Northland Pioneer College provides, supports and promotes lifelong learning.

## Instructional Council (IC)

## November 22, 8:30-11:30 a.m.-SCC, PAC 124

## Agenda

I. Roll Call
II. Approval of 11/8/19 IC Minutes – Eric Bishop (action)
III. IC Subcommittees/Task Forces (action as needed)
    a. Dual Enrollment – Amy Grey
    b. PASS – Josh Rogers
    c. Professional Development – Will report at 12/13/19 meeting.
IV. Curriculum (action as needed)
    a. ACRES – Eric Bishop
        I. Bus 250 - Medical Administration Capstone
        II. Other
    b. New Programs – none
    c. Program Modifications
        I. Four Business Program Modifications - Jennifer Bishop
            I. Accounting Specialization (CP, CAS, AAS)
            II. Entrepreneurship Specialization (CP, CAS, AAS)
            III. Management & Leadership Specialization (CP, CAS, AAS)
            IV. Medical Office Administration Specialization (CP, CAS, AAS)
    d. Program Deletions – none
    e. Program Suspensions – none
    f. Misc. Curriculum - none
V. Old Business Not Related to Curriculum (action as needed)
    a. The anonymity of student survey responses in Moodle - Judy Yip-Reyes
    b. Syllabi Statements - Pat Lopez
    c. VPLSS role in ACRES – Jessica Clark/Eric Bishop
    d. Instructional Support Specialist – Status and Role – Jessica Clark/Eric Bishop
    e. Assistant to the VPLSS Role – Jessica Clark/Eric Bishop
VI. New Business Not Related to Curriculum (action as needed)
    a. AV system discussion - Wei Ma
VII. Other (action as needed)
    a. Academic Advisor access to ACRES request - Donna Krieser
VIII. Adjournment – Eric Bishop (action)

Northland Pioneer College Instructional Council (IC) 11-22-19
Meeting Minutes

Voting Members Present: Eric Bishop, Wei Ma Proxy for Ruth Creek-Rhodes, Brian Gardner, Michael Collier Proxy for Eric Henderson, Ryan Jones Proxy for Rickey Jackson, Madilyn Marshall Proxy for Dawn Johnson, Wes King, Pat Lopez, Gary Santillanes, and Ruth Zimmerman

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

Guests: Rachel Arroyo-Townsend, Jennifer Bishop, Amy Grey, Donna Keiser, Kurry Klingel, and Judy Yip-Reyes

I.     Roll Call
II.    Proposed change to the order of agenda -Eric Bishop
   a. Move: V. c. VPLSS role in ACRES, V. d. Instructional Support Specialist – Status and Role, and V. e. Assistant to the VPLSS Role.
   b. No objections.
III.   Approval of 11-8-19 IC Minutes – Eric Bishop
   a. Gary Santillanes **MOVED** to approve the IC Minutes of 11-8-19.
   b. **SECOND** by Pat Lopez.
   c. Motion **APPROVED** by unanimous vote.
IV.    IC Subcommittees/Task Forces
   a. Dual Enrollment – Amy Grey
      i.   We have seven High School Programs, which makes up half of our NPC enrollment.
      ii.  We can increase our enrollment by organizing our High school Programs.
      iii. Dr. Clark held a Listening Session with all of our High school Programs to assess our needs and where to go from here.
      iv.  Deans and Directors are working on this issues Amy has mentioned.
      v.   This is not a committee recommendation; this is Amy Grey's recommendation.
           1. Amy Grey will go back to the committee to create a road map to lay out the process.
           2. Academic Standards Committee also ties into this discussion.
      vi.  Original charges were substantially a question of evaluation:
           1. Are the high school students getting the same quality education?
           2. How are the instructors being credentialed? And Monitored?
      vii. VPLSS and Deans and Directors are already working on the issues, it is a main project. They will be bringing a proposal to Leadership Council.

Approved 12/13/19

        viii. Gary Santillanes **MOVED** to accept the report but not accept the recommendation.
          ix. **SECOND** by Pat Lopez.
          x. Motion **APPROVED** by unanimous vote.
          xi. Guidance by IC, to go back to the basic charges.
    b. PASS – Josh Rogers
        i. Originally this committee was under the President, now the committee is under SPASC, that is why they are taking their recommendation to SPASC for approving the make-up of the committee moving forward.
        ii. Big project they are working on right now is to define what student success is.
        iii. PASS is not a standing committee under IC.
            1. IC would like a report once a semester or as needed.
            2. We will casually monitor if we have not heard anything in a while.
        iv. Gary Santillanes **MOVED** to accept the report.
        v. **SECOND** by Wes King.
        vi. Motion **APPROVED** by unanimous vote.

