

IC Minutes 09/24/21

Northland Pioneer College

Instructional Council (IC)

09/24/21

Meeting Minutes

[Agenda Packet](#)

[Task List](#)

Voting Members Present:

Pat Lopez, Ruth Creek, Allison Landy, Brian Gardner, Dawn Johnson, Wes King, Eleanore Hempsey, Wei Ma, Renee Freese, Rickey Jackson, Rachel Arroyo-Townsend

Advisory Members Present:

Michael Broyles, Cassie Dows, Josh Rogers, LaTonya Motley, Shannon Motter, Michael Solomonson, Rebekah Wilson, Scott Estes

Guests:

Lia Keenan, Amelinda Webb, Alexander Henderson, Tamara Osborne, Jonathan Schrader, Ryan Jones, Amber Hill, Jennifer Bishop, Judy Yip-Reyes, Joshua Lowry, Susan Hoffman

1. Roll Call
2. Approval of 09/10/21 IC Minutes (02) – Pat Lopez – (action)
 - a. A few minor changes were suggested
 - b. **MOTION** by Allison Landy to approve the 9/10/21 IC meeting minutes with suggested edits
 - c. **SECOND** by Wes King
 - d. **ABSTAIN** by Rickey Jackson
 - e. **APPROVED** by majority vote
3. IC membership update (03) – Pat Lopez (action)
 - a. **MOTION** by Wes King to approve the IC Membership as presented
 - b. **SECOND** by Eleanore Hempsey
 - c. **APPROVED** by unanimous vote
4. Updates
 - a. DEI (04) – Judy Yip-Reyes - (information)
 - i. Highlights from September

1. Indigenous Community Standards Guide produced by a small group led by April Horne.
 2. History of assimilation-based education in the United States presentation by Elizabeth Oliphant.
 - ii. Upcoming in October
 1. The History of Race and Racism from a Global Perspective – Michael Broyles (October 7, 2021, from 12:00-1:30 pm).
 2. President Hazelbaker to share how DEI relates to the three strategic goals for NPC.
 - iii. Every Voice News
 1. Always looking for submissions
 - a. They can be from a student or employee.
 - b. The submission does not need to come from a member of DEI.
 - c. Especially looking for faculty to share how you practice inclusion in your teaching (only needs to be one to two paragraphs in length).
 - d. Submissions should be sent to DEI@npc.edu.
 - b. SSA (05) – Ryan Jones - (information)
 - i. Continuing work on Guided Pathways; mapping of degree paths will be on-going as changes are made to programs
 1. A concern was raised that deploying the 6 areas of interest this semester was premature.
 2. IC will be a key player in the changes and updates that occur as programs change.
 3. SSA has already seen some wonderful collaborations between people from departments that do not regularly meet; sharing ideas that improve students' experiences.
 4. Meetings are on the 2nd and 4th Tuesdays of the month from 10:00 to 11:00 am.
5. Curriculum
- a. ACRES – 2 courses to review
 - i. PHT102-Deletion of course (06)
 1. Has enough votes to forward; Pat Lopez will do so soon.
 - ii. FRS141-Change in course description (07)
 1. Some comments were raised and will be returned to the proposer.
 - b. New Programs
 - i. Request to Proceed
 1. Development of a new Business and Financial Operations CP and CAS – Jennifer Bishop (08) – (action)
 - a. Previously was a Certificate of Proficiency, a Certificate of Applied Science, and an Associate of Applied Science in Accounting with –7% growth in Occupational Outlook handbook; decision was made to do away with the program.
 - b. The goal was to create a pathway for students wanting to go into Accounting or other financial careers which require a Bachelor's degree.

- c. This would include creating a CP and CAS in Business and Financial Operations that are built into the ABUS in a guided pathway.
- d. Basic financial procedure, communication skills, and business law concepts are what the local businesses are asking for.
- e. **MOTION** by Allison Landy to not approve the request to proceed in order to move the conversation forward.
- f. **POINT OF CLARIFICATION**
 - i. This is unique to NPC (as far as Arizona is concerned, but the articles listed below show that this has been done before in other states) and it is an opportunity that the Business department feels may give us an advantage.
 - ii. The significance of the certificate programs is twofold:
 - 1. In our local area, Bachelor's degrees are not a necessity; but businesses are looking for skills and these certificate programs give students the skills employers want as well as the opportunity to continue their pathway and finish an associate degree in the future.
 - 2. When students come to learn a skill and are pushed into a program, it can be a barrier to students who didn't do well in Math or English in high school. This certificate can get them started on a pathway that once they have completed the certificate, might give them the confidence to take those courses once they see how close they have come to achieving an Associate degree. Three other degrees have this structure and there has been great success with those students.
- g. **MOTION AMENDED** by Allison Landy to approve the request to proceed for development of a new Business and Financial Operations CP and CAS
- h. **SECOND** by Wes King
- i. **DISCUSSION**
 - i. This is a broader discussion that we need to have as IC as to the purpose of the CP and CAS.
 - 1. We should not be creating certificates at any level that are not recognized in their industry.
 - 2. This process builds a scaffolding that raises students up to the ABUS; but the CP and CAS are important to acknowledge to the employer what skills the student has achieved
 - 3. Certificates are helpful for all layers and tier levels of business in the community.
 - 4. These act as milestones that students can achieve.

