

IC Minutes 10/08/21

Northland Pioneer College

Instructional Council (IC)

10/08/21

Meeting Minutes

[Agenda Packet](#)

[Task List](#)

Voting Members Present:

Pat Lopez, Ruth Creek, Allison Landy, Brian Gardner, Dawn Johnson, Ferryn Sam as proxy for Wes King, Eleanore Hempsey, Wei Ma, Renee Freese, Gail Campbell as proxy for Rickey Jackson, Rachel Arroyo-Townsend

Advisory Members Present:

Michael Broyles, Cassie Dows, Michael Solomonson, Rebekah Wilson, Scott Estes, Donna Krieser, Shannon Motter

Guests:

Lia Keenan, Amelinda Webb, Alexander Henderson, Tamara Osborne, Jennifer Bishop, Joshua Lowry, Susan Hoffman, Susan Jensen, Victor Love, Christopher Cribbs, Josh Lowry, Diane Joe, Daphne Brimhall, Denise Rominger

1. Roll Call
2. Approval of 09/24/21 IC Minutes (02) – Pat Lopez – (action)
 - a. Page 3, #5. i.: The purpose of the CP and the CAS...does this need to be a future agenda item or discussion as it comes?
 - i. This will be brought back by Allison Landy at a future meeting.
 - b. **MOTION** by Allison Landy to accept the 09/24/21 minutes as submitted.
 - c. **SECOND** by Brian Gardner
 - d. **APPROVED** by majority vote
3. IC Subcommittees (action)
 - a. AS (03) - Jennifer Bishop - (action)
 - i. Mostly working on organizing and structuring
 1. Jennifer Bishop & Shandiin Deputee elected as co-chairs
 2. Recruited Alexander Henderson to the committee to have the required faculty involvement

- ii. Reviewing plagiarism-checking software with Faculty Association
- iii. Researching data regarding the usefulness of “D” grades as well as +/- grades
 - 1. We need to connect with Joshua Lowry when considering these grades and how Financial Aid will factor into these decisions.
- iv. Last year, the standing Procedure 2625 was split into 2625 – Non- Academic Misconduct Draft & Procedure 2628 – Academic Misconduct Draft.
 - 1. Paul Hempsey has a draft that includes markup with attorney’s and faculty's feedback.
 - 2. Pat Lopez will meet with Jennifer Bishop and Shandiin Deputee to update them on the procedures. She also will share some suggestions on language that will be clearer.
 - 3. There is some confusion around the convening of a hearing panel.
 - 4. Faculty are interpreting the list as a step list, when in fact, they can choose any or all the options given.
 - 5. There needs to be a clear outline of who handles which sanctions.
 - 6. It should be researched to see what other institutions do in these cases.
 - 7. The prior VPLSS had made suggestions that the dean of the course department be the one to issue suspension from the class, and then an appeal would be raised to the level of the VPLSS.
 - 8. The Academic Misconduct procedure should be elevated to top priority.
- v. “D” & “+/-” grades could be put off to another year as the Academic Misconduct procedure is more important.
- vi. **MOTION** by Ruth Creek to accept the Academic Standards report
- vii. **SECOND** by Rachel Arroyo-Townsend
- viii. **DISCUSSION**
 - 1. At other institutions, after a certain number of academic misconduct events, it is automatically elevated to a hearing.
- ix. **APPROVED** by unanimous vote
- b. ASK (04) - Allison Landy - (action)
 - i. Reports are coming in at an unusually early rate.
 - ii. The committee has been approached by two departments already for assistance.
 - iii. Committee is progressing well, no questions for IC today.
 - iv. **MOTION** by Brian Gardner to accept the Assessment of Student Knowledge report
 - v. **SECOND** by Ruth Creek
 - vi. **ABSTAIN** by Allison Landy
 - vii. **APPROVED** by majority vote
- c. DE - no report
- d. LT (05) - Amelinda Webb - (action)
 - i. Group has met three times since the beginning of the semester.
 - ii. Currently down one faculty member; working to get that filled.
 - iii. Had some good discussion about redundant technologies
 - 1. Microsoft Office vs Google Suite; ZOOM vs. WebEx
 - a. A small group that is using redundant programs is collecting data for this discussion.
 - 2. Currently no plan to drop ZOOM, but it is something that we need to look at in case of budget cuts, just exploratory currently.

