

Northland Pioneer College provides, supports and promotes lifelong learning.

Instructional Council Meeting
10-11-19, CC2, 8:00-10:45 a.m.
Agenda

- I. Roll Call
- II. Approval of 09-27-19 IC Minutes – Eric Bishop (action)
- III. IC Subcommittees/Task Forces (action as needed)
 - a. Academic Standards – No Report
 - b. ASK – Allison Landy
 - c. LT – Ruth Creek-Rhoades
- IV. Curriculum (action as needed)
 - a. ACRES – Courses held up-Eric Bishop
 - b. New Programs
 - i. Request to Proceed-Pharmacy Technician Certificate of Proficiency Proposal- Deb McGinty (action)
 - c. Program Modification
 - i. Request to Proceed-Jennifer Bishop (action)
 - 1. Accounting Specialization (CP, CAS, AAS)
 - 2. Entrepreneurship Specialization (CP, CAS, AA)
 - 3. Management & Leadership Specialization (CP, CAS, AAS)
 - 4. Medical Office Administration Specialization (CP, CAS, AAS)
 - d. Program Deletions – none
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. Recognize NAT101 as a prerequisite of the Nursing Program-Den McGinty (action)
- V. Old Business Not Related to Curriculum (action as needed)
 - a. Permission to change Faculty Training Location-Wei Ma (action)
 - b. Course Improvement Survey-Wei Ma and Judy Yip-Reyes (action as needed)
- VI. New Business Not Related to Curriculum (action as needed)
 - a. IS Matters-Curtis Stevens (action as needed)
- VII. Adjournment – Eric Bishop (action)

Northland Pioneer College Instructional Council (IC) 10-11-19 Meeting Minutes

Voting Members Present: Eric Bishop, Ruth Creek-Rhodes, Brian Gardner, Eric Henderson, Rickey Jackson, Dawn Johnson, Frank Pinnell proxy for Wes King, Amy Grey proxy for Pat Lopez, Deb McGinty, Gary Santillanes, and Ruth Zimmerman

Non-Voting Members Present: Jessica Clark, Wei Ma, Josh Rogers, Rebekah Wilson, and Anne Lang (recorder)

Guests: Rachel Arroyo-Townsend, Jennifer Bishop, April Horne, Lia Kennan, Kurry Klingel, Allison Landy, Deena Gillespie, and Judy Yip-Reyes

- I. Roll Call
- II. Approval of 09-27-19 IC Minutes – Eric Bishop
 - a. Ruth Zimmerman **MOVED** to approve the IC Minutes of 9-27-19, with four grammar corrections and 2 changes. In the future grammar changes not be discussed during the Approval of Minutes time and should be sent in by email.
 - i. III. d. 3. Word “nomination” changed to Eric Bishop.
 - ii. VI. c. iii. Adding ...Respondus Monitor pilot is free.
 - b. **SECOND** by Gary Santillanes.
 - c. Motion **APPROVED** unanimously.
- III. IC Subcommittees/Task Forces Discussion
 - a. Academic Standards – No Report
 - b. ASK – Allison Landy
 - i. Added to the committee: Harshika Bhatt and Melody Niesen.
 - ii. Voted Judy Yip-Reyes in as Vice Chair for this academic year.
 - iii. Learning Outcomes Workshop is no longer needed.
 1. Support will be provided through feedback and will be done individually for now.
 2. Contact Allison if there is a need.
 - iv. First email has gone out about Planning day for November.
 1. Round-robin type of feedback review as the reports come in.
 2. By the end of the semester the feedback forms should be complete.
 3. Reports should be sent by departments not programs.
 4. Reports to be posted on MyNPC under employee tab not for public.
 5. Contact appropriate Chair and CC the Dean, when a report is not filed.
 6. Report non-compliance to the VPLSS
 - v. Rickey Jackson **MOVED** to remove item “e. Look at the implementation of having a Learning Outcome Workshop prior to Planning Day” from the ASK Committee’s Charges and accept this report.

- vi. **SECOND** by Ruth Zimmerman.
 - vii. Motion **APPROVED** unanimously.
- c. LT – Ruth Creek-Rhoades
- i. LT has met two times via Webex.
 - ii. Sandy Manor has been added as a member.
 - iii. Committee composition is: 6 faculty members, would like to change it to 8.
 - iv. Gary Santillanes **MOVED** to add another faculty voting member, total of 7 voting faculty for the committee and move Sandy Manor to a non-voting member.
 - v. **SECOND** by Deb McGinty.
 - vi. Motion **APPROVED** unanimously.
 - vii. Unable to attend “Accessing Higher Ground’ Conference due to HLC visit.
 - 1. Working with Magda Gluszek for in-house training.
 - 2. There is a group rate to access videos for training.
 - viii. CCP is having issues with SMART Boards.
 - ix. Moving towards the same operating system will be across the campuses.
 - x. Deb McGinty **MOVED** to accept this report.
 - xi. **SECOND** by Dawn Johnson.
 - xii. Motion **APPROVED** by majority vote.
 - xiii. Ruth Creek **ABSTAINED**.
- IV. Curriculum
- a. ACRES – Courses held up-Eric Bishop
- i. Eric Bishop moved a bunch of courses forward.
 - ii. Several courses do not have enough votes for them to move forward.
 - iii. There are comments for some courses in ACRES sitting there that need to be reviewed by the originator.
 - iv. Originators need to go back in to ACRES after submitting a course to check on it for comments.
- b. New Programs
- i. Request to Proceed Pharmacy Technician Certificate of Proficiency Proposal- Deb McGinty
 - 1. Deb McGinty looked into 3 other programs in Arizona, they have 33-34 credit AAS.
 - 2. Developing this certificate provides students with more time and depth to improve retention and completion rates.
 - 3. Increase requirements from one 8 credit hour course to two 8 hour courses and a co-requisite 3 credit hour course.
 - 4. There is presently an immediate demand for Pharmacy Technicians.
 - ii. Dawn Johnson **MOVED** to allow for the Allied Health Department to develop the Certificate of Proficiency for Pharmacy Technician, to be brought back to IC.
 - iii. **SECOND** by Eric Bishop.

