

Northland Pioneer College Instructional Council (IC) 3-27-20 Meeting Minutes

Voting Members Present: Eric Bishop, Ruth Creek-Rhodes, Brian Gardner, Rickey Jackson, Dawn Johnson, Wes King, Pat Lopez, Madilyn Marshall proxy for Deb McGinty, Mike Solomonson, Gary Santillanes, and Ruth Zimmerman

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

Guests: Jennifer Bishop, Gail Campbell, Cassie Dows, Scott Estes, Eleanore Hempsey, Lorie Hendershot, Susan Hoffman, Susan Jamison, Donna Krieser, Lia Keenan, Allison Landy, Melody Niesen, Elizabeth Oliphant, Inez Schaechterle, Amelinda Webb, and Karen Zimmerman

- I. Roll Call
- II. Approval of meeting minutes for 3/13/20-Eric Bishop
 - a. Wes King **MOVED** to approve the 3/13/20 Minutes.
 - b. **SECOND** by Pat Lopez.
 - c. Gary Santillanes and Mike Solomonson **ABSTAINED**.
 - d. Motion **APPROVED** by majority vote.
- III. IC Subcommittees/Task Forces Reports
 - a. Dual Enrollment – Elizabeth Oliphant
 - i. Gary Santillanes **MOVED** to accept the Dual Enrollments Report.
 - ii. **SECOND** by Wes King.
 - iii. Discussion:
 1. Dr. Clark stated that we have competition with ASOC.
 2. Scholarship money was reallocated to reduce the cost for high school programs.
 3. We do not directly pay Dual Enrollment instructors.
 4. High Schools' payment to us varies by which programs their students are participating in.
 5. Allison Landy stated that Early Childhood has money that can be reallocated to Dual Enrollment.
 6. Wei Ma stated that the Technology Mentors are willing and ready to provide training.
 - iv. Motion **APPROVED** unanimously.
 - v. Pat Lopez **MOVED** to approve the recommendation and request for approval.

- vi. **SECOND** by Dawn Johnson.
 - vii. Motion **APPROVED** unanimously.
 - b. Professional Development – Ruth Creek-Rhodes
 - i. All college travel is suspended through this fiscal year.
 - ii. Pat Lopez **MOVED** to accept the Professional Development report.
 - iii. **SECOND** by Gary Santillanes.
 - iv. Motion **APPROVED** unanimously.
- IV. Curriculum
 - a. ACRES-None
 - b. New Programs-None
 - c. Program Modification-None
 - d. Program Deletions-None
 - e. Program Suspensions-None
 - f. Request to Proceed-None
 - g. Misc. Curriculum-None
- V. Old Business Not Related to Curriculum
 - a. Academic Probation Plan-Donna Krieser
 - i. The suggested changes from the last IC meeting have been made.
 - ii. Eric Bishop **MOVED** to accept the Academic Probation Plan.
 - iii. **SECOND** by Rickey Jackson.
 - iv. Motion **APPROVED** unanimously.
 - b. Distance Education Guidelines – Amelinda Webb
 - i. Review: <https://bit.ly/DEGreview> Comments: <https://bit.ly/DEGcomments>
 1. Strike the second sentence in the Online Course definition, “These courses typically have no synchronous meetings (no face-to-face “class time”).”
 2. IC will revisit the definitions of Connected Classroom Learning Environment and Asynchronous in Fall 2020.
 3. 2.1 Communication-Amelinda Webb will meld the two sentences together. Allison Landy suggested “expects student-instructor communication to be received and read in a timely fashion.”
 4. 2.2 Instructor Readiness- “...required to demonstrate or develop the necessary skills for online learning.” Josh Rogers stated that this is not being enforced at this time, there is no real way to enforce it. Change the word “required” to “expected.”
 5. 2.4 Instructor Support-We need more instructional support for instructors.
 6. Change anything IS to TAS.
 7. 2.5.2 Online Course Review-3. Add instructor.
 8. 2.6 Learning Management System and Other Software-clarify that this is required for all courses not just distance education courses. Strike sentence “Instructors wishing to adopt new technology or

software for individual instructional use may send requests for evaluation to the Learning Technology Subcommittee.”

9. 4.1 Equitable Online Student Services- add ADA “Compliant” to ADA.
10. 5.1 General Guidelines for Evaluating Distance Education Courses- “(if needed)” is very vague, remove.
11. 5.2 Pre-Semester Technology Evaluation-Strike sentence “The results will be available on the Faculty Technology Forum (on Moodle).” Add something like “Results will be shared with LTC.”
12. The Quality Matters Rubric: this can be addressed in course delivery. Change “Dept. Chair” to “Dept. Chair/Coordinator.” **IC wants this to always be used for course improvement not for being a gatekeeper.**
 - ii. Mike Solomonson **MOVED** to approve the Distance Education Guideline with changes made today.
 - iii. **SECOND** by Dawn Johnson.
 - iv. Motion **APPROVED** unanimously.