5. The employer could look at the courses the applicant has taken instead of a certificate.
- ii. The Request to Proceed precedes the Feasibility Study according to changes made last year.
- iii. AThe question of whether the request should be considered a “new” program or a “program modification” was raised and it was determined that a certificate or degree requiring credit hours would meet the definition of a new program.
- iv. Three articles regarding stackable degrees (one specifically about Business degrees; two were peer reviewed) were reviewed in preparation of this request.
 1. Articles regarding stackable degrees:
 - a. Business specific:
 - i. Brenda Perea, “Using Smaller Credentials to Build Flexible Degree Completion and Career Pathways”
 - b. Non-business specific:
 - i. Sylvia D. Hall-Ellis, “Stackable micro-credentials - a framework for the future”
 - ii. Brian Cameron, Michael Waldhier, and Teresa Avery, “Meeting Market Demand for Stackable Credentials”
 - c. Evidence in these articles shows that stackable degrees are highly effective in boosting student completion by breaking it down into minor goalposts; ~~however not everyone present agreed.~~
 - v. Current research shows that certificate programs are an effective way to increase enrollment and help students gain employable skills.
 - vi. This is a request that came from the business advisory meeting last spring; employers are asking for this.
 - vii. A program must be 16 credit hours to be eligible for financial aid. As long as degree courses are transferable and the certificate serves the local economy, then it meets FA intent/expectation.
 - viii. We are not just here to push degrees like the universities; our job as a community college is to meet our students’ needs and our community needs

- ix. Concern was raised as to whether this should be a new program or a program modification.
- j. **NAY** by Allison Landy, Dawn Johnson
- k. **ABSTAIN** by Rachel Arroyo-Townsend
- l. **APPROVED** by majority vote
- c. Program Modifications - none
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum
 - i. Teach out plans (no documentation) – Josh Rogers (discussion)
 - 1. Support Services needs clarification on who can choose to enter a teach-out plan.
 - 2. How long can a student claim continuous enrollment; is there a time limit?
 - 3. The minimum requirement right now is one course.
 - 4. There are number ways we could approach this: credit minimum, time limit, settle on a percentage of completion, etc.
 - 5. Continuous enrollment is not the issue.
 - a. This has been an issue in the past.
 - b. Really old programs going back 10-15 years had issues; students only taking one credit at a time.
 - 6. We should consider the students' circumstances, ie. Working full-time etc, so perhaps a percentage of completion along with a time limit would be beneficial to ensure completion by the sunset date.
 - 7. We need to have hard, fast sunset dates and hold the students accountable for completing by that date.
 - 8. It does not make a difference if all the students have taken is electives and no core classes.
 - 9. Two-year cut off allows for the completion of any two-year degree at a full-time course load; this should be a reasonable amount of time for someone to complete an already started program.
 - 10. Sunset date would be the best option.
 - 11. Do we allow the student to pick a program that is not in a catalog? No, must have degree intent in place before deletion of the program.
 - 12. Date should be catalog cutoff date which is the last IC meeting in May; catalog goes live online at the end of May, however the date specified for the purposes of teach-out language does need to coincide with the start of the academic year.
 - 13. **TASK – Bring back a draft of language for IC to approve – Josh Rogers**
 - ii. CIS Approval Routing Chain (09) – Michael Broyles and Jonathan Schrader - (discussion/action if needed)
 - 1. CIS currently has no chair; Dean Raisor is fulfilling the duties, but per policies put in place by IC last year, he cannot review and approve at both levels without an exception.
 - 2. Two solutions to this problem could be:
 - a. To have Jonathan Schrader serve as the chair approver; however, he could also be a proposer.

