

Northland Pioneer College
Instructional Council (IC)
02/26/21
Meeting Minutes

Voting Members Present:

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

Non-Voting Members Present:

Michael Broyles, Cassie Dows, Donna Krieser, Josh Rogers, Michael Solomonson, Jeremy Raisor, Scott Estes, Rebekah Wilson, Shannon Motter

Guests:

Kurry Klingel, Susan Hoffman, Lori Carmona, Allison Landy, Jennifer Bishop, April Horne. Lia Keenan, Shandiin Deputee

1. Roll Call
2. Approval of 02/12/21 IC Minutes – Pat Lopez – (action)
 - a. **MOTION** by Eric Bishop to approve
 - b. **SECOND** by Ruth Creek
 - c. **ABSTAIN** by Rickey Jackson
 - d. **APPROVED** by majority vote
3. Updates
 - a. DEI – Shandiin Deputee – (information)
 - i. Actively working on ensuring issues of diversity, equity, and inclusion are addressed and considered at a variety of levels within the college
 - ii. Spring projects DEI is working on
 1. Participating in:
 - a. Shared Governance
 - b. Presidential search
 - c. Various student success initiatives
 - iii. More presence on campus both physically and digitally
 - iv. Dr. Broyles – Music in Academia Presentation
 1. Cultural memories vs Personal memories
 2. Public Spotify to share music with students
 - v. Every Voice News for March/April coming out March 8th
 1. Currently looking for proofreaders
 2. Submissions to the newsletter can be sent to everyvoicenews@gmail.com
 - vi. Always looking for new members; meeting open to all
 - vii. Next meeting-Friday, March 12, 2021 12:00-1:30pm

1. Dr. Oliphant will be discussing Historical Trauma and Education
 - b. SSA – No update
 - c. TAS Update – Scott Estes – (information)
 - i. Student Email
 1. There is currently no procedure for student email; student email is for life, it is never deactivated by NPC
 2. NPC has been using Gmail for 10+ years
 - a. Currently 70,000 Gmail accounts
 - b. Less than 20,000 have ever been accessed
 - c. Less than 2,000 have been checked over the last year
 3. TAS looking for guidance from IC or LTC on email
 - a. Need decision on:
 - i. Whether we continue using email as student communication
 1. Our communication methods need to mirror the real world and provide options for students with different preferences.
 2. Students use their student email to sign up for other sites, like FAFSA, to reinstate or find a lost password goes to that address, for job searches, etc.
 3. RAVE communication and Jenzabar use email
 4. Google Docs is widely used by a lot of our students which they access through having these email addresses
 - ii. If so, do we deactivate after a certain time/inactivity period?
 1. Perhaps a policy of deactivation if dormant for certain amount of time
 - b. With all of the new technology platforms available, we need to determine a streamlined communication plan for all communications and communication technologies.
 - c. Need to make sure in our communication with students through email that we are verifying the student information to stay compliant with FERPA.
4. Curriculum
 - a. ACRES
 1. Concern raised regarding the department a course is housed in being changed through a course modification form
 - a. Moving ECN 211 & 212 from A&S to CCP using Course Modification form which has never been done before
 - b. Concern about moving these ECN courses would move NPC away from being able to hire an ECN instructor
 2. ECN should be a social science not a business course
 - a. It varies between institutions where these courses are housed
 - b. Part of this is being driven by AZ State Legislature requirements
 3. Should this procedure be a program modification as opposed to a course modification

- a. ECN is not a program, thus it would not go on a program modification form
 - b. This issue is relevant to the following proposals:
 - i. Math classes from 112 (excluding Business Math, which was voted on previously), HES 101, and ECN 211 and 212
4. What is gained by changing the departments?
- a. At least for ECN, no one in A&S is qualified to teach these courses, develop the curriculum, participate in AZ Transfer meetings on an articulate level in terms of ECN 211 and 212
 - b. Our most qualified faculty who have been teaching these courses are business faculty with MBAs
 - c. Budget reasoning, need to fund faculty to teach these courses out business dept it is hard to justify that much of a faculty load coming out of budget when it has no impact on the department enrollment during a time when enrollment is down
 - i. BUS dept goal is to build the ECN enrollment up to where a PT Economist/PT Business Statistician could be hired on
 - d. Whatever the process, just needs to be good reasons for changing the departments because that can affect hiring practices, who does the hiring, who is assessing, who is overseeing the curriculum, and for quality control purposes it needs to be the subject experts
 - e. Programs vs departments vs prefixes language confusion
 - i. Department field needs to be reduced to match actual departments that exist at NPC
 - 1. Departments would then have prefixes that they are responsible for
 - 2. Where a class belongs is where the subject matter experts are for a particular institution
 - f. ABUS degree is where the ECN course is necessary
 - g. Request to Proceed type proposal and discussion moving forward for these types of changes
 - h. Proceed with these changes and then create a more formal process going forward
 - i. Somethings are not ICs job to decide and some attendees and IC members objected to IC voting on which dept courses are housed; not everything regarding structure of the college is housed under IC; this is a curriculum group not an administrative group
 - j. If it is relating to ACRES forms, it is related to curriculum
- ii. **MOTION** by Ruth Creek to approve the ECN 211 and 212 courses
 - iii. **SECOND** by Brian Gardner
 - iv. **ABSTAIN** by Eric Bishop and Eleanore Hempsey
 - v. **NAY** by Gary Santillanes
 - vi. **APPROVED** by majority vote