VI. New Business Not Related to Curriculum

- a. 2022-2023 Academic Calendar – Rickey Jackson
 - i. Pat Lopez **MOVED** to approve the 2022-2023 Academic Calendar.
 - ii. **SECOND** by Ruth Creek-Rhodes.
 - iii. Discussion: Because Veterans Day fall on a Friday, classes with resume on a Friday, October 21st, during Fall Break.
 - iv. Rickey Jackson **ABSTAINED**.
 - v. Motion **APPROVED** by majority vote.
- b. Mitigation for Students Unable to Complete the Spring Semester – Pat Lopez
 - i. If we (NPC) chose to cancel a course, students will receive a 100% refund.
 - ii. If a student opts not to participate or cannot participate they will be given a Tuition Credit (credit for credit).
 - iii. If students are enrolled in a late start course they can get a 100% refund right now since classes have not started.
 - iv. Dr. Clark will recommend to the Executive Team that the Tuition Credit to be given through the end of the semester.
 - v. Students will need Instructor permission to drop a course and then meet with the advisor to withdraw.
 - vi. If incompletes are not finished that results in an F grade.
 - vii. DOE is looking to relaxing the requirements on a Withdrawals instead of the Incompletes.
 - viii. Administration will let instructors know when the decisions are made.
 - ix. Advisors are personally calling all of the students in this week and next to build rapport in the new modality.
 - x. At this time the policy for Incompletes states “Instructors discretion”, but it should include a reason if it is not granted.
 - xi. Dual Enrollment needs are taken care of through the high schools.

- xii. NAVIT students will likely have computers and hotspots provided by the high schools, so they can attend classes.
- xiii. The Course Survey will be suspended for this semester, SP20.
- xiv. Pat Lopez **MOVED** to agree with changes already made by administration with adding a recommendation for instructors to give permission to withdraw from a class, then student meets with an Advisor to finalize, Instructor must give justification if denied, and for the student to be allowed to withdraw at any time for the remainder of the semester.
- xv. **SECOND** by Dawn Johnson.
- xvi. Motion **APPROVED** unanimously.
- c. Switching All Classes to a Pass/Fail Grading Scheme – Pat Lopez
 - i. AZTransfer looked at their policy last week and opened up using the P grade.
 - ii. Pass/Fail grading is an option, not the only option. As long as the P is a C or better.
 - iii. Grades (P or Letter Grade) will be left to the discretion of the student.
 - iv. Pass/Fail grade restrictions will be removed toward degrees for just this semester.
 - v. Pass/Fail grades will not be allowed for Summer 2020 Semester by AZTransfer.
 - vi. Eric Bishop **MOVED** to recommend that for the Spring 2020 Semester, all courses must utilize Pass/Fail grading and allow students to request a letter grade at the end of the semester from their instructor, and lift the current restrictions to allow P grades to be used towards degrees for this one semester.
 - vii. **SECOND** by Pat Lopez.
 - viii. Madilyn Marshall **ABSTAINED**.
 - ix. Motion **APPROVED** by majority vote.
- d. Proposal to Modify the Online Course Approval Process – Eric Bishop
 - i. Rickey **MOVED** to adopt that effective immediately, to eliminate the IC requirement for departments to receive IC approval before offering an existing or new course online.
 - ii. **SECOND** by Ruth Creek-Rhodes.
 - iii. Eric Bishop **ABSTAINED**.
 - iv. Motion **APPROVED** by majority vote.
 - v. **TASK:** Eric Bishop will send out email about Online Course Approval Process Change.
- e. IC Calendar Draft Proposals – Eric Bishop
 - i. Pat Lopez **MOVED** to table.
 - ii. **SECOND** by Rickey Jackson.
 - iii. Motion **APPROVED** unanimously.
- VII. Other (action as needed)
 - i. Announcements and reporting of previous tasks

- VIII. Future Agenda items
 - a. LMS Choices-Rickey Jackson
 - b. Online Proctor Testing-Amelinda Webb
- IX. Adjournment – Eric Bishop
 - a. Wes King **MOVED** the meeting to be adjourned.
 - b. **SECOND** by Dawn Johnson.
 - c. Motion **APPROVED** unanimously.

Approved 4/24/20

Northland Pioneer College provides, supports and promotes lifelong learning.

