – no report
 - d. PASS Report to IC (draft 01-22-19) – Josh Rogers
 - i. Josh gave an overview of the report. Wei reported that Tony Hill is willing to serve as the Arts and Sciences Faculty Success Coach. It was also noted that the Persistence and Completion Academy with the Higher Learning Commission will end; we will turn in our final report and have our final review. How can we sustain these projects long term? Discussion followed.
 - ii. Pat **MOVED** to accept the PASS Report to IC (draft 01-22-19); **SECOND** by Deb.
 1. Motion **APPROVED** by unanimous vote.
- IV. Curriculum
 - a. ACRES – Eric Bishop
 - i. Deb noted that when questions have come up regarding credit allocations that involve decimals, they are rounding up the numbers. We pulled up NUR 291 in ACRES to use as an example. Discussion followed; and, it was agreed, as a general rule, we should round down. The requirements of a specific reporting agency could also factor into the calculations.
 - b. New Programs – none
 - c. Program Modifications
 - i. LNA (formerly CNA) to RN (draft 02-04-19) – Deb McGinty
 1. Deb explained the differences between CNA and LNA. She stated that there have been situations where the student had a CNA, but they were denied licensure by the State Board of Nursing because

- of infractions or crimes they have committed. For the protection of the program and our clinical partners, it is best to require the LNA.
2. Another change that Deb suggested is to add additional verbiage under the math section for the General Education Requirements - "or completion of MAT 142 or higher with a grade of C or better". She explained the reasons for the math requirement. Discussion followed.
 3. Eric H. **MOVED** to accept the LNA (formerly CNA) to RN catalog strike-through document (draft 02-04-19) and include the additional math language stated above (thus approving the program modification); **SECOND** by Wes.
 - a. **DISCUSSION** – the math issue is not really something that could be handled by advising.
 - b. Motion **APPROVED** by majority vote.
 - c. Ruth and Deb **ABSTAINED**.
 4. **Task:** Deb will send the LNA to RN catalog strike-through document to Hallie that contains the slight change to the MAT language (under the General Education Requirements section).
- d. Program Deletions - none
 - e. Program Suspensions - none
 - f. Misc. Curriculum
 - i. Clock Hour vs. Student Hour (Carnegie Unit) – Eric Bishop
 1. Eric B. reminded the group that at NPC we work off of student hours (50 minutes, which ties into Carnegie Units) and not actual clock hours. When scheduling classes, they must at least meet the minimum number of hour requirements for that course, as listed in ACRES. A brief discussion followed.
 - ii. Catalog Deadline
 1. It was confirmed that everything in ACRES has to be approved by 03-08-19 in order to make it into the catalog.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
- a. Conversations between IC Chair and VPLSS – Eric Bishop
 - i. Eric B. stated that our current Interim Vice President for Learning and Student Services (VPLSS) asked to have a reoccurring meeting with the IC Chair before IC Meetings, to discuss topics related to IC. Hopefully, the meetings would continue when our new VPLSS comes onboard. Any discussions would only include things that could be discussed openly during an IC Meeting. Eric B. asked if anyone had concerns about this matter. After discussion, the consensus of IC members seemed to be: 1) the VPLSS is a non-voting member of IC – everything can be discussed during IC Meetings – this is our formal process; 2) anyone who has a concern about an IC agenda item is welcome to bring up their concern with any IC member; 3) IC is not in supportive of this formalized process.
 - ii. **Task:** Eric B. will speak with Rickey regarding IC’s concerns about a standing meeting with the VPLSS and IC Chair. He will also let Rickey know that he is welcome to put this topic on an IC Agenda for further discussion.