- iv. Motion **APPROVED** by majority vote.
- v. Deb McGinty **ABSTAINED**.
- c. Program Modification
 - i. Request to Proceed-Jennifer Bishop
 - a. Accounting Specialization (CP, CAS, AAS)
 - i. Move BUS 125 from the CP to the AAS and add BUS 203 to meet the program outcome of communication.
 - ii. Move BUS 123 to the AAS.
 - iii. Move BUS 206 to the CAS from the CAS to show continuum of functional business education being offered within this certificate.
 - b. Entrepreneurship Specialization (CP, CAS, AA)
 - i. Remove BUS 112 and replacing it with BUS 106.
 - ii. Remove BUS 240 from the CP.
 - iii. Add BUS 225 to the CAS.
 - c. Management & Leadership Specialization (CP, CAS, AAS)
 - i. Changes need to be made due to the discontinued partnership with Western Association of Food Chains.
 - ii. Add more rigor and business content to the CAS program.
 - d. Medical Office Administration Specialization (CP, CAS, AAS)
 - i. Move BUS 231 and BUS 105 from AAS to CP.
 - ii. BUS 231 to replace BUS 108.
 - iii. Remove BUS 144, BUS 203, BUS 202 from the CP.
 - iv. Add BUS to the CAS.
 - v. Remove BUS 103 from the AAS.
 - e. Remap these four programs.
 - f. The goals of these changes are to better meet the Higher Learning Commission's criteria for differentiated learning outcomes.
 - ii. Dawn Johnson **MOVED** to allow the Business Department to make the changes to the current programs, to be brought back to IC for approval.
 - iii. **SECOND** by Ruth Zimmerman
 - iv. **APPROVED** by majority vote.
 - v. Eric Bishop **ABSTAINED**.
 - d. Program Deletions – none
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. Recognize NAT101 as a prerequisite of the Nursing Program-Deb McGinty
 - 1. As a prerequisite the students will be more accurately enrolled and qualify for Financial Aid.
 - 2. Advisors can register students without impeding the process.

- ii. Eric Bishop **MOVED** to approve of the Nursing Assistant Training 101 course as a prerequisite for the nursing program.
 - iii. **SECOND** by Dawn Johnson
 - iv. **APPROVED** by majority vote.
 - v. Ruth Zimmerman and Deb McGinty **ABSTAINED**.
- V. Old Business Not Related to Curriculum
 - a. Permission to change Faculty Training Location-Wei Ma
 - i. WMC GW 104 and LCC LC 109 are fully equipped for connectivity via CISCO Telepresence or Webex.
 - ii. Due to the need for connection and recording, the training needs to be moved to WMC GW 104 and LCC LC 109.
 - iii. To take place right after the October 25th IC Meeting.
 - iv. Gary Santillanes **MOVED** to make the Fourth Friday Faculty Training at WMC GW 104 and LCC LC 109 on October 25, 2019. The IC meeting location will also change on that day from SCC to WMC GW 104 and LCC LC 109, connected through CISCO telepresence.
 - v. **SECOND** by Eric Bishop.
 - vi. **APPROVED** unanimously.
 - b. Course Improvement Survey-Wei Ma and Judy Yip-Reyes
 - i. Purpose of the survey is for faculty to hear from students to improve courses.
 - ii. Taking the survey out of the course shell will help the surveys to be anonymous.
 - iii. Is it possible to create a mirrored shell to take the survey out of the course shell?
 - iv. **TASK:** Dr. Clark will ask other institute's Chief Academic Officers at her meeting and bring back information on how other institutes handle their surveys.
- VI. New Business Not Related to Curriculum
 - a. IS Matters-Curtis Stevens
 - i. Curtis Stevens is working with Wei Ma to host the Fourth Friday Faculty Training on October 25, 2019.
 - ii. Adobe Creative Cloud-students have to have an account number.
 - iii. Acrobat can be used; we have enough licenses.
 - iv. **TASK:** Eric Bishop will check with Curtis about Acrobat Pro for the connected classes.
- VII. Adjournment – Eric Bishop
 - a. Dawn Johnson **MOVED** the meeting be adjourned.
 - b. **SECOND** by Ruth Creek.
 - c. Motion **APPROVED** unanimously.

