Northland Pioneer College
Instructional Council (IC)
02/12/21
Meeting Minutes

Voting Members Present:

> Pat Lopez, Gary Santillanes, Ruth Creek, Brian Gardner, Gail Campbell as proxy for Rickey Jackson, Dawn Johnson, Wes King, Eric Bishop, Mike Solomonson, Wei Ma, Renee Freese

Non-Voting Members Present:

> Michael Broyles, Cassie Dows, Donna Krieser, Josh Rogers, Jeremy Raisor, Scott Estes, Shannon Motter

Guests:

> Kurry Klingel, Ryan Jones, Judy Yip-Reyes, Amelinda Webb, Tamara Osborne, Daphne Brimhall, Harshika Bhatt, Melody Niesen, Susan Hoffman, Lori Carmona, Allison Landy, Denise Rominger, Jennifer Bishop, Eleanore Hempsey, April Horne. Lia Keenan

1. Roll Call
2. Approval of 01/22/21 IC Minutes – Pat Lopez – (action)
   a. **MOTION** by Wes King to accept 01/22/21 IC Minutes
   b. **SECOND** by Eric Bishop
   c. **APPROVED** by unanimous vote
3. SSA Update – Ryan Jones and Melody Niesen
   a. Reports on what Sub-Groups are focusing on
      i. Onboarding
         1. Idealized registration process
         2. Improving student orientation
      ii. Mapping Pathways
         1. Twenty different areas of interest
            a. Studies show that 8-10 is better as to not overwhelm the student
         2. Met with advisors recently to discuss pathways
         3. Discussed software needed
         4. Will need faculty input
      iii. Helping Students Enter a Pathway
         1. Identifying types of students, the barriers they face and possible solutions
         2. Looking to collaborate with Onboarding sub-group in regards to ideas on orientation processes
      iv. Keeping Students on the Path

1. It is important to keep them on a path, but it isn't required that they stay on that path
2. It is actually a good thing if they change paths
3. Mandatory advising with a reliable two-year schedule is a priority
   - v. Ensuring Students are Learning
     1. Academic Success Center
        a. Virtual central location
           i. Tutoring, academic, advising services, and more
        b. Interactive/Chatbot
     2. Growth Mindset
   - b. Exit Strategies
     - i. Align career goals with academic programs
     - ii. Focus on student's success post-NPC
   - c. SSA is just an advisory group
     - i. Will gather ideas, research those ideas and then bring info back to IC and other groups with the power to implement
   - d. Registration Experiment
     - i. Eleven employees participated in a registration experiment and found that it is so difficult to register through NPC
       1. Only one person successfully registered for four courses and he was an advisor
          a. Applications problems, prerequisites required with no further info, were just a couple of the issues
       2. Per a survey by Judy Yip-Reyes, 60% of students who start the process of registration never attend classes
   - e. ==TASK – ALL IC MEMBERS (and anyone else who wants to be a part) – think about the questions posed by SSA:==
     - i. ==How do we make the curricular changes that come out of IC translate into something that makes sense and that is accessible by everyone; internally and externally?==
     - ii. ==Whose job is that?==
     - iii. ==At what level does mapping start at?==
4. IC Subcommittees
   - a. AS – no report
   - b. ASK – Allison Landy
     - i. ASK Report – (action)
       1. Sent out email inviting those departments that had submitted their Planning day reports to let ASK know if they wanted similar feedback to what was provided last year
          a. Will be discussing responses at the next meeting
       2. IC recommendation on Dialogue day requested
          a. ZOOM meeting with breakout rooms
          b. Doesn't need to be done after Reading Day reports are submitted
     - ii. **MOTION** by Ruth Creek to accept the ASK subcommittee report
     - iii. **SECOND** by Michael Solomonson
     - iv. **APPROVED** by unanimous vote
   - c. DE – Jennifer Bishop