V. Old Business Not Related to Curriculum
    a. VPLSS role in ACRES – Jessica Clark/Eric Bishop
        i. Before Jessica Clark starts signing the forms in ACRES, she would like to have a definition of what her signature means.
        ii. As the Chief Academic Officer the signature should have some type of approval or endorsement.
        iii. Pat Lopez **MOVED** to define the Vice Presidents role for IC in ACRES as being the endorsement that the curriculum review process has been followed.
        iv. **SECOND** by Gary Santillanes.
        v. Motion **APPROVED** by unanimous vote.
    b. Instructional Support Specialist – Status and Role – Jessica Clark/Eric Bishop
        i. Update: there was a failed search.
        ii. Propose to break apart the position, an Instructional Support Specialist and Carl Perkins Grant Specialist.
        iii. A faculty member that might be interested in a 50/50 Faculty and instructional Support Specialist.
        iv. Position needs to be at least a 10-month Faculty.
    c. Assistant to the VPLSS Role – Jessica Clark/Eric Bishop
        i. In the past the work of the Instructional Support Specialist was done by the Assistant to the Vice President.
        ii. Areas of the Instructional Support Specialist job was not handed over.
        iii. This role supports IC with our meetings and archiving curriculum.
        iv. Eric has an admin account in ACRES.
        v. Assistant to the VP job description has significantly changed.
        vi. This discussion is just informational.

VI. Curriculum ACRES – Eric Bishop
    a. BUS 250 - Medical Administration Capstone

     i. Before we graduate a student we want them to show that they have a good understanding, not only on the medical side but also the business side, communication side, management side, that is what this Capstone will do, pull it all together into one class.

     ii. Gary Santillanes **MOVED** to approve the BUS 250 Medical Administration Capstone.

     iii. **SECOND** by Wes King.

     iv. Comments by Ruth Creek-She really liked the changes that have been made, it seems more logical.

     v. Eric Bishop **ABSTAINED**.

     vi. Motion **APPROVED** by majority vote.

b. New Programs – none

c. Program Modifications-Four Business Program Modifications - Jennifer Bishop

     i. Accounting Specialization (CP, CAS, AAS)

          1. Adding BUS 203 to the CP.

          2. Removing BUS 125 from the CP.

          3. Removing BUS 123 from the CAS.

          4. Adding BUS 206 to the CAS.

          5. Adding BUS 123 and BUS 125 to the AAS.

          6. Removing BUS 206 and ECN 211 from the AAS.

          7. **TASK:** Eric and Anne to meet with Lia Keenan to clean up the sequential numbering of these courses.

          8. Pat Lopez **MOVED** to approve modifications for Accounting Specialization (CP, CAS, AAS).

          9. **SECOND** by Gary Santillanes.

          10. Eric Bishop **ABSTAINED.**

          11. Motion **APPROVED** by majority vote.

     ii. Entrepreneurship Specialization (CP, CAS, AAS)

          1. Removing BUS 112, BUS 202, and BUS 240 from the CP.

          2. Adding BUS 106, BUS 210, and BUS 231 to the CP.

          3. Removing BUS 106 from the CAS.

          4. Adding BUS 203 and BUS 225 to the CAS.

          5. Removing BUS 128 from the AAS.

          6. Adding BUS 217 to the AAS.

          7. **TASK:** Eric and Anne to meet with Lia Keenan to clean up the sequential numbering of these courses.

          8. Gary Santillanes **MOVED** to approve modifications for Entrepreneurship Specialization (CP, CAS, AAS).

          9. **SECOND** by Ruth Zimmerman.

          10. Eric Bishop **ABSTAINED.**

          11. Motion **APPROVED** by majority vote.

     iii. Management & Leadership Specialization (CP, CAS, AAS)

          1. Change is because our partnership with Western Association of Food Chains has ended and to better align program outcomes with the appropriate course.

          2. Removing BUS 217, BUS 225, and BUS 230 from the CP.

3. Adding BUS 105 and BUS 185 to the CP.
4. Removing ECN 211 from the CAS.
5. Adding BUS 206, BUS 217, and BUS 230 to the CAS.
6. Removing BUS 105, BUS 206, and CIS 105 from the AAS.
7. Adding BUS 225 and ECN 211 to the AAS.
8. **TASK:** Eric and Anne to meet with Lia Keenan to clean up the sequential numbering of these courses.
9. Pat Lopez **MOVED** to approve modifications for Management & Leadership Specialization (CP, CAS, AAS)
10. **SECOND** by Brian Gardner.
11. Motion **APPROVED** by majority vote.
12. Eric Bishop **ABSTAINED.**

iv. Medical Office Administration Specialization (CP, CAS, AAS)
1. Moving BIO 160 from the AAS to the into the CP.
2. Using BIO 160 in conjunction with HES 170 as a strong base before medical courses. There will be prerequisites coming to IC soon.
3. Adding BUS 105 and BUS 231 to the CP.
4. Removing BUS 108, BUS 144, BUS 202, and BUS 203 from the CP.
5. Adding BUS 210 to CAS.
6. Removing BUS 103, BUS 105, and BUS 231 from the AAS.
7. Adding BUS 230 and BUS 250 (New Medical Administration Capstone course) to AAS.
8. Take Discipline Studies back to seven.
9. **TASK:** Eric and Anne to meet with Lia Keenan to clean up the sequential numbering of these courses.
10. Wei Ma Proxy for Ruth Creek **MOVED** to approve modifications for Medical Office Administration Specialization (CP, CAS, AAS), tweaking the sequence of courses based in the numeric number, changing the discipline studies from three to seven and including the language for science class, in addition to the arts and humanities or social behavioral sciences and changing membership electives from eleven to seven.
11. **SECOND** by Ruth Zimmerman.
12. Eric Bishop **ABSTAINED.**
13. Motion **APPROVED** by majority vote.