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- VII. Adjournment – Eric Bishop (action)

Northland Pioneer College Instructional Council (IC) 09-27-19 Meeting Minutes

Voting Members Present: Eric Bishop, Ruth Creek-Rhodes, Brian Gardner, Inez Schaechterle proxy for Eric Henderson, Gail Campbell proxy for Rickey Jackson, Amy Grey proxy for Dawn Johnson, Wes King, Pat Lopez, Deb McGinty, Gary Santillanes, and Ruth Zimmerman

Non-Voting Members Present: Jessica Clark, Jeremy Raisor, Josh Rogers, Rebekah Wilson, and Anne Lang (recorder)

Guests: April Horne, Susan Hoffman, Allison Landy, and Amelinda Webb

- I. Roll Call
- II. Approval of 09-13-19 IC Minutes – Eric Bishop
 - a. Deb McGinty **MOVED** to approve the IC Minutes of 9-13-19, with two corrections:
 - i. VI. i. Aggrandized changes to necessary.
 - ii. IX. 1. Application replaced with Position.
 - b. **SECOND** by Wes King.
 - c. Motion **APPROVED** by majority vote.
 - d. Ruth Creek **ABSTAINED**.
- III. Term length, Nominate, and Vote for IC Chair and Vice Chair - Eric Bishop
 - a. Discussion
 - i. Both positions have big expectations.
 - ii. if we rotate the Vice Chair there will be more options and more people can have the experience. This will create a bigger pool when replacing the Chair.
 - iii. Both positions will be voted on yearly in May, with the Chair having the option to stay for up to a four-years maximum term.
 - iv. Vice Chair will serve a one-year term.
 - b. Pat Lopez **MOVED** to a one-year term length for the Chair and Vice Chair, to be voted on yearly in May; **SECOND** by Ruth Creek.
 - c. Motion **APPROVED** by unanimous vote.
 - d. Nominations
 - i. Chair
 1. Wes King **NOMINATED** Eric Bishop for IC Chair.
 2. **SECOND** by Ruth Creek.
 3. Nomination **APPROVED** by unanimous vote.
 - ii. Vice Chair
 1. Wes King **NOMINATED** Eric Henderson for IC Vice Chair.
 2. **SECOND** by Ruth Creek.
 3. Eric Bishop **NOMINATED** Pat Lopez for IC Vice Chair.
 4. **SECOND** by Gary Santillanes.

5. Vote by show of hands; 2 Votes for Eric Henderson and 9 votes for Pat Lopez.
6. Pat Lopez as IC Vice Chair **APPROVED** by majority vote.

IV. IC Subcommittees/Task Forces

- a. Dual Enrollment – no report
- b. PASS – no report
- c. Professional Development – no report
- d. Subcommittee Charges/Compositions for 2019-2020
 - i. Recommendation by the Advisers for Academic Standards to update the Academic Probation Form – Josh Rogers
 1. Discussion
 - a. It has been approved, all students under a 2.0 GPA for 2 semesters in a row will be on academic probation
 - b. The Advisers had a meeting and came up with some suggestions to simplify the form and a plan for AS to revise the form.
 - c. Gail Campbell is handling CCP students.
 - d. Approximately 150 students presently on academic probation.
 - e. Should be a warning first, email sent to NPC email address and then a call before their account is put on hold.
 - f. CCP students should become the responsibility of the CCP department. Learning Assistants are to sign off on their Academic Plan instead of exempting the student.
 - g. Advisors' Meetings are the second Friday of the month.
 2. Wes King **MOVED** to add another charge to the Academic Standards Subcommittee to evaluate process and form related to Academic Probation. With any recommendations to come back to IC; **SECOND** by Ruth Creek.
 3. Motion **APPROVED** by majority vote.
 4. Dawn Johnson (Amy Grey) **ABSTAINED**.

V. Curriculum

- a. ACRES
 - i. Reminder to vote.
 1. Courses are coming in, start looking at them so we start things forward.
 2. Music Courses can be moved forward now; they are ready to be looked at.
 3. Anything course related can be voted on, don't vote on program changes.
 4. We are at the end of the two-year deadline for the old 3035 forms.
 5. Existing modality changes can take effect for Spring, other changes must take effect for Fall.
 6. Wei Ma is looking into bringing Quality Matters people for a training.
- b. New Programs-No report
- c. Program Modifications
 - i. Program Modifications-AAEC and CP/CAS/AAS in EC Studies (draft 7-15-19) - Allison Landy
 1. Discussion

- a. Conversations in the field of ECD is to get people out and into the workforce.
- b. NACOG is over one-third of the state, they are not being renewed for Headstart. In Navajo and Apache Counties grants need to have an A.A. Degree. They have not met the requirements with degrees.
- c. Discuss total credits for A.A. to be 60 credits instead of 64, by deleting CAS from the pathway, it does nothing for the students, it has no meaning.
- d. CP is where the focus should be, CP is considered an industry approved credential.
- e. If the CAS does not help the student, why do we have it?
 - i. Does not qualify for Financial Aid
 - ii. This is misleading to the students, nothing for transferability.
 - iii. 50 Students in 20 years have completed the CAS, 321 have completed CP A.A. Degree.
 - iv. Not comfortable with making a decision without researching what all it impacts, need a broader view.
 - v. Not a “no never” just need to research it.
 - vi. This would create better transfer ability and impact Financial Aid.

2. Deb McGinty **MOVED** to approve the Request to Proceed as presented; **SECOND** by Ruth Creek. To be brought back to IC to be approved.