**Instructional Council Meeting
3/27/2020, Zoom Meeting, 8:30-11:30 a.m.
Agenda**

- I. Roll Call
- II. Approval of 3/13/2020 IC Minutes – (action)
 - A. Pending availability – not included in the packet.
- III. IC Subcommittees/Task Forces Reports (action as needed)
 - A. Dual Enrollment – Elizabeth Oliphant
 - B. Professional Development – Ruth Creek
- IV. Curriculum (action as needed)
 - A. ACRES – none
 - B. New Programs - none
 - C. Program Modifications - none
 - D. Program Deletions – none
 - E. Program Suspensions – none
 - F. Request to Proceed - none
 - G. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum (action as needed)
 - A. Academic Probation Plan – Donna Krieser
 - B. Distance Education Guidelines – Amelinda Webb
 - 1. Review version: <https://bit.ly/DEGreview>
 - 2. Comments version: <https://bit.ly/DEGcomments>
- VI. New Business Not Related to Curriculum (action as needed)
 - A. 2022-2023 Academic Calendar – Rickey Jackson
 - B. Mitigation for Students Unable to Complete the Spring Semester – Pat Lopez
 - C. Switching All Classes to a Pass/Fail Grading Scheme – Pat Lopez
 - D. Proposal to Modify the Online Course Approval Process – Eric Bishop
 - E. IC Calendar Draft Proposals – Eric Bishop
- VII. Other (action as needed)
 - A. Announcements and reporting of previous tasks
- VIII. Future Agenda Items
- IX. Adjournment – (action)

Dual Enrollment Report to Instructional Council

March 27, 2020

This committee convenes according to Procedure 2640.

Charge from IC to DE for 2019-2020

- a) Assist Title III Project Director and Deans in coordination of TALON Project.
- b) Review classes taught at the collegiate level and classes taught at the high school level (what are we teaching at the DE level and is it appropriate?)
- c) Evaluate the current DE quality control process.
- d) Evaluate relationships with high school institutions and determine ways we can more effectively streamline those relationships; consider including Deans/Department Chairs in DE meetings.
- e) Review general guidelines/standards to define courses that may or may not be available for DE
- f) Determine if continued membership in National Alliance of Concurrent Enrollment Partnerships (NACEP) is needed

Composition of DE for 2019-2020: A minimum of 6 faculty voting members with a minimum of 1 from the following divisions: A&S, CTE; Coordinator of High School Programs & Recruiting (non-voting member); Dual Enrollment Operations Specialist (non-voting member).

Committee Members: Amy Grey, Richard Harris, Jeff Strong, Elizabeth Oliphant, Frank Pinnell, Susan Hoffman, Jennifer Bishop, Kurry Klingel, Renell Heister, Karen Zimmerman, and Candy London

Schedule: We have had committee meetings on February 7 and February 21, 2020.

Recommendation:

The Dual Enrollment committee would like to schedule a two-day technology training for Dual Enrollment faculty on August 10th and 12th, 2020 from 4 to 6 PM to be held in the TALON classrooms in area high schools. The NPC Faculty Mentoring Group has agreed to provide that training.

Request for Approval:

The Dual Enrollment committee would like to request a stipend be provided for Dual Enrollment faculty to attend this technology training. The stipend request form is attached.

Dual Enrollment faculty are not employees of NPC. The formula for payment of DE classes is as follows: \$10 per student / per credit hour; not to exceed 10 students, for a maximum total of \$300.00. This money goes to the school district. None of it may reach the instructor.

NPC Dual Enrollment Sub-Committee

Dual Enrollment Faculty Technology Training Stipend Request

Spring 2020

Overview

1. Justification of Need

In response to the Higher Learning Commission's focus on Dual Enrollment college courses, the NPC Instructional Council has directed the Dual Enrollment sub-committee to develop ideas to bring the Dual Enrollment high school faculty more in line with the training, expectations, and assessment of full-time NPC faculty. A review of the assessment procedures for DE faculty in the spring of 2020 revealed that DE faculty have no access to NPC email or the LMS, Moodle, or any other technical training from the college. Providing increased opportunities for technical training and ongoing assistance to DE faculty is the first step in helping them to come closer in line with the full-time NPC faculty experience.

2. Dual Enrollment Technology Training

The DE sub-committee has scheduled a Dual Enrollment Faculty technology training for **August 10th and 12th, 2020, from 4PM to 6PM**, to be held in the TALON classrooms in area high schools.

The NPC Faculty Technology Mentoring Group has agreed to provide that training. In addition, the Mentoring Group will provide ongoing mentoring to any DE faculty who attends the training.

We hope to provide training on **Moodle, MyNPC, NPC email, and Starfish**. We also hope to make practice Moodle shells for the interested faculty so that they can begin to practice immediately. Ideally, we would also be able to introduce them to Department Chairs for some ideas on how individual departments will be using Moodle.