- b. To have Dean Raisor be given special permission to approve as both chair and dean.
 3. Without some sort of decision on this, CIS would not be able to make any changes this year, pending the hiring of a chair.
 4. This will not be the only case where this happens as there are multiple one-person departments here, and we have some departments that do not have any full-time faculty.
 5. Is Jeremy willing to appoint Jonathan as an interim chair; Jonathan is not interested in being the interim chair at this time but is willing to function in that role only in the realm of ACRES.
 6. Would merging departments help to solve this issue?
 - a. This is more a structural change where there is a department of one (or none), but is it an option to have a chair from another department to assist with this?
 - b. Wes King will mention this at the next CTE department head meeting.
 7. We do need to revisit this going forward.
 8. Jeremy Raisor is approved a special exception to function as interim chair for the CIS department.
 9. **MOTION** by Allison Landy to approve Jeremy Raisor to function as interim chair of the CIS department as well as the dean in approving ACRES proposals
 10. **SECOND** by Ruth Creek
 11. **APPROVED** by unanimous vote
- iii. Arizona General Education Update ⁽¹⁰⁾ – Michael Broyles - (information/discussion)
1. ABOR policy requires a Gen Ed program for universities to be very US focused
 2. Need discussion around the alignment between that policy where it is 32 credits in their Gen Ed and our articulation agreements around Gen Ed; ours are 35, ABOR's was 39.
 3. There is no information as to how closely the AZ Steering Committee will follow ABOR; it has the possibility of being quite different.
 - a. Under the ABOR policy, AGEC will transfer even under the new university Gen Ed plans; that is a requirement on the universities, and they must follow through on that requirement.
 - b. Future reimagination by the Steering Committee may necessitate program modifications for AGEC programs, so we need to be prepared to modify programs by reading and studying the ABOR 2-210 policy. Also look at the current university plans.
 4. ABOR Gen Ed requirement is now at 32 credits for universities which is down from 39 credits. Depending on which AGEC, the AGEC must be between 35 and 37 credits.
 5. Please note that the AGEC policy is separate from the ABOR policy even if they do align.
 - a. Even though these are separate, we must keep our eyes on this.

6. Michael Broyles will research links to the plans that the universities are modifying and report back to IC.
 7. If you are a stakeholder in Gen Ed, especially if involved in the Articulation Task Force, you should know the requirements because they will solicit input from you. If you would like, Michael Broyles is willing to go through them with you.
 8. One of the major differences to consider is the ABOR policy requires the Gen Ed program to be very US-specific in many ways; it is a way of promoting civic engagement in a US context.
 9. The concern is that it is going to change, and then we will need to play catch up. We need to be as prepared as possible.
 10. The priority needs to be getting all the Gen Ed courses updated and digitized in ACRES as soon as possible.
 11. **TASK – Read the ABOR Policy 2-210 – All IC members**
- iv. Course Equivalency Guide (CEG) Approaches to Courses with Changing Curricula (NPC's X98 and X99) (no documentation) - Michael Broyles - (information)
 1. Encouraged that they be submitted to the course equivalency guide for potential transfer to universities but include an end date on them so that the universities are not having a situation where they are accepting credits that they have not assessed.
 - a. X99 would be three semesters from now; X98 could be different.
 - b. This does include the deletion of prior X98s and X99s so that if there is new curriculum, we can resubmit it.
6. Old Business (not related to curriculum)
 - a. Proposed changes to in-person meeting format and location (no documentation) – Pat Lopez (action)
 - i. Due to feedback from several people at the last in-person meeting, the next meeting will be held in LC 110 on the Silver Creek Campus
 - ii. It is a Connected Classroom, but it will not be connected to any other classroom so members must be at this location or on WebEx as that is the technology that will be used due to this location.
 - iii. In-person attendance will continue to be for voting and advisory members only; masks are required.
 - iv. Please RSVP with Pat Lopez if you will be attending in person so that we can assess whether we have the space to accommodate any guests.
 - v. **MOTION** by Brian Gardner to modify the in-person meeting format and location
 - vi. **SECOND** by Ruth Creek
 - vii. **APPROVED** by unanimous vote
 - b. IC Calendar 2021-2022 (11) - Pat Lopez (action)
 - i. Proposed changes to the calendar are to reflect last year's decision to require a request to proceed for changing the housing department of a course, as well as allowing for the Administrative Assistant to Instructional Council to change the meeting information as needed for expediency.
 - ii. **MOTION** by Allison Landy to approve the changes to the IC Meeting Calendar with adding TBD to allow for maximum flexibility
 - iii. **SECOND** by Ruth Creek