3. Motion **APPROVED** by majority vote.

4. Eight- yes and three-opposed.

d. Program Deletions – none

e. Program Suspensions – none

f. Misc. Curriculum – none

VI. Old Business Not Related to Curriculum

a. Syllabus and Catalog Statement, web address to catalog– Eric Bishop

a. Discussion

i. Has anyone ever asked the students where the best place is for the student to access the information? Students don’t care.

ii. Ask Sandy where the best place and what is required.

b. Pat Lopez **MOVED** that she would meet with Dr. Clark to craft language for faculty to put in their syllabi, for Institutional Policy and Procedures; **SECOND** by Gary Santillanes. To be brought back to IC in November.

c. Motion **APPROVED** by unanimous vote.

d. **TASK:** Pat Lopez-will meet with Dr. Clark to craft language for faculty to put in their syllabi, for Institutional Policy and Procedures, to be brought back to IC in November.

b. Distance Learning Support - Eric Bishop

a. Discussion

- i. Following up on the conversation Eric had with Curtis, there are three issues:
 - 1. Failing equipment-Whiteriver, Kayenta and two at SCC.
 - a. Whiteriver has already had theirs replaced, it completely died and had to be replaced.
 - b. Gail Campbell reports, it is working well.
 - 2. Replacing Equipment-We need to allow Information Services to replace these failing boards as soon as we can.
 - 3. Wei Ma want to move forward with a training on October 25th.
 - ii. **TASK:** Wei Ma- to move forward with the October 25th training on the Smart Panels, to also give the option of Webex with a recording and to solicit feedback from the participants and bring that back to IC at the meeting following this training.
 - iii. Nothing to vote on, we can take action at the meeting we address it at.
- b. Proctorio-Eric Bishop
- i. There is another solution that does the same thing.
 - ii. Price difference is vastly different.
 - iii. They are moving forward with Proctorio Pilot. Proctorio required a contract and some money, this other option, Respondus Monitor, is free.
 - iv. They would like to run both programs simultaneously.
 - v. There are no funds to be extended. We already have this on some of our computers.
 - vi. There is no objection to allowing them to working on this.
- c. Distance Learning in our Future
- i. Ongoing discussion about:
 - 1. Bridgit replacements.
 - 2. How Connected Classroom are going to look.
 - 3. Reorganization-who at the college would be responsible for Distance Learning?
 - 4. Concerns about LTC and having so much to deal with, break up or replace LTC?
 - 5. How IC fits in with LTC.
 - ii. We need to start thinking about this now, before we have to make a decision.
 - iii. Moving forward, every other time we meet, will discuss Distance Education Support.

VI. New Business Not Related to Curriculum

a. Recording-Support Center and Anne's

i. Discussion

- 1. Do we want Support to record our meetings that are on the CC System?
 - a. No
 - b. **TASK:** Eric Bishop-to contact Support to tell them not to record our meetings in the CC2 room.

2. Anne's recordings, how long do we want to retain them?
 - a. They are not required to be retained.
 - b. We will retain the recordings for two years.
3. Wes King **MOVED** to keep recording for two years and get rid of past records past two years; **SECOND** by Ruth Zimmerman.
4. Motion **APPROVED** by unanimous vote.

VII. Adjournment – Eric Bishop

- a. Gary Santillanes **MOVED** the meeting be adjourned; **SECOND** by Ruth Creek.
- b. Motion **APPROVED** by unanimous vote.

ASK Committee Report
Submitted October 3rd, 2019

Charge from IC to ASK for 2019-20:

- a. Implement plan to help the individual departments assess student learning across modalities as applicable;
- b. Continue with the assessment of student knowledge *process*(*missing word in posted charges*);
- c. Send information to the Instructional Division about ASK events, including Planning Day, Reading Day and *Dialogue Day* (*charges posted have a typo*);
- d. Review methods for collecting assessment reporting;
- e. Look at the implementation of having a Learning Outcomes Workshop prior to Planning Day (*does IC still see this as a charge?*); and
- f. Make recommendations related to institutional learning outcomes.

Composition of ASK for 2019-2020:

ASK is a full committee for the 2019-2020 academic year. Dr. Allison Landy is serving her second year as chair, and Dr. Judy Yip-Reyes has been selected as the vice chair. Current membership includes:

- Allison Landy (Chair), AS
- Judy Yip-Reyes (Vice Chair), Director of Institutional Effectiveness
- Sam Harris, CTE
- Terry Hayes, NAH
- Melody Niesen, AS
- Harshika Bhatt, AS
- Cynthia Hutton, AS
- Joan Valichnac, AS

Committee Accomplishments and Activities:

- The committee held its first meeting on September 26th, 2019. During the meeting, multiple discussions were held regarding the new IC charges related to Institutional Level Learning Outcomes, the need to coordinate with PASS on addressing a framework for student success, and the timeline for the ASK process for 2019-20. Some concerns were raised regarding conducting duplicative and/or parallel processes around student success, and the committee agreed that it is important that ASK and PASS be coordinated in their efforts around developing a student success framework.
- The committee created a timeline and procedure to systematically review and provide feedback on Planning Day reports, which are due on November 15th, 2019. The committee scheduled the next meeting for December 5th, at which time feedback will be discussed and then sent to departments for consideration.
- No revisions were made to the Planning Day Template. An email regarding Planning Day was sent via the Vice President of Learning and Student Services' office on 10/2/2019 with information regarding the process and the reporting requirements. In the email, it was requested that individuals submit their reports both to the committee and cc their Deans. ***The committee seeks guidance on the expectation of reports – is every program required to submit or is that a department decision? What is the expected response for those that do not submit Planning Day and/or Reading Day Reports?***
- Another concern discussed was the housing of reports. Currently, there are two locations on MyNPC where archived reports exist. **Neither location** is public to all faculty. We did check and determined that Eric Bishop and Hallie Lucas are the administrators for one site, while Ann Hess, Mark Vest and