d. Program Deletions – none
e. Program Suspensions – none
f. Misc. Curriculum - none

VII. Old Business Not Related to Curriculum
a. The anonymity of student survey responses in Moodle - Judy Yip-Reyes
i. Options:
1. Stay with the current set up in Moodle and disable the Activity Completion Report feature.
2. Stay with the current set up faculty will still be able to see the Activity Completion Report. If the participation results are below the threshold the instructor will not get the results.
3. Judy will aggregate the results to be received later.

    4. Create a Moodle shell that is inaccessible to the instructor.

    5. Remove from Moodle, use Qualtrics.

  ii. Continue to do what we are doing with a statement in the introduction of the Course Improvement Survey. Explain, your instructor will not be able to see the results of the survey until after the end of the semester. Instructor may be able to see when and if you have taken the survey. Based on small class sizes it might be easy to correlate responses to students.

  iii. **TASK**: Judy will send to IC what the introduction already says.

  iv. **TASK**: IC to revisit this at the next meeting to discuss the statement Judy will be sending.

 b. Syllabi Statements - Pat Lopez

  i. To be put on the agenda for the next meeting due to time constraints.

VIII. New Business Not Related to Curriculum

 a. AV system discussion - Wei Ma

  i. System test on November 15, we appreciate the people that participated.

  ii. Primarily found some pros and cons to each different modality.

  iii. Retested Zoom, WebEx and Cisco TelePresence.

  iv. Issues with data share on TelePresence. Zoom and WebEx work very well.

  v. Settings are being reconfigured to try to deal with the choppiness of the videos.

  vi. Zoom or WebEx work better for off campus students.

  vii. All college AV testing on December 6th, to test Zoom and WebEx in the Audio, Model and CCP rooms, to test in a real test environment.

  viii. Wait to see what information we receive at the December 13th meeting before making any decisions.

IX. Other

 a. Academic Advisor access to ACRES request - Donna Krieser

  i. To be put on the agenda for the next meeting due to time constraints.

X. Adjournment – Eric Bishop

 a. Gary Santillanes **MOVED** the meeting to be adjourned.

 b. **SECOND** by Ruth Zimmerman.

 c. Motion **APPROVED** unanimously.

**Instructional Council (IC)**

**November 22, 8:30-11:30 a.m.-SCC, PAC 124**

**Agenda**

I. Roll Call
II. Approval of 11/8/19 IC Minutes – Eric Bishop (action)
III. IC Subcommittees/Task Forces (action as needed)
    a. Dual Enrollment – Amy Grey
    b. PASS – Josh Rogers
    c. Professional Development – Will report at 12/13/19 meeting.
IV. Curriculum (action as needed)
    a. ACRES – Eric Bishop
        I. Bus 250 - Medical Administration Capstone
        II. Other
    b. New Programs – none
    c. Program Modifications
        I. Four Business Program Modifications - Jennifer Bishop
            I. Accounting Specialization (CP, CAS, AAS)
            II. Entrepreneurship Specialization (CP, CAS, AAS)
            III. Management & Leadership Specialization (CP, CAS, AAS)
            IV. Medical Office Administration Specialization (CP, CAS, AAS)
    d. Program Deletions – none
    e. Program Suspensions – none
    f. Misc. Curriculum - none
V. Old Business Not Related to Curriculum (action as needed)
    a. The anonymity of student survey responses in Moodle - Judy Yip-Reyes
    b. Syllabi Statements - Pat Lopez
    c. VPLSS role in ACRES – Jessica Clark/Eric Bishop
    d. Instructional Support Specialist – Status and Role – Jessica Clark/Eric Bishop
    e. Assistant to the VPLSS Role – Jessica Clark/Eric Bishop
VI. New Business Not Related to Curriculum (action as needed)
    a. AV system discussion - Wei Ma
VII. Other (action as needed)
    a. Academic Advisor access to ACRES request - Donna Krieser
VIII. Adjournment – Eric Bishop (action)

<div align="center">

Northland Pioneer College Instructional Council (IC) 11-8-19
Meeting Minutes

</div>

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

Non-Voting Members Present: Jeremy Raisor, Wei Ma, and Anne Lang (recorder)

Guests: Susan Hoffman, Donna Keiser, Judy Yip-Reyes, Amelinda Webb, and Curtis Stevens

