

IC Minutes 10/23/20

Northland Pioneer College
Instructional Council (IC)
10/23/20
Meeting Minutes

Voting Members Present:

Pat Lopez, Gary Santillanes, Ruth Creek, Brian Gardner, Rickey Jackson, Dawn Johnson, Wes King, Eric Bishop, Mike Solomonson, Renee Freese, Wei Ma

Non-Voting Members Present:

Jessica Clark, Jeremy Raisor, Josh Rogers, Shannon Motter, Scott Estes, Donna Krieser, Rebekah Wilson, Michael Broyles, LaTonya Motley

Guests:

Andrew Hassard, Susan Hoffman, Amelinda Webb, April Horne, Amber Hill, Robert Johnson, Daphne Brimhall, Jeff Strong, Jennifer Bishop, Jorge Meza, Judy Yip-Reyes, Karen Zimmerman, Kurry Klingel, Lia Keenan, Lori Carmona, Rachel Arroyo-Townsend, Richard Strickland, Susan Jensen, Tamara Osborne, Susan Jamison, Anne Lang

- I. Call to Order – Pat Lopez
- II. Approval of 10/09/2020 IC Minutes – Pat Lopez – (action)
 - a. **MOVED** to approve by Ruth Creek
 - b. **SECOND** by Brian Gardner
 - c. **APPROVED** by unanimous vote
- III. IC Subcommittees (action)
 - a. AS – Subcommittee charges – Pat Lopez
 - i. Discussion
 1. Still working to fill CCP/EDU spot on the committee
 2. Is there a need to examine any part of the student placement this academic year?
 3. IC did approve for students to do directed self-placement for Fall 20 and Spring 21.
 4. Revisit in April for the 21-22 year, but Early College needs to know for registration before Spring Break.
 5. Self-Placement will continue into Fall 21.
 6. AS-Subcommittee will take the task to fine tune the process for 21-22 and report back to IC before Spring Break.
 7. Placement Handbook will be reviewed by AS for accuracy.
 8. All changes will be routed to Andrew Hassard as the Chair of the AS subcommittee.
 9. Cassie Dows will make the changes in the document through track changes so that all can view changes.

10. Changes will be made in January/February for the handbook to be used by April.
 11. Updated handbook will be reviewed and approved by Dr. Clark.
 12. Student appeal process is being reviewed by VLPSS Council, when completed this will be brought to IC for review.
 13. VPLSS Council will be writing the procedure changes to accommodate Title IX requirements, then give the procedure to AS to clean up.
- b. **MOVED** by Eric Bishop to accept the detailed changes for the AS Committee charges.
 - c. **SECOND** by Ruth Creek
 - d. **APPROVED** by unanimous vote
- IV. DE – Subcommittee charges – Pat Lopez
- a. Discussion
 - i. State Statutes “Pers State Statute, the chief executive officer of each community college shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college to assist in course selection and implementation in the high schools and to review and report at least annually to the chief executive officer whether the course goals and standards are understood, the course guidelines are followed and the same standards of expectation and assessment are applied to these courses as though they were being offered at the community college. The advisory committee will also assist in the selection, orientation, ongoing professional development and evaluation of faculty who are teaching college courses in conjunction with the high schools.”
 - ii. **TASK – Dr. Clark**-will consult the college attorney to clarify the state statute language. Does the language mean that the full-time faculty members of this committee must teach in the disciplines that are offered as DE courses at the HS? If so, does this mean that we cannot accept courses for DE if we do not have a full-time instructor in that discipline at the college? Information will be shared with IC and Jeff Strong.
 - iii. Questions to be answered: Who belongs on this subcommittee? Who does the work? How are instructors compensated?
 - iv. HLC and NACEP expect all of our faculty is onboarded the same way.
 - v. We need to be as flexible as possible as we write the policies.
 - vi. Looking at load release as compensations.
 - vii. Change:
Assist in the selection, orientation, ongoing professional development and evaluation of faculty who are teaching college courses in conjunction with the high schools.