Paul Hempsey are the administrators for the second site. The committee believes strongly that all submitted reports should be clearly organized and located in a manner that is easily accessible by all faculty. So, while “business documents” such as this report and the IC Charges might be housed on the page under IC, we believe a **public facing page** that can be administered by the committee, or someone supporting the committee is needed. We are interested in understanding why the public face is:

- Not accessible to all employees/faculty
- Only editable by Marketing/Executive Leadership

Additionally, the location of the “public” or “page not within the IC group” is poorly situated so that it is difficult to locate when looking. We recommend moving the page so that it is in a more logical area to find.

Committee Next Steps:

- It is recommended that the committee continue evaluating the process for assessment of learning across modalities. We will review how many ASK reports compared learning across modalities and whether those data can be aggregated to a college level. Finish compiling feedback to understand how departments addressed learning across modalities
- Submit feedback to departments prior to Reading Day
- Discuss if the current Planning Day/Reading Day/Dialogue Day model and timeline are effective
- Address Institutional Learning Outcomes
- Align the 19-20 ASK process with finalized Institutional Level Learning Outcomes and make recommendations for data collection
- Begin discussions of ASK’s role in co-curricular assessment

Outstanding Questions:

- What is the accountability process for reports not submitted?
- Where would we like to house the submitted reports? (MyNPC has some, though not all. Some were located on the public facing website at one point. Would a shared drive be easier to access rather than MyNPC so that the chair can easily load them and organize them?)
- Should a short overview of assessment be presented at Spring or next Fall Convocation?
- When can we have continued conversation regarding the purpose of assessment? The Nursing Department has some great reporting both of successes for student outcomes, but also how the process illuminated areas of opportunities within the department.

Oct 11 2019 Learning Technologies Report

Charges from IC for 2019-2020:

- a. Priority - Work with Information Services to evaluate Title III grant data and make recommendations on sustainability
- b. Meet with Chief Information Services Officer on a regular basis to improve facilitated communications between Faculty and IS
- c. Give recommendations for best practice trainings
- d. Conduct reviews for online courses
- f. Update Distance Education Guidelines document
- h. Continue to develop a process for evaluating instructional technology

Current (updated) membership as of Sept 30th:

Chair: Ruth Creek-Rhodes, PDC - Education, CCP

Co-chair: Amelinda Webb, WMC - Sciences

Voting Members:

Harshika Bhatt, PDC - CCP

Michael Collier, SCC - Psychology

Victor Love, PDC - Information Services

Madilyn Marshall, SCC - Math

Candy Lee Martinez, WMC - NAH

Kevin Westfall, PDC - CTE

Bethann O'Laughlin - Library (added after 9-16 meeting)

Consulting member (non-voting)

Wei Ma - Ed. Technologist, EDU

LT has met twice in September (the 16th and 30th) via WebEx.

On our first meeting on Sept. 16th we discussed our current membership. The IC directive toward the committee composition is:

6 Faculty voting members who are interested in non-traditional teaching modalities with a minimum of one from each division (A&S, CTE and N&AH); one representative from Library Services (voting member); one representative from IS (voting member).

At that meeting LT had 8 Faculty, no-one from the Library, and Sandy Manor who has been attending as the ADA consultant.

- Due to the multiple technology issues that Wei Ma will be involved with this year, he asked to become a non-voting consultant.
- *The committee also discussed and voted to request that IC have Sandy Manor, as the DRA Facilitator, become a voting member of the committee, due to the ADA compliance issues that have arisen in the last year.*

At this meeting, the committee reviewed our charges for this upcoming year and reviewed the events and efforts from the 2018-19 academic year. The committee agreed to meet every 2 weeks in order to fulfill our charges.

Magda Gluszek was a guest at the Sept. 16 meeting to discuss with LT the current NPC PD application for requesting funds to create/attend in-house trainings. We discussed whether in-house trainings would be in demand by Faculty and adjuncts, pay scale compared to ISW procedures, interest of faculty in creating trainings, and disseminating the trainings (created by a faculty member, stored somewhere like eResource for independent study, or for other instructors to facilitate at their locations). Several members of LT were enthused at the discussion of in-house trainings, and Magda said she would follow up with more research (such as with HR on how adjuncts are compensated for ISWs.)

At the Sept. 30th meeting all members and Sandy Manor were present except Bethann, who has a schedule conflict and participates via email after watching the recordings of LT meetings. Viktor had some connectivity issues with WebEx at the beginning of the meeting, and while the issues were resolved, LT voted to use Zoom for our next meeting to test that software.

Viktor Love explained that there is an interconnectivity issue with the CCP Smartboards due to some CCP computers being replaced to a newer OS and running a newer version of Smart Ink, in which the pens at other locations do not work. Interactivity is possible only if the students use their fingers to write on the board, and only one student/location is writing the board.

Additionally, Viktor addressed the issue of losing software support for Bridgit. The replacement options include WebEx, Zoom, and CISCO; however there is a lot of concern for the interconnectivity function.