3. Stipend Costs

We would like to request a **\$250.00** stipend for each Dual Enrollment faculty member attending both days of the training. This money may provide incentive for faculty to begin to use NPC technology more in their classrooms. There are currently 34 Dual Enrollment faculty. We will advertise to all 34, but do not expect to see all 34 faculty in the first-year training. The total possible amount requested for the stipends would be \$8,500.00 if all 34 attended.

Summary

The Dual Enrollment committee is requesting \$8,500.00 for Dual Enrollment faculty technology training for August 10th and 12th.

Faculty Professional Development Subcommittee Report

Charge from IC to PD for 2019-2020:

a. Continue with their evaluations of professional development applications

b. Review possibility of funding tuition for coursework

c. Develop a procedure for more clear compensation for in-house training

We started this semester with 1 member out on Sabbatical, and another out on Medical Leave, leaving us at 4 members so we did not meet to address this charge.

- The committee has approved 1 application for Faculty Professional Development for a total of \$1546.20
- One Faculty Member cancelled her approved conference due to the Covid-19, so the money has been added back into the PD budget.
- 2019-2020 expenditures total 18890.01 leaving a remainder of 6,788.73,
 - There is 1 expected application for this summer, that has not been submitted yet due to Covid-19

Date	Cost	Cancelled	balance
			25,000.00
9/6/2019	900		24,100.00
9/6/2019	\$1,327.50		22,772.50
10/1/2019	1956.2		20,816.30
10/9/2019	8960		11,856.30
10/18/2019	375.69		11,480.61
10/22/2019	1128.2		10,352.41
11/8/2019	800		9,552.41
12/2/2019	678.74	678.74	9,552.41
1/9/2020	1217.48		8,334.93
3/2/2020	1546.21		6,788.73
			6,788.73
			6,788.73
			6,788.73
			6,788.73
	18890.01		

Academic Probation Plan

Northland Pioneer College

An academic plan is a formal process by which a student, in consultation with an academic advisor, maps out a strategy for success in subsequent college classes. The student, working with an academic advisor, must decide on a strategy to bring their cumulative grade point average (GPA) above 2.0 in future semesters. That strategy must be documented on this Academic Probation Plan Agreement form. The student will remain on Academic Probation Status until they have completed a subsequent semester in good academic standing: the cumulative GPA must be 2.0 or above.

Students on Academic Probation will not be allowed to enroll in classes without an approved Academic Probation Plan in place. The Academic Probation Plan must be reviewed, re-written, and signed for each semester in which a student remains on Academic Probation.

Students will be removed from Academic Probation status after completing a subsequent semester in good academic standing: the cumulative GPA must be 2.0 or above.

Student's name: _____ Student's ID number: _____

Financial Aid Student? Y__N__

Last semester student completed at NPC: _____

Current cumulative GPA: _____

Semester the plan is for: _____

Please describe events which led to student's Academic Probation status: _____

Please indicate the student's assessment of the issues that contributed to the student's Academic Probation status (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Work-load | <input type="checkbox"/> Lack of motivation | <input type="checkbox"/> Instruction unsatisfactory |
| <input type="checkbox"/> transportation | <input type="checkbox"/> Underdeveloped skills | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Study skills | <input type="checkbox"/> Testing | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Time management | <input type="checkbox"/> Media distractions | <input type="checkbox"/> Other _____ |

AUGUST 2022

W	S	M	T	W	Th	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
1	21	22	23	24	25	26	27
2	28	29	30	31			

1st - 10-month Faculty return
 2nd - 3rd No registration
 15th - 9-month Faculty return
 22nd - First day of class

SEPTEMBER 2022

W	S	M	T	W	Th	F	S
2					1	2	3
3	4	5	6	7	8	9	10
4	11	12	13	14	15	16	17
5	18	19	20	21	22	23	24
6	25	26	27	28	29	30	

5th - Labor Day

OCTOBER 2022

W	S	M	T	W	Th	F	S
6							1
7	2	3	4	5	6	7	8
8	9	10	11	12	13	14	15
9	16	17	18	19	20	21	22
9	23	24	25	26	27	28	29
10	30	31					

17th - 20th Fall Break/No classes
 21st - Classes resume

NOVEMBER 2022

W	S	M	T	W	Th	F	S
10	30	31	1	2	3	4	5
11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19
13	20	21	22	23	24	25	26
14	27	28	29	30			

11th - Veterans Day
 24th - 25th - Thanksgiving Break

DECEMBER 2022

W	S	M	T	W	Th	F	S
14					1	2	3
15	4	5	6	7	8	9	10
16	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

16th - Last day of Fall
 20th - Grades due
 21st - No registration
 26th - 30th College closed

JANUARY 2023

W	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
1	15	16	17	18	19	20	21
2	22	23	24	25	26	27	28
3	29	30	31				