i. DE Report – (action)
1. Working mostly on first and second subcommittee charges
   a. Draft charter is done; will help breakdown the timelines
   b. Hoping to share this with the next report
2. NACEP accreditation
   a. Charges say DE is to align with NACEP; not seek accreditation
   b. Job description of Early College Coordinator and Dean of II state that they are to seek accreditation
   c. Dual Enrollment Committee's recommendation is that we do not seek accreditation due to the enormous reporting requirements from multiple departments
3. Faculty Liaisons
   a. Asking for clarification for DE
      i. Next step is drafting a proposal for faculty liaisons positions to be created and funded
      ii. This will cause budgetary impact
      iii. Would be good to meet with deans before it is put before IC
   ii. **MOTION** by Ruth Creek to accept the DE subcommittee report
   iii. **SECOND** by Brian Gardner
   iv. ==**TASK** – Pat Lopez will make a recommendation to incoming VPLSS to amend the job descriptions regarding NACEP accreditation==
   v. **ABSTAIN** by Eric Bishop, Wei Ma
   vi. **APPROVED** by majority vote
d. LT – Amelinda Webb
   i. Recommendation for LMS Joint Collaboration – (information/made an action)
   1. Voted on unanimously by LT, Dean of II (Wei Ma) and VPLSS (Jess Clark)
      a. One concern is under 1c. the word says "should" but "must" would be a better wording
   2. **MOTION** by Eric Bishop to accept if the 1a and 1c are changed
      a. 1a – specify NAH
      b. 1c – needs to have language changed from "should" to "must"
   3. **SECOND** by Dawn Johnson
   4. **ABSTAIN** by Ruth Creek
   5. **APPROVED** by majority vote
   ii. LT Report – (action)
   1. LT has made a recommendation (and approved it within the group) to keep both Google Suites and Microsoft 365
      a. Working on faculty/staff survey on how many are using each technology
   2. Finalizing surveys on:
      a. Faculty adopted technologies
         i. Will implement a link on SharePoint where faculty can share new technologies found
      b. Learning Management System Options
      c. Survey will be sent out this month

3. Question on preference of IC on when they receive the Distance Education guidelines draft
            a. Will submit a draft as an information item initially
            b. Will bring to the following meeting as action item after IC has had a chance to review it
    iii. **MOTION** by Gary Santillanes to accept the LT report and the Peer Review recommendation
    iv. **SECOND** by Eric Bishop
    v. **ABSTAIN** by Ruth Creek
    vi. **APPROVED** by majority vote
  e. PD – no report
5. Curriculum
  a. ACRES
    i. <mark>REMINDER that all new courses and course modifications that effect NPC programs of study must be voted on by February 26, 2021</mark>
  b. New Programs
  c. Program Modifications
  d. Program Deletions
  e. Program Suspensions
  f. Misc. Curriculum
    i. Course Terminology Edits in Instructions for Course Forms in ACRES – Michael Broyles – (discussion/action if needed)
        1. Edits are highlighted in yellow on the document submitted with the packet
        2. No issues with the language on the edits; will be voted on when the Instructions for Course Forms is voted to be accepted at a future meeting
    ii. Cross-listing General Education Courses Language – Michael Broyles – (discussion/action if needed)
        1. Changes made are much more clear than previous wording
    iii. Transferability Language in the Instructions for Course Forms in ACRES and NPC Catalog – Michael Broyles – (discussion/action if needed)
        1. Three Approaches to General Education
            a. Educational Philosophy
                i. Certain subjects deemed to give students a "broad knowledge base" (NPC Catalog, 67)
                ii. Born out of the Liberal Arts tradition
            b. State Curriculum (AGEC)
                i. Arizona's Basic Building Blocks (AZTransfer General Education Courses)
                ii. Transferability: (AGEC)
                    1. 35-37 credits
                    2. Three blocks
                        a. Liberal Arts (AGEC-A)
                        b. Business (AGEC-B)
                        c. Science (AGEC-S)
            c. Programmatic (NPC's Curriculum)