I.  Roll Call
II.  Proposed change to the order of agenda -Eric Bishop
    a.  Move: VI. d. Update on Adobe Acrobat Pro in Connected Classroom-Eric Bishop and VII. a. IS Matters-Curtis Stevens, to after the LT report.
    b.  No objections.
III.  Clarification of **TASK**-Eric Bishop
    a.  Email the Department Chairs to ask them to email a report for ATFs.
        i.  Report if there were any issues raised.
        ii.  Not all meetings have happened yet.
    b.  Eric Bishop will compile the received emails to give IC a report at the December 13th meeting and invite department chairs to attend as well.
IV.  Approval of 10-25-19 IC Minutes – Eric Bishop
    a.  Ruth Zimmerman **MOVED** to approve the IC Minutes of 10-25-19.
    b.  **SECOND** by Deb McGinty.
    c.  Motion **APPROVED** by majority vote.
    d.  Pat Lopez **ABSTAINED**.
    e.  Discussion:
        i.  **TASK:** Eric Bishop will contact the Faculty Association-Inez Schaechterle to ask for Faculty input on the Purpose of the "D" Grade discussion.
V.  IC Subcommittees/Task Forces Discussion
    a.  Academic Standards – No Report
    b.  ASK – No Report
    c.  LT – Ruth Creek-Rhoades
        i.  The testing of the Smart Panels went well, 18 members at both locations participated.
            1.  All are in agreement to adopting the Smart Panel as a replacement for the failing boards.
            2.  Next step is to find a replacement for Bridgit. Wei Ma will be working to schedule trainings on Webex, Zoom and Telepresence.
        ii.  LT is working with PD on in-house PD application and compensation.
            1.  APPQMR training is scheduled of Feb. 28th.

  2. Working with Wei Ma to provide travel compensation for the 2 external trainers.

 iii. ISW training is required for all new full time Faculty. ISW is not required for Adjunct Faculty.

  1. LT is looking into the reasoning for the decision to give Adjunct Faculty a level increase through HR rather than immediate financial compensation for participation.

  2. LT and PD are using ISWs, to determine pay scale to encourage in-house trainings.

  3. **TASK:** Eric Bishop will talk to Inez Schaechterle to ask the Faculty Association to re-evaluate Adjunct Faculty holistically. How Adjuncts are thought of and how we pay them, everything in general.

 iv. Gary Santillanes **MOVED** to accept the LT Recommendation: Request to adopt Smart Panels as a replacement for the failing interactive boards in the distance classrooms.

 v. **SECOND** by Pat Lopez.

 vi. Motion **APPROVED** by majority vote.

 vii. Ruth Creek-Rhoades **ABSTAINED**.

 **viii.** **TASK**: Eric Bishop will send a memo to President Vest: IC would like to move forward with the replacement of the failing boards with Smart Panels.

 ix. Dawn Johnson **MOVED** to accept this report.

 x. **SECOND** by Eric Henderson.

 xi. Motion **APPROVED** by majority vote.

 xii. Ruth Creek-Rhoades **ABSTAINED**.

II.  Moved Items-Eric Bishop

 a. Update on Adobe Acrobat Pro in Connected Classroom-Eric Bishop

  i. A discussion took place to install Adobe Acrobat onto the connected classroom systems.

   1. We have had licensing issues.

   2. Changes to the ways the Adobe licenses are done in general. It requires users to sign-in when they use the software.

   3. There are enough licenses to install in CC1 and CC2. Would like to install in the Audio and Model classrooms, possible CCP and TALON.

   4. **TASK:** Eric will work with Curtis to get a count of how many computers it will need to be installed on, look in to purchasing the additional licenses and work out the login issues.

 b. IS Matters-Curtis Stevens

  i. Wei Ma, Curtis and Ruth Creek, have created a spreadsheet with the three programs; Webex, Zoom and Telepresence to compare them side by side.

       ii. They have obtained licenses to have the ability to compare the programs at all 9 locations.

       iii. Testing to be scheduled for Friday, November 15th.

       iv. **TASK:** Wei Ma and Rickey Jackson will work with the Deans to get the training information out to the Faculty.

VI. Curriculum-Eric Bishop

   a. There is nothing for today, we should see 4 program changes come to the next meeting.

   b. Remember to go into ACRES to vote.

   c. Today was the deadline for CTE and EDU/CCP Program Request to Proceed.

   d. November 22nd- Deadline for N&AH and A&S Program Request to Proceed.

   e. December 13th- Deadline for **CTE** to submit courses in ACRES – must be at IC voting member level.

   f. January 24th – Deadline for **N&AH and EDU/CCP** to submit courses in ACRES – must be at IC voting member level.

   g. This is the last year for departments to get courses that were on 3035's into ACRES using Course Modification Forms.

   h. New Programs-None

   i. Program Modification-None

   j. Program Deletions-None

   k. Program Suspensions-None

VII. Misc. Curriculum

   a. What courses are appropriate for General Education? -Eric Bishop

       i. There have been requests to add courses to the General Education list.

       ii. Always direct people to the General Education Guidelines.

       iii. It is a bigger discussion we need to have as an institution.

       iv. Mark Vest's view as VP, was to have a restricted number of classes for a college of this size.

       v. We don't want courses competing against each other.

       vi. Keep it broad based but not too focused in an individual discipline.

       vii. Rickey will be recommending some changes that he will bring back to IC.