- iv. **APPROVED** by unanimous vote
- c. TAS Update - (no documentation) - Scott Estes
 - i. Multi-factor authentication will be coming in the next month; there will be more information through the All-College meeting and email
 - 1. There are still several faculty members who have issues; it would be good to fix that before moving ahead with MFA
 - 2. Scott requested that a list of those faculty members be sent to him so he could look at the issue.
 - ii. Digital forms
 - 1. There is a link on SharePoint to the digital forms' portal, there are some that are currently active, but some are in development.
 - a. Active forms
 - i. Purchase Requisition – just went live to the entire college
 - ii. Warm and Fuzzy Nomination form
 - iii. Those not shown as links are still under construction.
 - 1. Some of those forms are forms requiring student and parent signatures.
 - 2. These forms are in Dynamic forms, what is in SharePoint is just a link to the form within Dynamic Forms.
 - 3. FYI-the form previously known as the Instructional Division Pay Form (IDPF) is now called the Divisional Pay form since more than just Instruction uses this form.
 - 4. There will come a time where we phase out the forms that are in place now. There will be plenty of communication before that happens.
 - iii. Looking to update procedure 2203 on passwords due to increasing security needs suggested by auditors
 - 1. It will be going through the procedure for updating procedures.
 - 2. Notification will be coming soon.
 - iv. Various Distance Learning Modalities
 - 1. Now that we have started moving people back on campus, we have a mixture of modalities being utilized.
 - 2. This can be frustrating to students with different faculty members using different modalities and switching back and forth between them.
 - 3. This needs to be addressed; we need to consolidate down to one modality.
 - 4. Scott's recommendation is to move back to WebEx due to the requirement to use that for the Connected Classrooms; there are currently 80 of them and there is talk of adding more.
 - 5. WebEx also has instant messaging capabilities like Slack; it has phone call capabilities that could eliminate the need for Jabber.
 - 6. It would be better to be proactive than reactive when it is a necessity due to budget cuts.
 - 7. LT has discussed the limitations, such as annotations and transcripts, that ZOOM does better than WebEx.
 - 8. There is little concern about switching to a single platform and then having that platform go out of business as CISCO has too big of a market share, not only in education, but in the private sector as well.

9. We need to adequately assess our learning tools. Could LT do an assessment of this before we decide?
 10. We have a large capital investment in CISCO, and looking at it from a cost, function and feature perspective.
 11. LT is already talking about creating a faculty-led pilot, where the pros and cons are documented.
 12. If we can afford to use both, it is not an issue, but we should all be aware that if it comes to budget cuts, this would be a place to start.
7. New Business (not related to curriculum)
- a. Proposed Changes to ECD/EDU (12) - Allison Landy - (information)
 - i. If you have questions regarding the proposal included in the packet, please contact Allison Landy, Gail Campbell, and Rickey Jackson.
 - ii. The hope is that the proposal will go forward in October, so if there are concerns from an IC perspective it would be helpful to know that now.
 - iii. **TASK** – Review the proposed changes to ECD/EDU and express any concerns to Allison Landy, Gail Campbell, and Rickey Jackson as soon as possible – All IC Members
 - b. Creation of advisory committee for BA degree development – Allison Landy - (action)
 - i. We are falling behind in the game around the BA degree development.
 - ii. An advisory, ad hoc committee should be established for BA degree development to start the discussion and ideas for development.
 1. How many upper division credits are needed?
 2. What parts of the gen ed should they include?
 - iii. Maricopa County Community College District institutions are already submitting their proposals with a deadline of October 15, and we need to get ahead of this so as not to lose our students to those institutions
 - iv. We need to have a broad conversation as well as a curricular conversation.
 - v. **MOTION** by Eleanore Hempsey to create an Ad-hoc advisory committee to plan for BA degree development and present at IC meetings where SSA and DEI report
 - vi. **SECOND** by Dawn Johnson
 - vii. **DISCUSSION**
 1. In terms of composition: Student services/advising member, financial aid member, Curriculum Coordinator, Registrar or member from that department, 3 faculty members (A&S, CTE, NAH?)
 2. The first charge is to determine what the group's charges are going to be.
 - ix. **MOTION AMENDED** by Eleanore Hempsey to create an Ad-hoc advisory committee to plan for BA degree development and present at IC meetings when subcommittees report
 - x. **SECOND** by Dawn Johnson
 - xi. **ABSTAIN** by Allison Landy
 - xii. **APPROVED** by majority vote
8. Announcements & Reporting of Previous Tasks
- a. Most tasks were for Pat Lopez and Cassie Dows, and most are completed or underway.
 - b. The IC Task List will be sent out along with the IC Meeting Minutes by 5 pm on the Wednesday following the IC meeting going forward.
9. Future Agenda Items

10. Adjournment – (action)
 - a. **MOTION** by Dawn Johnson to adjourn
 - b. **SECOND** by Ruth Creek