i. Degrees that meet AGEC requirements (AA, AAEC, AAEE, ABus, AS)
                    ii. Course list referred to as General Education courses
                        1. Implications for degree programs
                        2. Submitted as one program modification in ACRES
                        3. Not all classes on this list are transferable
                        4. Not all transferable classes are on the list
                2. Students should be referred to the Course Equivalency Guide for transferable elective courses as opposed to the Gen Ed Course list in the catalog
            iv. STU Course Proposal Process – Michael Broyles – (discussion/action if needed)
                1. STU prefix has no faculty; has historically been run by Student Services and Enrollment Services
                2. One course documented in ACRES and NPC catalog is STU 098X – Success Strategies
                    a. Modification upcoming
                3. Course offered but not documented in ACRES or the NPC catalog STU 099X – Student Orientation
                    a. Who can originate and propose STU course for UG20 (implement in UG21)?
                        i. An exception can be made for this prefix to have the Directors Student and Enrollment Services
                    b. What should the STU routing chain be for UG20?
                        i. Can have two people at the "dean level" of approval for these STU prefix courses
                        ii. Those two will be the directors of Student and Enrollment Services
                        iii. These do need to be in ACRES; it is helpful for institutional record
                    c. What deadlines should STU courses follow for UG20 (IC voting level and IC approval)?
                        i. Will come back to IC level by 03/12/21; voting can take place during an IC meeting if needed
                    d. Does IC want to solidify the STU proposal process for the future?
                        i. Same deadline as A&S for future (add to future calendars)
    6. Old Business (not related to curriculum)
    7. New Business (not related to curriculum)
        a. Instructor permission vs. advisor override – Eric Bishop – (discussion)
            i. Prerequisite needed or instructor permission is what is stated in the catalog, however advisors have overridden this
                1. This has happened due to:
                    a. Advisors trying to help the student
                    b. Advisors evaluate a transcript without going through the formal evaluation process

   c. Advisors allowing courses that should be taken after the prerequisite to be taken as concurrent

  2. Need to codify that instructor permission needs to come from the instructor only

  3. If there is a time sensitive issue, the instructor should be contacted directly for them to evaluate the course for equivalency rather than just have the advisor make that decision

  4. Placement handbook already addresses this on page 6

  5. Student Services will refer advisors to page 6 of the Placement handbook to reiterate the process

 b. New Appointees needed for:

  i. Transfer Steering committee – Pat Lopez – (action)

   1. Due to resignation of Jessica Clark, a new appointee is needed

   2. VPLSS has typically done this, but perhaps it would be best to have the Dean of A&S

  ii. Arizona Community College Coordinating Council (AC4) – Pat Lopez – (action)

   1. Due to resignation of Jessica Clark, a new appointee is needed

   2. VPLSS is the usual appointee for this as the CAO

  iii. Could be the same person or a different person for each group

  iv. **MOTION** by Gary Santillanes to recommend to President Swarthout that we appoint the VPLSS as the AC4 appointee and for the AZ Transfer Steering Committee it is the VPLSS and/or his/her appointee (amended by Eric Bishop)

  v. **SECOND** by Eric Bishop

  vi. **ABSTAIN** by Michael Solomonson

  vii. **APPROVED** by majority vote

 c. 2022–2023 Academic Calendar - proposed modification – Wei Ma – (action)

  i. **MOTION** by Gary Santillanes to table item 7c until the next IC meeting (02/26/21)

  ii. **SECOND** by Ruth Creek

  iii. **ABSTAIN** by Wei Ma

  iv. **APPROVED** by majority vote

  v. Postponed until 02/26/21 meeting

8. Announcements & Reporting of Previous Tasks

9. Future Agenda Items

10. Adjournment – (action)

 a. **MOTION** by Gary Santillanes to adjourn

 b. **SECOND** by Dawn Johnson

 c. **APPROVED** by unanimous vote