VIII. Old Business Not Related to Curriculum

   a. IC role in HLC Visit-Judy Yip-Reyes

       i. HLC meets with IC on Monday, November 18th at 11:00am-11:45am, at PDC.

       ii. Other times time that would be good to attend: Monday, 10:00am-10:45am-Open Forum, Criteria 1 & 2, 1:15pm-2:00pm-Open Forum, Criteria 3 & 4, and Tuesday, 9:00am-9:45am-Open Forum, Criteria 5 (all at PDC).

       iii. IC Members that will attend: Ruth Zimmerman, Eric Bishop, Pat Lopez, Gary Santillanes, Wes King, Eric Henderson, Deb McGinty and Brian Gardner.

       iv. Be prepared to talk to HLC about anything to do with IC and be honest with them.

3

v. Please read the report, especially Criterion 3 & 4.
b. IC role with Moodle - "gatekeeper" Recommendation/Clarification-Eric Bishop
i. Eric submitted a recommendation to President Vest from the September 13, 2019 meeting. The request has come back from the President.
ii. President Vest has asked that when a recommendation is sent, for it to be a joint recommendation from IC and the VPLSS. This does not have to be an agreed upon recommendation, just sent together.
iii. The question of concern, was the term "gatekeeper" was very broad. This needs to be more specific and the context explained.
iv. Could the content of concern be put into the top navigation bar of selections?
v. Once the student logs in there will be not advertisements.
vi. Define "gatekeeper" as control of layout and content.
vii. We need to know who has access to Moodle.
viii. We need some rules to what is allowed on Moodle.
ix. **TASK**: Eric Bishop will draft the Moodle recommendation clarification for President Vest: IC wants to be the gatekeeper to all things related to page layout of all levels, content, and user roles, want to be consulted before action is taken on integration issues, advanced notice of updates of Moodle. He will get the VPLSS recommendation and send the joint recommendation to President Vest and will cc IC.
x. Eric Henderson **MOVED** for IC authorizes the Chair to forward the recommendation he will draft to the President along with the recommendation from Dr. Clark, and the members of IC will be copied on the email sent to the President.
xi. **SECOND** by Pat Lopez.
xii. Motion **APPROVED** by unanimous vote.
c. Update on Proctored Testing-Amelinda Webb
i. Originally we were going to have 142 students to test Proctorio, one instructor has pulled out.
ii. Amelinda and Judy Yip-Reyes have done some of the testing to work out the issues with settings, setting recommendations and trouble shoot.
iii. Cost is $136,000 a year for Proctorio for 60% of students to use it.
iv. Cost is $25,000 a year for Respondus for 60% of student to use it.
v. Amelinda will bring back a report in the spring.
IX. New Business Not Related to Curriculum-Eric Bishop
a. VPLSS role in ACRES -Eric Bishop
i. Discussion should be with the Vice President and President on what their roles should be.
ii. Acknowledgement that the process has taken place correctly.
iii. Tabled until the next meeting, when Dr. Clark is present.

  b. Instructional Support Specialist-Status and Role

    i. Tabled until the next meeting.

  c. Assistant to the VPLSS-Role

    i. Tabled until the next meeting.


X. Adjournment – Eric Henderson

  a. Pat Lopez **MOVED** the meeting to be adjourned.

  b. **SECOND** by Dawn Johnson.

  c. Motion **APPROVED** unanimously.

## Dual Enrollment Committee Report to Instructional Council November 22, 2019

The Dual Enrollment committee met with Dr. Clark and many of the NPC staff and faculty who work with any high school program to discuss an overall plan for high school programs.
Below are my personal observations (not necessarily approved by DE) and recommendations for better organization.

## High School students make up half of our NPC enrollment

1. NAVIT
2. Dual Enrollment
3. TALON
4. Show Low HS's own version of TALON= Early College (Campus and online)
5. Concurrent students
6. NATIVE


## We are not coordinating or organizing our efforts
BEGINNING:
1. Communication to high schools
2. A big picture of what courses we are offering to students and what certificates, AGEC, or degree those classes are building toward.
MIDDLE
3. Enrollment processes are all different
4. Advising to students uncoordinated
END
5. No seamless process to bring those students from the high schools to NPC
6. No coordinated process to assess what we are doing for high school students or to record those assessments.