- b. Proctored Testing Ad Hoc Committee Composition (draft 02-04-19) – Wei Ma and Stan Pirog
- i. Wei and Stan brought forward a list of folks who will commit to serving on this Ad Hoc committee; however, changes occurred after the list was created: 1) Betty Guo will not be able to serve; 2) Information Services staff member would only like to serve in an advisory role.
 - ii. After a great deal of discussion, IC crafted the following composition/charge for this committee:
 1. **Charge:**
 - a. The Proctored Testing Ad Hoc Committee will explore and recommend to the Instructional Council ways to expand current library testing services for distance and online students.
 2. **Membership:**
 - a. Wei Ma
 - b. Stan Pirog
 - c. Daphne Brimhall
 - d. Amelinda Webb
 - e. A faculty member (outside of the Sciences department) who has experience with our current testing environment (distance/online testing) – to be selected by the aforementioned committee.
 3. Committee to elect its own leadership.
 4. Pat **MOVED** to approve the charge/composition of the Proctored Testing Ad Hoc Committee, as discussed; **SECOND** by Dawn.
 - a. **DISCUSSION** – the question came up regarding who should Chair the committee.
 - b. Pat **AMENDED** her motion to allow the committee to choose their own chair (final draft of document listed above); **SECOND** by Dawn.
 - i. Motion **APPROVED** by majority vote.
 - iii. **Task:** Eric B. will send the Proctored Testing Ad Hoc charge/composition (as written in today's IC Meeting) to Hallie, Stan and Wei.
- c. 2021-2022 Academic Calendar (draft 4, 02-02-19) – Eric Bishop
- i. Eric gave an overview of the calendar and brought up the following concerns: 1) there are only 14 weeks of instruction on Thursdays for the Fall semester; 2) there are three weeks between Spring and Summer semesters (usually there are two weeks).
 - ii. Discussion and possible changes include: 1) add an extra week to the end of the Fall semester; 2) start the Fall semester on the Thursday before the normal start date – normally Thursday is cancellation day (we would have to adjust for that) - eats into prep time for some Faculty; 3) concern about the number of days registration would be closed for financial aid processing (however, that type of detail is not listed on this calendar); 4) consider doing a Fall Break – many high schools have a Fall Break, which complicates schedules for NAVIT students – would help with 8-week classes (when/if desired) – would it benefit our students? – clinicals could be affected – most universities are going with the ability to do eight-week classes five times a

year – we would also have the flexibility of shortening the Fall Break to accommodate a schedule such as this one – work expectations would have to be figured out by the administration.

- iii. Wes **MOVED** to discuss this calendar further and pass it along to Faculty Association and other groups that could provide input; **SECOND** by Ruth Z.
 - 1. **DISCUSSION** – in addition to looking at the calendar as it currently stands, explore the possibility of a Fall Break and look at the possibility of starting on a Thursday.
 - 2. Motion **APPROVED** by unanimous vote.
 - iv. **Task**: Eric B. will send the 2021-2022 Academic Calendar (draft 4, 02-02-19) to Faculty Association, SPASC and CASO and ask for their input. He will also attach the portion of the IC Minutes regarding this matter.
 - v. **Task**: IC Members will notify Eric B. if they think of any other NPC groups who should have the opportunity to give input.
- IV. ACRES Work as a Group – Eric Bishop
- a. There was a brief discussion about ECD and CFS prefixes.
 - i. **Task**: Hallie will invite Allison Landy to come to the next IC Meeting to discuss the long-term intentions of the ECD and CFS prefixes.
 - b. Pat plans to discuss the plans for BIO 160 with the Dean of Nursing and Allied Health.
 - c. **Task**: Eric B. will send GLG 101 and 102 back to the Department Chair in order to make some additional changes.
 - d. **Task**: Eric B. will get a message out to the Faculty that when entering old 3035s into ACRES, the following guidelines should be applied: 1) use it as an opportunity to review all the information and make any needed improvements; 2) closely follow guidelines set forth in the Instructions for Course Forms in ACRES; 3) attach the old 3035 or ask the Instructional Support Specialist to assist with that task.
- VIII. Adjournment – Eric Bishop
- a. PAT **MOVED** the meeting be adjourned; **SECOND** by Dawn.
 - i. Motion **APPROVED** by unanimous vote.