The failing Smartboards is a major and immediate concern, needing faculty to participate in testing the options for replacement (In-Focus boards and Smart Panels). Wei is currently working on coordinating this project to get faculty input ASAP, and members of LT will be assisting him.

Ruth and Amelinda were interested in attending the Accessing Higher Ground Conference in November, however the conference is the same week as the HLC visit. There is an option to get access to the recorded sessions from last year, as well as recorded sessions from this year's conference at a discount rate if 5 or more people were interested in viewing them. The list of topics was emailed to LT members prior to the meeting (<https://accessinghigherground.org/accepted-sessions-ahg-2019/>), and at the meeting most members of LT expressed an interest in at least some of the recordings. We anticipate getting a better understanding of technology and teaching strategies that we can share with NPC (for one example; Creating an Inclusive Learning Environment in 3 Steps <https://accessinghigherground.org/creating-an-inclusive-learning-environment-in-3-steps-3/>) Sandy has since purchased access for LT members for the conference subjects that are recorded.

We also discussed the importance of ADA compliance, and Sandy shared the "RESOLUTION AGREEMENT: University of Phoenix Case Number 08-15-2040" with the committee as an example of what is looked at in regards to compliance (Section 9 at <https://www.phoenix.edu/content/dam/altcloud/doc/ocr-resolution-agreement.pdf>). She also showed us how to access videos on the DRA MyNPC webpage, and shared 3 "How to" documents with LT in the groups shared Google File .

The committee discussed possibly of having an ad-hoc committee to work specifically on evaluating courses for compliance (much as we did with QM evaluating Legacy courses years ago)—or NPC having an Instructional designer. Further discussion postponed based on ongoing discussion at IC regarding managing technology issues.

The committee also discussed the QM Rubric, the problem with version 8 and compliance requirements, and working on the draft of an NPC rubric. NPC is still a member of QM, and we discussed the opportunity to take the APPQMR course on evaluating a course for free, as a means of training to review courses and for understanding of what we should have in an NPC Course Rubric.

QM is having a Consortium meeting on Oct. 18, 2019 from 10-2 pm, that Wei invited LT members to attend. Several members are interested in attending online, and will report back at the next meeting Monday Oct 14th to confirm based on their availability.

Tabled for the 16th – discussion regarding having UofA Instructional designer come to NPC to provide in-house training for online courses.

Request to Proceed
Pharmacy Technician Certificate of Proficiency
New Program Proposal

NURSING AND ALLIED HEALTH DIVISION

Debra McGinty, Dean of Nursing and Allied Health

Renee Freese, Allied Health Coordinator

October 7, 2019

Current Program Offerings

The Northland Pioneer College Nursing and Allied Health Department presently offers the following direct-to-work course:

- Pharmacy Technician (Certificate of Completion leading to national certification)

Proposed Program

We are proposing to develop a pharmacy technician certificate of proficiency program offered at the White Mountain Campus in Show Low and Little Colorado Campus in Winslow. Pharmacy technicians assist in pharmaceutical operations. They help pharmacists dispense prescription medication to customers or health professionals. They work in pharmacies, including those found in drug, general merchandise, and grocery stores, and in hospitals. Most work full time but many work part time. The proposed program will be approved by the Pharmacy Technician Certification Board (PTCB) so that students may sit for the PTCB Compounded Sterile Preparation Technician (CSPT) certification which is the industry standard.

Pharmacy technicians can acquire on-the-job training at a pharmacy and challenge the certification board, however the exam is rigorous and difficult to pass without guided preparation.

Exam Date	Exams Administrated	Exams Passed	Pass Rate
2014 Exams	53,508	30,358	57%
2015 Exams	56,253	31,823	57%
2016 Exams	53,353	30,872	58%
2017 Exams	52,324	30,302	58%
2018 Exams	48,862	28,058	57%

Table 1. PTCE Pass rates 2014-2018 (PTCB, 2019)

. The Arizona Board of Pharmacy closely regulates pharmacy technicians. The median annual wage for pharmacy technicians was \$32,700 in May 2018. Employment of pharmacy technicians is projected to grow 7 percent from 2018 to 2028, faster than average for all occupations. Advances in pharmacology have increased demand for prescriptions medications which will lead to more demand for pharmaceutical services.

Impact on Courses in Other Departments and Programs

The introduction of this program may have minimal impact on the college from facilities, financial aid records and registration, marketing, business office, and advisement, to library, disability resources, human resources, payroll, and center managers. The introduction of students to the program will not likely have impact on enrollment in Arts and Sciences and Career and Technical Education coursework, however we are investigating the function and operation of laminar flow hoods presently situated in the chemistry labs for student training in compounding sterile preparations.

Rationale

Providing students with additional time and depth will improve retention and completion rates, and better prepare students for certification and employment. The proposal will increase requirements for completion from one 8 credit hour course to two 8 credit hour courses and a co-requisite 3 credit hour

medical terminology course. The proposed courses in the Certificate of Proficiency allows for Pell eligibility and opportunities for employment with minimal investment. The curriculum is currently under construction with prerequisite HES170 medical terminology requirement and inclusion of laboratory instruction, skill development and demonstration of competency in compounding sterile preparations and immunization training across two semesters.

Advisory Committee Input

The Allied Health Advisory Committee is meeting October 16, 2019 to discuss the proposed pharmacy technician certificate of proficiency program.

Enrollments and Interest

We anticipate immediate enrollment in this program as there is presently demand in the immediate area for pharmacy technicians. The availability of lab space will determine the scheduling of the additional compounding sterile preparation modules.