## Recommendation:
1. We need to pull all five of those types of students under a single coordinated, organized umbrella and call it EARLY COLLEGE
2. Need a director with real power to make decisions
3. That director needs a dedicated team to coordinate efforts
4. We need advisors who work directly with the high school students

Recommendation to SPASC

PASS Team Membership and Rotation

- Rotating Co-Chairs (1 faculty; 1 staff) - rotating every other year; 3 years max. service as chair
  - 4 faculty members (one from each division, including CCP)
    - 2 odd year rotation; 2 even year rotation
  - 2 members from Student Services
    - 1 odd year rotation; 1 even year rotation
  - 1 member from Admin Services
    - Even year rotation
  - 1 member from HS Programs
    - Odd year rotation
  - 1 Student
    - Every year rotation
  - As needed - IS, IR, and Library

**FACULTY**

19/20 (ODD)

Nursing and Allied Health (This first round we will be replacing Inez Schaechterle with a N&AH member)

Career and Technical Education

20/21 (EVEN)

College and Career Preparation

Arts and Sciences

**STUDENT SERVICES**

19/20 – Director of Enrollment Services

20/21 – Director of Student Services

**ADMIN SERVICES**

19/20 (We will remove Nicole Ulibarri and add a HS Programs Rep)

20/21 (We will begin the normal rotation with Colleen Readel)

**HS PROGRAMS**

21/22

**STUDENT**

Every Year

# Common Syllabus Statement

Suggested Common Language for all Syllabi

As a substitute for the full language of required elements in your syllabus, please include the following:

Information pertaining to the Student Code of Conduct (Procedure 2625), Accessibility, Library Services, Tutoring, as well as a Moodle Guide can be found at the Moodle login page, under the Students tab https://moodle.npc.edu. In addition, NPC's statement of non-discrimination (Procedure 2710) can be found at https://www.npc.edu/procedure-2710

# Business Studies  (BUS)

## Accounting  Specialization

Bookkeeping, accounting and auditing clerks produce financial records for organizations. They record financial transactions, update statements and check financial records for accuracy. Employment in these occupations is projected to grow 11 percent through 2024, faster than average for all occupations. The median annual salary in nonmetropolitan north Arizona is $40,100 (May 2018, SOC 43-3031).

As the number of organizations increases and financial regulations become stricter, there will be greater demand for these workers to maintain books and provide accounting services.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-19 Edition, Bookkeeping, Accounting and Auditing Clerks

### 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 at  www.npc.edu/accounting.

### Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at studentaid.ed.gov/sa/fafsa.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**:

◊  April 15 for Fall Semester
◊  October 15 for Spring
◊  March 15 for Summer

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

### Accounting Fundamentals (CP) • 18 credits

BUS 100 Introduction to Business ....................................................... 3 credits
BUS 103 Success on Your Job............................................................. 2 credits
BUS 122 Computerized Accounting with QuickBooks™ ....................... 3 credits
BUS 125 Payroll Accounting ............................................................... 3 credits
BUS 203 Introduction to Business Communication................................... 3 credits
BUS 128 Microsoft Excel Applications for Business.............................. 3 credits
BUS 202 Professional Customer Service................................................1 credit
BUS 217 Principles of Financial Accounting........................................ 3 credits

### Accounting (CAS) • 30 credits

*Complete the Accounting Fundamentals CP* ...................................................... *18 credits*
***PLUS***
BUS 123 Income Tax Procedures.......................................................... 3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment
    of Business ‡.................................................................................. 3 credits
BUS 218 Principles of Managerial Accounting ..................................... 3 credits
*Communications* ................................................................................ *3 credits*
ENL 101 College Composition I ........................................................ 3 credits
*Mathematics*..................................................................................................*3 credits*

BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 64 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

### Accounting (AAS) • 64 credits

*Complete the Accounting CAS*.................................................................... *30 credits*
***PLUS***

## General Education Courses ................................................. 3 credits

*Communications* ................................................................................ *3 credits*
Select any course under the Communications General Education Course Options (for AAS Degrees) on page 64 ***EXCEPT*** for SPT 110 and SPT 120.

## Discipline Studies ................................................................ 7 credits

(Select one course from the Physical and Biological Sciences and one course from either the Arts and Humanities or Social and Behavioral Sciences lists on page 64.)

## Core Requirements .............................................................. 18 credits

BUS 185 Ethics in Management......................................................... 3 credits
BUS 201 Quantitative Methods ......................................................... 3 credits
BUS 123 Income Tax Procedures......................................................... 3 credits
BUS 125 Payroll Accounting ............................................................... 3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment
    of Business ‡.................................................................................. 3 credits
BUS 210 Principles of Management ................................................... 3 credits
ECN 211 Principles of Macroeconomics .............................................. 3 credits
ECN 212 Principles of Microeconomics ............................................. 3 credits
‡ *Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A*

## Unrestricted Electives........................................................... 6 credits

(Choose from any unduplicated courses at the 100-level or above)

*Direct to Work*

# Entrepreneurship Specialization

Entrepreneurship plays a vital role in the growth of the U.S. economy. The number of new business establishments (establishments that are less than 1-year-old in any given year) tends to rise and fall with the business cycle of the overall economy. The number of new establishments for the year ending in March 2010 was at the lowest level since data collection began in 1994. The U.S. Bureau of Labor Statistics reports a steady upward climb, with the number of new businesses established in 2015 at 679,072, less than 37,000 below the 2006 record of 715,734.

Since most entrepreneurs are self-employed, no median salary statistics are available from the BLS.