1st - New Year's
 2nd - 10-month Faculty return
 9th - 9-month Faculty return
 16th - MLK Day
 17th - First day of Spring semester

FEBRUARY 2023

W	S	M	T	W	Th	F	S
3				1	2	3	4
4	5	6	7	8	9	10	11
5	12	13	14	15	16	17	18
6	19	20	21	22	23	24	25
7	26	27	28				

MARCH 2023

W	S	M	T	W	Th	F	S
7				1	2	3	4
8	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
9	19	20	21	22	23	24	25
10	26	27	28	29	30	31	

13th-17th - Spring Break

APRIL 2023

W	S	M	T	W	Th	F	S
							1
11	2	3	4	5	6	7	8
12	9	10	11	12	13	14	15
13	16	17	18	19	20	21	22
14	23	24	25	26	27	28	29
	30						

MAY 2023

W	S	M	T	W	Th	F	S
15	30	1	2	3	4	5	6
16	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

13th Last day of Spring / Commencement
 15th - Last day for 9-month Faculty
 16th - Grades due
 18th - 19th No registration
 26th - Last day for 10-month Faculty
 29th - Memorial Day

JUNE 2023

W	S	M	T	W	Th	F	S
					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	

5th - First day of Summer school

JULY 2023

W	S	M	T	W	Th	F	S
							1
5	2	3	4	5	6	7	8
6	9	10	11	12	13	14	15
7	16	17	18	19	20	21	22
8	24	25	26	27	28	29	29
	31	1	2				

4th - Independence Day
 29th - Last day of Summer
 Aug 2nd - Grades due

Grade System

Grade	Points	Explanation
A	4.0	Excellent
B	3.0	Good
C	2.0	Average
D	1.0	Below Average
F	0.0	Failing
I	0.0	Incomplete, not computed in GPA
P	0.0	Pass, not computed in GPA
W	0.0	Withdrawal, not computed in GPA
AU	0.0	Audit, not computed in GPA
AS	0.0	Assessed Credit, not computed in GPA
IP	0.0	In Progress, not computed in GPA

National Exams (carry 0 points, not computed in GPA)

AP	Advanced Placement Exam
CI	Cambridge International Exam
CL	CLEP - College Level Exam Program
DS	DSST - DANTES Subject Standardized Tests
IB	International Baccalaureate

A student with a grade of less than 'C' in any subject should not expect to continue advanced work in that field unless there is other evidence indicating possible success.

* Veteran benefit recipients are not eligible for a 'W' or 'AU' grade unless they officially withdraw from a class using a **Course Change Form**. This form must be signed by the instructor indicating the last day of attendance. (This procedure complies with the guidelines recommended by the federal Veterans' Administration.)

Audit ('AU') Grades

A student may choose to enroll in a course for an Audit grade which allows a student to fully participate in all aspects of the course, without graded assignments, without affecting the student's grade-point average.

The Audit grade does not count for credit and does not count as successful completion of the course for prerequisite purposes nor for any degree or certificate program requirements. Students may not switch from a letter grade (including 'P') to an Audit grade for a course once they have registered for a letter grade. Students registering for an Audit grade may not file for a change of grade to a letter grade at the end of the course.

When a student registers for an Audit, Records and Registration assigns the final grade as 'AU.' Courses taken for an Audit grade do not appear on official transcripts. Students are cautioned that courses taken for an Audit grade will not be accepted for transfer at other postsecondary institutions. Students taking courses for Audit grades pay regular tuition and fees for audited courses.

The Audit grade option is not available for one-day workshops, dual or concurrent enrollment or College and Career Preparation (CCP) courses and all courses offered through Community Services (typically courses with a 099x designation).

To register for an Audit grade for a course, a student must take the following steps:

1. Beginning with the first day of the semester or summer session, a student must obtain a course Registration Form and an Audit Request Form from an academic adviser who can determine whether there is available space in the course. The student signs the *Audit Request Form* indicating that the student understands the limitations of auditing a course.
2. The student then checks with the instructor to see if the instructor will allow the student into the course as an auditing student. If so, the instructor signs the *Registration Form* and the *Audit Request Form*.
3. The student then takes the forms to the campus/center office to complete the registration process. The student receives a copy of the completed *Audit Request Form*. A copy of the *Audit Request Form* is attached to the *Registration Form* and sent to the Records and Registration Office.