Reference:

PTCB (2019). CPhT Statistics. Available at <https://www.ptcb.org/who-we-serve/pharmacy-technicians/statistics#.XZvAkFVKiUk>

Pharmacy Technician (PHT) Certificate of Proficiency (CP)



The Northland Pioneer College
Pharmacy Technician program trains students for a career providing assistance in pharmacies in drug, general merchandise, and grocery stores, and in hospitals. Classes include theory and procedures, preparing students for national certification examination. A 128-hour internship is required.

Medical Assistant (CP) • 19 credits

HES 170 Medical Terminology for Clinical Health Professionals.....	3 credits
PHT 103 Pharmacy Technician I	8 credits
PHT 104 Pharmacy Technician II	8 credit

Career Opportunities

Employment of medical assistants is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for pharmaceutical services, which are often provided by technicians. As their practices expand, pharmacies will hire more assistants to perform routine administrative and clinical duties, allowing pharmacists to see more patients.

The median annual salary for the United States was \$32,700 in May 2018. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 Edition.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs. You can access the current data online

Instructional Council Committee Members:

In an effort to better meet the Higher Learning Commissions criteria for differentiated learning outcomes, the business department would like permission to proceed in the restructuring of the following business programs and degrees:

- Accounting Specialization (CP, CAS, AAS)
- Entrepreneurship Specialization (CP, CAS, AAS)
- Management & Leadership Specialization (CP, CAS, AAS)
- Medical Office Administration Specialization (CP, CAS, AAS)

Original Program mapping did not differentiate learning outcomes based on learning level, and new program mapping would necessitate changes to the structure and courses offered for the programs stated above. The changes we are proposing would create more well-rounded programs that have a stronger foundation, while providing a structure that allows the courses to build onto each other enabling our students to be more prepared as they progress through their respective pathways.

Listed below is a summary of the changes we are considering, with rationale for each proposed change:

Accounting Specialization

For this program we would like to move the course BUS 125: Payroll accounting from the CP to the AAS, because this is a more advanced accounting course and should be offered later in the student's education. We would also like to add BUS 203: Introduction to Business Communication to the CP to ensure that we are meeting the program outcome of communication.

In regards to the CAS, we would like to move BUS 123: Income Tax Accounting to the AAS, because this is a more advanced accounting course and should be offered later in the student's education. We would also like to move BUS 206 to the CAS from the AAS to show a continuum of functional business education being offered within this certificate.

We believe that these changes to the Accounting programs and degree will provide a better path to student completion, and will allow students an easier progression from their CP through to the completion of their AAS. There are no anticipated impacts on other courses or programs.

Entrepreneurship Specialization (CP, CAS, AAS)

In this program we would like to restructure the CP by removing BUS 112: Bookkeeping and replacing it with BUS 106: Personal Finance. The number one reason small businesses fail is due to financial problems. BUS 106 will provide students with an overview of financial and insurance planning as well as investment strategies that are extremely important to entrepreneurs.

In regards to the CAS, we would like to remove BUS 240 Entrepreneurship from the CP as many of the same topics are taught in BUS 110 Small Business Management (which is required for the CP). We feel that this course is duplicative, and should be removed from the program. If this request is approved, BUS 240 will be deleted.

In removing BUS 240, we will be able to offer students an additional business course and strengthen other program outcomes. To accomplish this, we would like to add BUS 225: Human

Resource Management to the CAS which is an appropriate CAS level course, that shows a continuum of functional business education being offered within this certificate.

Financial basics will be introduced in the CP with BUS 106: Personal Finance, so for the AAS we would like to provide them with more in-depth financial management skills by adding BUS 217: Financial Accounting to the AAS degree.

The changes listed above will impact our dual enrollment partnership positively, as it will better align to the Arizona State Business Standards for K-12. This would also eliminate the need for BUS 112: Fundamentals of Bookkeeping, and BUS 240: Entrepreneurship, which would be deleted. However, there are no anticipated impacts to any other NPC programs.

Management & Leadership Specialization (CP, CAS, AAS)

For this program, we are making several changes due to NPC's discontinued partnership with Western Association of Food Chains (WAFC) and their Retail Management Certificate. This partnership was terminated because NPC has only had 1 student in 6 years, and WAFC has built strong relationships with private colleges that have developed bundled online training programs. Due to the requirements of the WAFC, we had many courses in the CP that confronted students with concepts that were too challenging at the CP level. We would like to restructure the CP to include courses that are appropriate at the CP level. The restructure would remove the following courses: BUS 210, 217, 225 & 230 from the CP and add them later in the degree where appropriate. We would then add BUS: 105 Techniques of Supervision and BUS 185 Ethics in Management, which are both appropriate courses for the CP level.

To add more rigor and business content to the CAS program, we would add BUS: 206 Business Law, BUS: 230 Organizational Leadership and BUS 217: Principles of Accounting. This will allow us to expand on topics taught in the CP, and provide students with a continuum of business courses.

For the AAS, we would like to offer more specialized and in-depth business courses. This would include adding BUS 225: Human Resource Management, and BUS 210: Principles of Management. Additionally, we would like to add ECN 211: Principles of Macroeconomics as we believe this would be helpful to upcoming business leaders. CIS we feel should not be a requirement in the Management and Leadership program, and we would like to remove it. Much of the same content, is taught in BUS 231: Microsoft Office Level 1. We feel that requiring both courses would be duplicative and unnecessary for students.