- vii. **MOTION** by Rickey Jackson to approve the MAT 101/HES 101, MAT 109, MAT 112 courses
 - viii. **SECOND** by Eric Bishop
 - ix. **ABSTAIN** by Ruth Creek, Rickey Jackson, Renee Freese, Dawn Johnson & Eleanore Hempsey
 - x. **APPROVED** by majority vote
 - xi. **TASK – Pat Lopez – To bring back the discussion of proper mechanism for switching departments**
- b. New Programs
 - c. Program Modifications
 - i. Program Modification – General Education Course Options – Rickey Jackson (action)
 - 1. Modification to General Education AA, AAEC, AAS, ABus, AGS, AS, CAS
 - a. Add HIS 114, SPT 156, 157, GLG 110, PHY 111, PHY 112
 - b. Delete SPT 155, PHY 113, PHY 114
 - 2. **MOTION** by Eric Bishop to approve the General Education Course List Modifications
 - 3. **SECOND** by Ruth Creek
 - 4. **ABSTAIN** by Rickey Jackson
 - 5. **APPROVED** by majority vote
 - d. Program Deletions
 - e. Program Suspensions
 - f. Misc. Curriculum
 - i. New ACRES Proposal Forms – Michael Broyles – (action)
 - 1. Changes Not Marked Below
 - a. The word CLONE simply indicates that this is a cloned, inactive form for editing purposes.
 - b. Deleted redundant questions
 - c. Reformatted all test boxes to be standard size except
 - 2. CLONE New Course Form
 - a. Do not add AGECSUN Intention fields
 - i. Compromise by making sure the process for general education courses is clear in the instructions for course forms
 - b. Remove LOAD FACTOR and RECOMMENDED MAXIMUM COURSE ENROLLMENT; neither belong on a course form
 - i. Load factor is related to compensation
 - ii. Recommended maximum course enrollment is related to scheduling
 - 3. CLONE Modification to Existing Course Form
 - a. Do not add the AGECSUN fields
 - i. Compromise by making sure the process for general education courses is clear in the instructions for course forms
 - b. Previous requisites and prerequisites mean the same thing; needs a different term
 - i. Former requisite

- c. Remove LOAD FACTOR and RECOMMENDED MAXIMUM COURSE ENROLLMENT; neither belong on a course form
 - i. Load factor is related to compensation
 - ii. Recommended maximum course enrollment is related to scheduling
 - 4. CLONE Course Deletion Form
 - a. Do not add the AGECE/SUN intention fields
 - i. Compromise by making sure the process for general education courses is clear in the instructions for course forms
 - 5. CLONE Form for X99
 - a. Remove: Course Type
 - b. Do not add: Intention
 - c. Remove LOAD FACTOR and RECOMMENDED MAXIMUM COURSE ENROLLMENT; neither belong on a course form
 - i. Load factor is related to compensation
 - ii. Recommended maximum course enrollment is related to scheduling
 - 6. CLONE Annual Deletion of Courses within a Prefix Form
 - a. No comments
 - 7. CLONE New Program Form
 - a. Do not add General Education Intention
 - b. Do not add Needed Course Changes
 - 8. CLONE Modification to an Existing Program Form
 - a. Do not add General Education
 - b. Do not add Needed Course Changes
 - 9. CLONE Deletion of an Existing Program Form
 - a. Do not add General Education
 - ii. **MOTION** by Gary Santillanes to table
 - iii. **SECOND** by Wes King
 - iv. **APPROVED** by unanimous vote
 - v. **TASK – Michael Broyles – To bring re-edited forms back to IC**
- 5. Old Business (not related to curriculum)
 - a. Strategic Goal Survey – Pat Lopez – (discussion)
 - i. Proceeding with survey as a group
 - a. We should have big concerns about enrollment
 - i. Community facing population decline
 - ii. We cannot continue to depend on partners like NAVIT/Dual Enrollment to pick up the slack in enrollment decline
 - iii. **Develop comprehensive enrollment management plans**
 - b. Need to be open to four-year degrees/online options to subsidize
 - i. What can we do about that when the major issue holding it up is legal?
 - ii. Executive level of NPC needs to know that IC fully supports the pursuit of baccalaureate degrees at NPC

- iv. **MOTION** by Eric Bishop to keep 2022–2023 calendar as approved by DGB
 - v. **SECOND** by Dawn Johnson
 - vi. **ABSTAIN** by Wei Ma & Rickey Jackson
 - vii. **APPROVED** by majority vote
- c. 2023–2024 Academic Calendar - proposed adoption – Wei Ma – (action)
 - i. **MOTION** by Eleanore Hempsey to approve calendar -WITHDRAWN
 - ii. **SECOND** by Dawn Johnson-WITHDRAWN
 - iii. **DISCUSSION**
 - 1. Adding Presidents’ Day off only pushes the calendar out a whole week
 - 2. It is not a fair trade; 1 day for a whole week
 - 3. This is just a proposal and there needs to be more discussion
 - iv. **MOTION** by Dawn Johnson to table until a future meeting
 - v. **SECOND** by Wes King
 - vi. **ABSTAIN** by Wei Ma
 - vii. **APPROVED** by majority vote
- 7. Announcements & Reporting of Previous Tasks
 - a. Refer to IC Task List spreadsheet
- 8. Future Agenda Items
 - a. Future of Student Email Accounts
 - b. Self-Directed Placement
 - c. Changes to Instructions for Course Forms
 - d. Discussion on SSAs Recommendations
 - e. Prior Learning Assessment (PLA) discussion
 - f. 2023–2024 Academic Calendar - proposed adoption – Wei Ma – (action)
- 9. Adjournment – (action)
 - a. **MOTION** by Gary Santillanes to adjourn
 - b. **SECOND** by Eleanore Hempsey
 - c. **APPROVED** by unanimous vote