Pass ('P') Grades

In certain classes it is possible to obtain a 'P' or Passing grade. The following information should help the student decide when considering the 'P' option:

- A 'P' grade is **NOT** available in any course designated as general education courses.
- All 'P' grades taken in the core requirement area of a degree must be approved by the appropriate dean.
- A 'P' grade **MAY** not be accepted for transfer credit to postsecondary institutions, nor does NPC accept 'P' grades from other institutions for credit at NPC.
- No 'P' credits are allowed for the following degrees: AA, AAEC, AAEE, ABUS or AS.
- For AGS or AAS degrees, the maximum number of 'P' credits allowed by NPC is 12.
- Because 'P' grades will satisfy course prerequisites as a "C" or better," the minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any class in which the 'P' grade option is allowed.

- A 'P' grade cannot be later changed to a letter grade, nor can a letter grade be later changed to a 'P' grade.

Process

If a student wishes the 'P' grade option in a class where the option is available, the student must make a written request to the instructor to take the course on the "pass/fail" basis prior to the second class meeting of the semester. If the instructor agrees to the request, s/he shall sign and date the request and forward to the Records and Registration Office. All 'P' grades taken in core requirement area of a degree must be approved by the appropriate dean. The request may not later be rescinded.

Incomplete ('I') Grades

An incomplete grade may be given to support student success when extenuating circumstance exists (but not to delay a final grade when a student is performing poorly). To award an incomplete grade of 'I,' the student must be passing the course with at least a 'C' or otherwise demonstrating satisfactory performance as determined by the instructor. A student receiving an incomplete grade has the responsibility of completing all work as outlined in an *Incomplete Grade Agreement* for removal of the incomplete grade.

Once all work is completed and graded, the instructor will submit a *Change of Grade* form with a copy of the *Incomplete Grade Agreement*. If an incomplete is not removed within one semester (Fall or Spring) from the end of the semester in which it was awarded, it is automatically converted to a grade of 'F.'

Withdrawal ('W') Grades

A student or an instructor can initiate a grade of 'W.' Withdrawal from classes during the first two weeks of the semester (for semester length classes) will not be reflected on the student's transcript. The grade of 'W' will appear on the student's transcript for each class withdrawn from after the end of the second week of the semester. Students withdrawing from 8-week sessions have one week to withdraw without receiving a 'W' on their transcripts. All other nonsemester-length classes (usually identified as short-term classes) will show a 'W' regardless of when the withdrawal occurs after the class begins.

The course instructor may initiate an administrative withdrawal for a student after the 45th day of the semester and up to the final day of the semester by submitting a course change form or assigning a 'W,' which will be reflected on the student's transcript at the end of the semester, with the exception of veteran benefits recipients. Once an instructor assigns a 'W' grade, the student will be withdrawn from the course by the Records and Registration office within one week of the assigned grade.

Whether initiated by the student or instructor, the last date of attendance (LDA) must be included with the withdrawal request.

Withdrawal from Class(es)

Any student wishing to withdraw from class(es) on or after the first day of class must contact an academic adviser in order to complete the process.

SPECIAL NOTE: Students who completely unofficially withdraw and/or officially withdraw from NPC will have their federal financial aid recalculated by using the Federal Return of Title IV calculation prescribed by federal law. See page 33.

Grading Procedure

The instructor is responsible for assigning grades. Grades are based on academic performance, class participation and attendance. Academic dishonesty will not be tolerated. An instructor may lower a grade based on academic dishonesty or other forms of student misconduct. Academic dishonesty or other forms of student misconduct may also be referred to the Vice President for Learning and Student Services for further action. (See *Student Conduct Code, Procedure 2625, on page 182*) Grade changes can be made only by the instructor with approval of the Dean and/or the Vice President for Learning and Student Services. Changes must be submitted within one semester from the end of the semester in which the grade was awarded. After that time, the student must follow the Appeal of Grade process. Students who disagree with a grade may file a grade appeal as outlined in the *Appeal of Grade* section (See page 181).

Raising Grades

A student may repeat a course to raise a grade. The higher grade will be credited and counted in computing the student's grade-point average. The lower grade will not be used, but will still appear on any transcript.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 32, note 1. Transfer credits cannot be used to raise a grade. See page 13 under Regionally Accredited Institutions.

Repeating Courses

You can repeat a course as many times as you wish.* Each instance will show up on your transcript along with the grade you received, but only the highest grade will be counted toward your grade-point average and toward fulfilling credit requirements for a degree or certificate.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 32, note 1.

***EXCEPTION:** Some music performance, art studio or Health and Physical Education courses can only be repeated up to four times for degree or certificate credit. See an academic adviser for specific courses.