Given the requested changes listed above, we do not anticipate impacts on other NPC programs. This would however effectively terminate our partnership with WAFC. This would also eliminate the need for BUS 215: Retail Management, which would be deleted.

Medical Office Administration Specialization (CP, CAS, AAS)

For this program, we would like to make the following changes. In the CP program, we would like to move BUS 231: Microsoft Office Level 1 and BUS 105 Techniques of Supervision from the AAS program to the CP. BUS 231: Microsoft Office Level 1 will provide the basics needed in Microsoft applications that is used in the medical field and will provide the beginning knowledge needed to be successful for the technical aspects of the medical field. BUS 231: Microsoft Office Level 1 would replace BUS 108: Basic Keyboarding and Document Processing. We feel that basic

keyboarding is a remedial skill, and it would be better for students to take a Microsoft Office course. This course will remain as an elective course for students that feel that they need the additional practice. BUS 105 Techniques of Supervision will serve as a foundational business leadership course, that will be expanded upon in additional business leadership courses as the student progresses to their CAS and AAS. We would also like to move BIO160: Introduction to Human Anatomy and Physiology into the CP program from the AAS. When combined with HES170 Medical Terminology for Clinical Health Professionals the two courses will provide the foundation needed to successfully complete the medical portion of this program.

To make room to add the courses listed above, we would like to remove BUS 144: Professional Office Skills, BUS203: Introduction to Business Communication, and BUS202: Professional Customer Service from the CP. The course outcomes for these courses are covered in BUS119: Medical Office Administration Procedures (required for the CP) with a focus on office skills, communication and customer service as it relates to the medical field.

For the CAS program, we want to expand on management theories introduced in BUS 105 Techniques of Supervision by adding BUS210: Principles of Management. This course will offer students further insight into management roles and how it can affect the work environment.

For the AAS Program, we want to round out the program by removing BUS103: Success on Your Job because the relevant aspects of this course are also covered in BUS119: Medical Office Administration Procedures. To continue the continuum of leadership education, we would like to add BUS230: Organization Leadership to the AAS, which would expand on the knowledge learned in BUS210: Principles of Management. We would assess the student's mastery on the program outcomes with the creation of a new business capstone course. This course would assess student mastery of the following program outcomes: management, ethics, time management, organization, and medical knowledge.

The changes listed will have the potential to impact BIO160: Introduction to Human Anatomy and Physiology. In moving this course from the AAS to the CP there may be an increase in student enrollment in BIO160. We have talked to Pat Lopez, the Science Department Chair, and she feels that she can accommodate the potential increase. We do not foresee any other potential course or program impacts at this time.

Thank you in advance for your consideration of this request. We look forward to meeting with you on September 27th to discuss any comments or questions that you may have regarding the changes stated in this proposal.



Northland Pioneer College

Date: 10/07/19
To: Instructional Council Members
From: Debra McGinty, Dean of Nursing and Allied Health
RE: Northland Pioneer College Nursing Program Prerequisites

NPC's 2019-20 catalog identifies that the nursing program requires applicants to hold a current Arizona Licensed Nursing Assistant (LNA) in good standing. If the college Instructional Council recognizes this course as a prerequisite, college will more accurately enrollment and progression and students will more easily qualify for financial aid. Advisors will be able to register nursing assistant students' degree intent as nursing so that additional changes that may impede the process may be mitigated.

Proposed/Optional IC Motion:

Recommend approval of the Nursing Assistant Training 101 course as prerequisite for the nursing program.

Lang, Anne

From: Ma, Wei
Sent: Monday, October 7, 2019 9:40 AM
To: Lang, Anne; Bishop, Eric
Cc: Stevens, Curtis; Meeks, Michael
Subject: Re: Call for Agenda for IC Meeting 10-11-19

Categories: Red Category

Eric and Anne,

Thanks for sending me the following IC task.

TASK (from 9-27-19 IC meeting): Wei Ma- to move forward with the October 25th training on the Smart Panels, to also give the option of Webex with a recording and to solicit feedback from the participants and bring that back to IC at the meeting following this training.

I spoke with Curtis and Mike last week. Currently the Smart Panels are available at WMC, SCC and LCC. The two locations that are fully equipped with cameras and mics for connectivity via CISCO telepresence or WebEx are WMC GW104 and LCC LC109. Due to the need for connection and recording capability, I would suggest that we move the Oct. 25 IC meeting location to WMC GW104 and LCC LC109 and connect the two rooms via CISCO or WebEx. We can start the demo/training right after the IC meeting, and have a faculty or IS facilitator at each location to help with the training. The training will be broadcast via the system and recorded for later review. It will be in conjunction with our regular Fourth Friday Faculty Training and all faculty are encouraged to participate.

Maybe this is something we need to discuss with the group on Friday?

Thanks,

Wei

On Oct 3, 2019, at 10:57 AM, Lang, Anne <Anne.Lang@npc.edu> wrote:

Instructional Council Members,
Meeting Reminder – 10-11-19, 8:00-10:45 a.m. – Connected Classroom 2
Please send Agenda Items & Associated Documentation to me by Monday, October 7, 5:00 p.m. (is it an action item- please let me know either way)

Anne Lang
Northland Pioneer College
Administrative Assistant
For Learning and Curriculum