If you are considering starting your own business, consider contacting NPC's Small Business Development Center for a free consultation and assistance in contracting with governmental agencies or preparing Small Business Administration loan applications.

## 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 at www.npc.edu/entrepreneurship.

## Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at studentaid.ed.gov/sa/fafsa.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**.

## Entrepreneurship Fundamentals (CP) • ~~19 credits~~ **21 credits**

BUS 100 Introduction to Business ..................................................... 3 credits
BUS 105 Techniques of Supervision .................................................. 3 credits
BUS 110 Small Business Management ............................................... 3 credits
~~BUS 112 Fundamentals of Bookkeeping.............................................. 3 credits~~
~~BUS 202 Professional Customer Service.................................................1 credit~~
BUS 220 Principles of Marketing....................................................... 3 credits
~~BUS 240 Entrepreneurship ................................................................ 3 credits~~
Add: BUS 106 Techniques of Personal Finance...............................3 credits
Add: BUS 210 Principles of Management ........................................ 3 credits
Add: BUS 231 Microsoft Office – Level 1 .......................................... 3 credits

## Entrepreneurship (CAS) • ~~31 credits~~ **33 credits**

*Complete the Entrepreneurship Fundamentals CP ........................................... 21 credits*
**PLUS**
~~BUS 106 Techniques of Personal Finance ............................................. 3 credits~~
Add: BUS 225 Human Resource Management........................................3 credits
Add: BUS 203 Business Communication................................................3 credits
*Communications ............................................................................ 3 credits*
ENL 101 College Composition I ........................................................ 3 credits
*Mathematics.................................................................................... 3 credits*

BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 64 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

## Entrepreneurship (AAS) • 64 credits

*Complete the Entrepreneurship CAS ............................................................. 33 credits*
**PLUS**

## General Education Courses .................................................. 3 credits

*Communications ............................................................................... 3 credits*
Select any course under the Communications General Education Course Options (for AAS Degrees) on page 64 ***EXCEPT*** for SPT 110 and SPT 120.

## Discipline Studies ............................................................. 7 credits

(Select one course from the Physical and Biological Sciences and one course from either the Arts and Humanities or Social and Behavioral Sciences lists on page 64.)

### Core Requirements .......................................... 15 credits

BUS 122 Computerized Accounting with QuickBooks ........................... 3 credits
~~BUS 128 Microsoft Excel Applications for Business..............................3 credits~~
BUS 206 Legal, Ethical, Global and Regulatory Environment
of Business ‡.............................................................................. 3 credits
ECN 211 Principles of Macroeconomics ............................................. 3 credits
ECN 212 Principles of Microeconomics .............................................. 3 credits
Add: BUS 217 Principles of Financial Accounting............................................3 credits
*‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A*

## Unrestricted Electives.......................................... ~~8 credits~~ **6 Credits**
(Choose from any unduplicated courses at the 100-level or above)

# Management and Leadership Specialization

The **Management and Leadership** area of specialization prepares graduates for a variety of career options, from administrative services managers, human relations managers, sales managers, marketing specialists, natural science managers, hospitality and food service managers or even school or college administrators.

## Career Opportunities

Employment opportunities in the management area are projected to grow 5 percent through 2024, about as fast as the average for all occupations. Tasks such as managing facilities and being prepared for emergencies will remain important in a wide range of industries.

The nonmetropolitan north Arizona

median annual salaries range from $72,670 to $115,140.
(Figures from US BLS May 2018, SOC 11-2022).

## 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 at www.npc.edu/ ManagementLeadership.

## Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at studentaid.ed.gov/sa/fafsa.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**:

◊ April 15 for Fall Semester

◊ October 15 for Spring

◊ March 15 for Summer

## Management and Leadership Fundamentals (CP) • ~~22 credits~~ 19 credits

BUS 202 Professional Customer Service.................................................1 credit
BUS 203 Introduction to Business Communication..............................3 credits
BUS 210 Principles of Management ................................................. 3 credits
~~BUS 217 Principles of Financial Accounting........................................ 3 credits~~
BUS 220 Principles of Marketing......................................................... 3 credits
~~BUS 225 Human Resources Management ........................................... 3 credits~~
~~BUS 230 Organizational Leadership.................................................... 3 credits~~
BUS 231 Microsoft Office Level I......................................................... 3 credits
Add: BUS 105 Techniques of Supervision................................................3 Credits
Add: BUS 185 Ethics in Management.......................................................................3 Credits

Management and Leadership (CAS) • ~~31 credits~~ 34 credits

*Complete the Management and Leadership Fundamentals CP ......... ~~22 credits~~ 19 credits*

***AND***
~~ECN 211 Principles of Macroeconomics ............................................... 3 credits~~

Add: BUS 206 Legal, Ethical, Global & Regulatory Environment
   of Business.................................................................................3 credits
Add: BUS 230 Organizational Leadership......................................................3 credits
Add: BUS 217 Principles of Financial Accounting..........................................3 credits

*Communications ................................................................................ 3 credits*
ENL 101 College Composition I ........................................................ 3 credits
*Mathematics.....................................................................................3 credits*

BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 64 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

## Management and Leadership (AAS) • 64 credits

*Complete the Management and Leadership CAS ............................... ~~31 credits~~ 34 Credits*
***PLUS***

## General Education Courses ................................................. 3 credits

*Communications ................................................................................ 3 credits*
Select any course under the Communications General Education Course Options (for AAS Degrees) on page 64 ***EXCEPT*** for SPT 110 and SPT 120.