Subject: Fwd: Update to AGECE Policy 403: Pass/Fail Coursework
Date: Wednesday, March 25, 2020 at 10:23:59 AM Mountain Standard Time
From: Jackson, Rickey H.
To: Bishop, Eric

FYI

Rickey Jackson
Dean of Arts and Sciences
Northland Pioneer College
[PO Box 610, Holbrook AZ, 86025](mailto:Rickey.jackson@npc.edu)
(928)-524-7350
Rickey.jackson@npc.edu

Begin forwarded message:

From: Kelly Robles <kelly.robles@ASU.EDU>
Date: March 25, 2020 at 10:20:15 AM MST
To: "azatfge@ASU.EDU" <azatfge@ASU.EDU>
Subject: Update to AGECE Policy 403: Pass/Fail Coursework
Reply-To: Kelly Robles <kelly.robles@ASU.EDU>

Facilitators, Advising, A&R, and General Education ATFs,

The Steering Committee reviewed and approved an amendment to **AGECE Policy 403: Pass/Fail Coursework**

From the previous language:

~~"On an exception basis, P grades may be allowed in the AGECE for transfer credit, if documentation collected by the community college indicates that the P grade issues was the only option for the student and the P is C or Better. The P grade exception does not apply to credits awarded by AGECE granting/receiving institutions."~~

To the new language:

"On an exception basis, P grades may be allowed in the AGECE for transfer credit, if documentation collected by the community college indicates that the P grade issues was the only option for the student and the P is C or Better."

I have updated the policy language in the online Handbook & Policy Manual: <https://www.manula.com/manuals/aztransfer/handbook-policy-manual/1/en/topic/403-pass-fail-coursework>

Kelly

Proposal to Modify the Online Course Approval Process

Background:

In the Fall of 2018, the Instructional Council approved a proposal* to change its Internet course approval process. That decision eliminated the requirement for proposed online courses to go through a mandatory QM review process before being offered online. The QM review process is now used as a quality improvement effort and is highly recommended to instructional departments. However, IC still requires a course modification form if a department would like to offer an existing class online and also requires approval for new courses to be offered online. No other distance teaching modality (i.e. Connected Classrooms at NPC locations or via TALON, Audio, and Model) requires IC approval.

* If you would like more background or a refresher, please ask the IC Chair for supporting documentation on the Fall 2018 proposal.

Proposal:

1. Effective immediately, eliminate the IC requirement for departments to receive IC approval before offering an existing or new course online.
2. All distance education at NPC must adhere to the latest IC approved version of the NPC Distance Education Guidelines.
3. Highly encourage faculty, departments, and deans to submit their courses for peer review using best practices such as Quality Matters in an effort of continuous quality improvement.

Rationale:

1. There is a significant and burdensome delay in receiving IC approval to teach a class online based on our curriculum review and approval schedule.
2. Faculty and departments should have a large amount of autonomy in how they deliver their courses as long as they are adhering to the course forms approved by IC.
3. We can have requirements without requiring approval.
4. Times of emergency may dictate that we put courses online without IC approval.

Instructional Council Calendar

2020-2021

*** DRAFT PROPOSAL #1 ***

Deadlines for Faculty & Deans

- All planned new programs, program modifications, and program deletions must be presented as a written **Request to Proceed** to the Instructional Council (IC). Please provide the Request to Proceed to the Instructional Council Chair (or designee) no later than the Monday preceding the IC meeting at which you would like it to be discussed. The Request to Proceed should summarize what you plan to do, how your plans will/will not affect any other departments or programs, and what rationale you have for your request. These are the last meetings that IC will review and approve Requests to Proceed:
 - **November 13 - CTE and EDU/CCP** – (first meeting in November)
 - **December 11 - N&AH and A&S** – (first meeting in December)
- **ALL FORMS (of any type except 099, 199, or 299 course forms) MUST BE AT THE IC VOTING MEMBER LEVEL IN ACRES BY THESE DATES:**
 - **December 11 - CTE** (first meeting in December)
 - **January 22 - N&AH and EDU/CCP** (second meeting in January)
 - **February 12 - A&S** (first meeting in February)
- Deadlines for 099, 199 or 299 courses forms (for Faculty & Deans)
 - IC does not approve these types of forms, so there are no deadlines. However, these types of course forms must be approved prior to offering the course.

Deadlines for IC to Approve

- **February 26** (second IC meeting in February) for the following:
 - all new courses and course modifications that affect NPC programs of study
 - all **GENERAL EDUCATION** new programs and program modifications
 - **ALL program deletions**
- **March 12** (first meeting in March) for the following:
 - all course prerequisite changes
 - all new programs and program modifications (except general education)
 - all new courses and course modifications that **do not** affect NPC programs of study
 - **ALL** course deletions
 - all academic changes that affect the NPC Catalog

Advice on moving material through Instructional Council

The **Instructions for Course Forms in ACRES** gives detailed instructions for developing curriculum and entering it into forms in ACRES. Please contact your Dean or the Curriculum Coordinator for assistance and/or to obtain a copy of the Instructions for Course Forms in ACRES.