Purpose: Assist and facilitate the coordination of dual enrollment with the Early College Dept, Deans, and Subject Matter Experts

Charge:

- a. Assist the Early College Department and Deans in coordinating dual enrollment **scheduling**.
- 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.~~ **Develop a uniform quality control process that would apply to all DE courses NPC offers.**
 - I. **Instructor (review of qualifications, interview/teaching demo, courses this individual can/should teach, onboarding)**
 - II. **Facility (physical space, safety, equipment, admin buy-in, technology needs, communication with students/parents)**
 - III. **Annual “maintenance” of course and faculty: use of LMS, observations, evaluations, textbook updates, professional development, etc.**
- 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. ~~Work to form a resolution regarding continued membership in the National Alliance of Concurrent Enrollment Partnerships (NACEP).~~ **Evaluate how the mechanisms this group develops are aligned with NACEP guidelines.**

Composition:

Seven Faculty voting members with at least one from each of the following areas – Arts and Sciences (A&S), Career and Technical Education (CTE), College and Career Preparation/Education (CCP/EDU), Nursing and Allied Health (N&AH); Early College Program Coordinator (non-voting member); Early College Advisor (non-voting member); Dean of Instructional Innovation (non-voting member)

Chair: TBD

Jeff Strong

- b. **MOVED** by Rickey Jackson to approve changes as written, with the provision to make refinement when we hear back from the attorney.
 - c. Jennifer Bishop would like to be considered as a Co-Chair.
 - d. **SECOND** by Ruth Creek
 - e. **MOVED** by Rickey Jackson to amend the motion to split into two. Motion to adopt the charges as written, but to leave off any changes on composition until direction is received from attorney.
 - f. **SECOND** by Wes King to accept amendment
 - g. **APPROVED** by unanimous vote
- V. Curriculum
- a. ACRES – none
 - b. New Programs – none
 - c. Program Modifications
 - i. Medical Office Administration Specialization (CP, CAS, AAS) – Request to Proceed – Rachel Townsend – (action)
 - 1. Discussion
 - a. CP: remove BIO 160 as a prerequisite and add HES 120
 - b. CAS: request a change in the course number for BUS 227 to BUS 189.

Commented [LP1]: Cassie, can you please verify this item? Specifically, its location, between a motion and a second seems odd and out of place.

Commented [DL2R1]: @Lopez, Patricia, that is correct. Ricky made the motion, you clarified the motion and then added that there was a request from her to be considered for co-chair. I sent you an email with the transcript portion of that.

- c. AA: Modify BUS 188 by adjusting the class to include BUS 184, move BUS 189 into the AAS and require BUS 227 as a prerequisite.
 2. **MOVED** by Gary Santillanes to approve request to proceed
 3. **SECOND** by Dawn Johnson
 4. **ABSTAIN** by Eric Bishop
 5. **APPROVED** by majority vote
 - ii. Construction Technology (CP, CAS, AAS) – Request to Proceed – Jorge Meza – (action)
 1. Discussion
 - a. Remove CON 101-Jobsite Layout (3 credits) from the Construction Technology CP. We would like the course to remain in the course bank, as the Masonry CP will still utilize this course.
 - b. Add CON 121-Cabinetmaking (3 credits)-already a course in ACRES) to the Construction Technology CP.
 - c. Change catalog language for the Construction Technology CP by removing CON 101 and adding CON 121. (total credits will not change).
 - d. CON 101 is a prerequisite for CON 265 Capstone course, so that will need to be taken into consideration.
 2. **MOVED** by Mike Solomonson to approve
 3. **SECOND** by Ruth Creek
 4. **ABSTAIN** by Wes King and Eric Bishop
 5. **APPROVED** by majority vote
- d. Program Deletions
 - i. Modern Office Technologies Specialization (CP, CAS, AAS) – Request to Proceed – Rachel Townsend – (action)
 1. Discussion
 - a. Decline in enrollment and a decline in the need for employees in this job field.
 - b. Will continue to offer course as there are student still in this program.
 2. **MOVED** by Mike Solomonson to approve
 3. **SECOND** by Brian Gardner
 4. **ABSTAIN** by Eric Bishop
 5. **APPROVED** by majority vote
 - ii. Accounting Specialization (CP, CAS, AAS) – Request to Proceed – Kurry Klingel – (action)
 1. Discussion
 - a. The Accounting Specialist Degree is misleading, students think this is to become an Accountant.
 - b. There is a decline in the bookkeeping field.
 - c. Will be keeping several accounting courses.
 - d. Will be creating a Teach out Plan.
 2. **MOVED** by Rickey Jackson to approve
 3. **SECOND** by Wei Ma
 4. **ABSTAIN** by Eric Bishop