## Discipline Studies .............................................................. 7 credits

(Select one course from the Physical and Biological Sciences and one course from either the Arts and Humanities or Social and Behavioral Sciences lists on page 64.)

## Core Requirements .......................................... ~~15 credits~~ 12 credits

~~BUS 105 Techniques of Supervision~~
  ~~OR~~ ~~BUS 215 Principles of Retail Management.................................3 credits~~
~~BUS 206 Legal, Ethical, Global and Regulatory Environment~~
  ~~of Business‡................................................................................. 3 credits~~
BUS 218 Principles of Managerial Accounting....................................3 credits
~~CIS 105 Computer Applications and Information Technology.................. 3 credits~~
ECN 212 Principles of Microeconomics ............................................. 3 credits
Add: BUS 225 Human Resource Management.................…………....3 credits
Add: ECN 211 Principles of Macroeconomics..........................................3 credits

*‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A*

## Unrestricted Electives......................................................... 8 credits

(Choose from any unduplicated courses at the 100-level or above)

# Medical Office Administration Specialization

Medical office administrative assistants are multi-skilled individuals essential in providing clerical support for the running of an efficient and profitable medical practice. They ensure quality, accuracy, accessibility and security in both paper and electronic systems. Because they work in the health care field, medical office administrative assistants also need specialized

knowledge about the types of various classification systems to code

and categorize patient information for insurance reimbursement purposes, for databases and registries and to maintain patients' medical histories.

Employment of medical office administrative assistants is projected to grow 15 percent through 2024, with a median annual salary in North Nonmetropolitan Arizona of $33,310. The demand for health services professionals is expected to increase as the population ages.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-19 Edition, Medical Records and Health Information Technicians (May 2018, SOC 43-6013)

## 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 at www.npc.edu/Medical-Office-Administration.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

*BUS183 and BUS227 - Prerequisites required HES170 and either BIO160 or BIO190
**BUS250 – Prerequisites required BUS131 and BUS184

## Medical Office Administration Fundamentals (CP) • 22 credits

BUS 108 Basic Keyboarding and Document Processing .......................... 3 credits
BUS 105 Techniques of Supervision ..................................................... 3 credits
BUS 118 Computerized Medical Billing.............................................3 credits
BUS 119 Medical Office Administrative Procedures...........................3 credits
BIO 160 Intro to Human Anatomy and Physiology.......................4 credits*
BUS 144 Professional Office Skills ................................................... 3 credits
BUS 183 Electronic Medical Records ............................................. 3 credits
BUS 202 Professional Customer Service.................................................1 credit
BUS 203 Introduction to Business Communications .............................. 3 credits
BUS 231 Microsoft Office Level I ......................................................... 3 credits
HES 170 Medical Terminology for Clinical Health Professionals ........ 3 credits*

## Medical Office Administration (CAS) • ~~32~~ 35 credits

*Complete the Medical Office Administration Fundamentals CP*........................... 22 credits
BUS 227 Medical Coding................................................................... 4 credits
BUS 210 Principles of Management..................................................... 3 credits
*Communications* ...................................................................................... 3 credits
ENL 101 College Composition I ......................................................... 3 credits
*Mathematics*........................................................................................... 3 credits
BUS 133 or select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 64 *EXCEPT* for MAT 101, MAT 109, MAT 112 or MAT 125.

## Medical Office Administration (AAS) • 64 credits

*Complete the Medical Office Administration CAS* ........................................... ~~32~~ 35 credits
*PLUS*

### General Education Courses ................................................. 3 credits

*Communications* ........................................................................................ 3 credits
Select any course under the Communications General Education Course Options (for AAS Degrees) on page 64 *EXCEPT* for SPT 110 and SPT 120.

### Discipline Studies ............................................................... ~~7~~ 3 credits

BIO 160 Introduction to Human Anatomy and Physiology....................... 4 credits
(Plus one course from either the Arts and Humanities or Social and Behavioral Sciences lists on page 64.)

### Core Requirements ........................................................... ~~14~~ 12 credits

BUS 103 Success on Your Job................................................................ 2 credits
BUS 105 Techniques of Supervision ..................................................... 3 credits
BUS 131 Medical Transcription Fundamentals....................................3 credits
BUS 184 Medical Scribe ..................................................................... 3 credits
BUS 231 Microsoft Office Level I........................................................ 3 credits
BUS 230 Organizational Leadership .....................................    3 credits
BUS 250 New Capstone course.......................................................3 credits

*AND*

### Unrestricted Electives....................................................... ~~8~~ 11 credits

(Choose from any unduplicated courses at the 100-level or above