2020-2021 IC Meeting Calendar

September 11, 8:30-1:00 p.m. – SCC, PAC 124 (Retreat)

September 25, 8:30-11:30 a.m. – SCC, PAC 124

October 9, 8:00-10:45 a.m. – Connected Classroom 2

October 23, 8:30-11:30 a.m. – SCC, PAC 124

November 13, 8:00-10:45 a.m. – Connected Classroom 2

December 11, 8:30-11:30 a.m. – SCC, PAC 124

January 8, 8:00-10:45 a.m. – Connected Classroom 2

January 22, 8:30-11:30 a.m. – SCC, PAC 124

February 12, 8:00-10:45 a.m. – Connected Classroom 2

February 26, 8:30-11:30 a.m. – SCC, PAC 124

March 12, 8:00-10:45 a.m. – Connected Classroom 2

March 26, 8:30-11:30 a.m. – SCC, PAC 124

April 9, 8:00-10:45 a.m. – Connected Classroom 2

April 23, 8:30-11:30 a.m. – SCC, PAC 124

May 14, (if necessary), 8:00-10:45 a.m. – Connected Classroom 2

Draft Proposal #1 - 3/27/2020

Subcommittee Report Schedule (see above for times and places, reporting schedule below):

First IC Meeting of Each Month – Academic Standards (AS), Assessment of Student Knowledge (ASK) and Learning Technology (LT)

Last IC Meeting of Each Month - Dual Enrollment (DE) and Professional Development (PD)

NOTE: It is the responsibility of the Subcommittee Chair to submit a written report and attend the designated IC Meeting to answer questions. Reports must be submitted before the deadline specified in the call for agenda items email message. (If the Chair is unable to attend the meeting, it is his/her obligation to appoint someone from their subcommittee and notify the Instructional Council Chair or designee.)

September 11 – None

September 25 – None

October 9 – AS, ASK and LT

October 23 – DE and PD

November 13 – AS, ASK and LT

December 11 – DE and PD

January 8 – None

January 22 – AS, ASK and LT

February 12 – DE and PD

February 26 – AS, ASK and LT

March 12 – DE and PD

March 26 – AS, ASK and LT

April 9 – DE and PD

April 23 – AS, ASK and LT

May 14 – None

Instructional Council Calendar

2020-2021

*** DRAFT PROPOSAL #2 ***

Deadlines for Faculty & Deans

- All planned new programs, program modifications, and program deletions must be presented as a written **Request to Proceed** to the Instructional Council (IC). Please provide the Request to Proceed to the Instructional Council Chair (or designee) no later than the Monday preceding the IC meeting at which you would like it to be discussed. The Request to Proceed should summarize what you plan to do, how your plans will/will not affect any other departments or programs, and what rationale you have for your request. These are the last meetings that IC will review and approve Requests to Proceed:
 - **November 13 - CTE and EDU/CCP** – (first meeting in November)
 - **December 11 - N&AH and A&S** – (first meeting in December)
- **ALL FORMS (of any type except 099, 199, or 299 course forms) MUST BE AT THE IC VOTING MEMBER LEVEL IN ACRES BY THESE DATES:**
 - **December 11 - CTE** (first meeting in December)
 - **January 22 - N&AH and EDU/CCP** (second meeting in January)
 - **February 12 - A&S** (first meeting in February)
- Deadlines for 099, 199 or 299 courses forms (for Faculty & Deans)
 - IC does not approve these types of forms, so there are no deadlines. However, these types of course forms must be approved prior to offering the course.

Deadlines for IC to Approve

- **February 26** (second IC meeting in February) for the following:
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 - all **GENERAL EDUCATION** new programs and program modifications
 - **ALL program deletions**
- **March 12** (first meeting in March) for the following:
 - all course prerequisite changes
 - all new programs and program modifications (except general education)
 - all new courses and course modifications that **do not** affect NPC programs of study
 - **ALL** course deletions
 - all academic changes that affect the NPC Catalog

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2020-2021 IC Meeting Calendar

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April 23, 8:30-11:30 a.m. – SCC, PAC 124

May 14, (if necessary), 8:00-10:45 a.m. – Connected Classroom 2

Subcommittee Report Schedule

Academic Standards (AS), Assessment of Student Knowledge (ASK), Dual Enrollment (DE), Learning Technology (LT), and Professional Development (PD)

All subcommittees are scheduled to report when IC meets on the Connected Classroom 2 system. Please find those dates above.

NOTE: It is the responsibility of the Subcommittee Chair to submit a written report and attend the designated IC Meeting to answer questions. Reports must be submitted before the deadline specified in the call for agenda items email message. (If the Chair is unable to attend the meeting, it is his/her obligation to appoint someone from their subcommittee and notify the Instructional Council Chair or designee.)