5. **APPROVED** by majority vote
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none
- VI. Old Business (not related to curriculum)
- a. Procurement procedure impact on LMS – Pat Lopez - (discussion)
 - i. Discussion
 1. Clarification: The RFP is for the provider that hosts Moodle, not for the LMS itself.
 2. When we adopted Moodle, and changed providers to host Moodle, an RFP was never done (at least there is nothing proving it was done).
 3. When the current contract ends in December 2021, an RFP will need to have been done for the LMS provider to keep us in compliance.
 - a. Before this is done, the provider will be notified of what we are doing and why we are having to do it so that they are not blindsided by the bids.
 - b. Doing this does not require that we go with another provider, it merely provides the backup to keep us compliant.
 4. Faculty/IC will be the core of the committee that is put together to draft a statement of work and evaluate responses.
 5. The process doesn't require that we choose the lowest priced provider. The bids are just a way of tracking what the decision is based on.
 6. Concerns:
 - a. It is disruptive to have to do an RFP every time the contract is up even if we want to stay with the system.
 1. Once we have completed the RFP process, we would simply need to go through a renewal process in the future. This only needs to be done now, because it was not done properly in the first place.
 - b. It is a possibility that provider might not place a bid, and in not doing so would not be eligible to remain our provider.
 1. The provider will be notified of the bid request and reminders will be sent to them before the due date.
 2. It is in their best interest to bid so as not to lose our business.
 3. If the system that is wanted does not put in a bid, IC can reject all bids. We do not have to choose only from those bids.
 - c. Who the vendor is really does matter because it needs to be compatible with Jenzabar. The last time we changed providers there were only two providers that were compatible.
- VII. New Business (not related to curriculum)
- a. Universities changing course numbers and transfer agreements – Dr. Michael Broyles (information)
 - i. There is an issue with the universities changing course numbers that will make our courses un-transferable.
 - ii. These courses have been affected: NPC MUS 100 (Choir) = UA MUS 200J (University Singers, NPC MUS 130 (Instrumental Ensembles) = UA MUS 201 (Coached Ensemble), NPC MUS 285 (Band) = UA MUS 200B (Marching Band)

- iii. This is a way for the universities to violate our articulation agreements.
 - iv. All the more reason to keep the momentum going on CC offering Bachelor's degrees.
 - v. We need to call out the universities, because this is not what was agreed to.
 - vi. It is a violations of statute A.R.S. 15-1824 - The community college districts and universities shall cooperate in operating a statewide articulation and transfer system, including the process for transfer of lower division general education credits, general elective credits and curriculum requirements for approved majors, to facilitate the transfer of community college students to Arizona public universities without a loss of credit toward a baccalaureate degree and to ensure that the postsecondary education needs of students statewide are met without unnecessary duplication of programs.
- VIII. Course Improvement Surveys: Routing of Results – Dr. Judy Yip-Reyes (action)
- a. The current routing is through the Deans. This needs time to discuss.
 - b. **MOVED** to be tabled by Gary Santillanes
 - c. **SECOND** by Dawn Johnson
- IX. DEI Update – Dr. Judy Yip-Reyes
- a. Information is in the packet.
 - b. If you have any questions contact Judy Yip-Reyes.
- X. Announcements & Reporting of Previous Tasks
- XI. Future Agenda Items
- XII. Adjournment – (action)
- XIII. **MOVED** by Dawn Johnson
- XIV. **SECOND** by Ruth Creek