3. This is also an issue as students must switch between multiple products, which is not ideal.
 - iv. Continuing to give recommendations for best practice trainings.
 - v. No requests for peer review of courses currently.
 - vi. The committee will be tackling Distance Education Guidelines at the beginning of Spring semester.
 - vii. Doing a pilot of Ally with faculty volunteers with the intention to get training and be ready for rollout.
 - viii. Recommendation made at the last meeting to wait on assessing the addition of an NPC Friends and Family link on Moodle; the SSA is putting forward recommendations about developing a virtual success center that would be a better location for this link.
 - ix. Reviewing data from the Moodle utilization and information on other LMS survey from Spring '21.
 - x. Discussed some of the training options for Respondus
 1. There was a conflict with AZ Career Readiness credential being on computers that already had Respondus set up; this might cause issues with Respondus being loaded on all computers if they already have similar programming installed.
 2. May need to get with TAS to decide what computers might need to not have Respondus uploaded to avoid these issues.
 - xi. We need to better support LT as they have many charges to handle.
 1. We need to integrate the ITCS department with the work of LT; we need to realign expectations, duties, responsibilities, etc.
 - xii. Amelinda Webb will be stepping down as chair; the committee will be co-chaired by LaTonya Motley and Harshika Bhatt beginning at the next meeting. She will be staying on the committee.
 - xiii. **MOTION** by Allison Landy to accept the Learning Technologies report.
 - xiv. **SECOND** by Dawn Johnson
 - xv. **ABSTAIN** by Ruth Creek
 - xvi. **APPROVED** by majority vote
- e. PD - no report
4. Curriculum
 - a. ACRES
 - i. REMINDER – there is an ECD course ready for review. Please get into ACRES to vote.
 - b. New Programs
 - c. Program Modifications
 - i. AAEC Request to Proceed (06) - Allison Landy - (action)
 1. Discovered during graduation review last year, that our AAEC does not meet AGEC-A, even though it has been listed in the catalog as such.
 2. This is a relatively minor change, but it will align this degree with what our catalog already says.
 3. There are two courses that students need to choose from and only one meets the Contemporary Global, International or Historical awareness requirement.

4. HIS105 is an option that fulfills the teacher certification requirement; however, confusion came when it was being interpreted that HIS105 could not be used to fulfill more than one requirement.
5. Students must choose either POS 110 or HIS 105 to fulfill 3 credits for the SBS requirement. They can take both if they want, but they only must take one.
6. This will eventually be important when it comes to a B.S. degree for teacher certification. One course can serve multiple roles.
- ii. **MOTION** by Ruth Creek to approve the Request to Proceed for the Program Modification
- iii. **SECOND** by Rachel Arroyo-Townsend
- iv. **ABSTAIN** by Allison Landy
- v. **APPROVED** by majority vote
- d. Program Deletions
- e. Program Suspensions
- f. Misc. Curriculum
 - i. Teach-out plan catalog language (07) - Rebekah Wilson as proxy for Josh Rogers - (action)
 1. The Teach-Out definition is not listed anywhere in the catalog, so it would be helpful to add that for students to understand this language.
 2. We need to start with adding definitions (pg. 67) for the relevant terms in the catalog language and then move forward with voting on the teach-out plan language.
 3. **TASK** –Define terms being used in the language and bring back to IC - Josh Rogers
 - ii. **MOTION** by Allison Landy to ask Josh Rogers to define terms used in the catalog language before proceeding
 - iii. **SECOND** by Dawn Johnson
 - iv. **APPROVED** by unanimous vote
5. Old Business (not related to curriculum)
 - a. Baccalaureate Degrees at NPC (08) – Michael Broyles - (information)
 - i. Michael Broyles presented a report/guide to synthesize and comment “on some of the critical requirements for offering baccalaureate degrees.”
 - ii. This report does not replace SB1453 but is just to act as a guide in the process.
 - iii. Need to talk about the directionality of DGB approval; consent agendas, timelines of tuition proposal, and how we approach this.
 1. Recommendation would be to educate the DGB as the Ad Hoc committee progresses with decisions/questions; it might be a good idea to do this as a special retreat as it may need more time than a regular meeting.
 - iv. State licensure will vary according to the programs put forward.
 - v. The Ad Hoc committee is scheduled for twice-a-month meetings currently and will report to IC next month.
 - vi. Administrators need to start thinking about what entity will submit the 5-year report to the Joint Legislative Audit Committee.
 - vii. The Ad Hoc committee should work on how to tackle the additional elements of documentation right away.
 - viii. Under H.5.a., the guide should reference “see G.7” on the report, not “see G.9.”

- ix. Important to keep in mind, it will take HLC 3 to 8 months to approve a Baccalaureate degree program; the first one NPC does will be the most difficult.
- b. Process of Engaging Financial Aid for New and Modification Program Proposals (09) - Michael Broyles - (discussion/action if needed)
 - i. This is an item brought back from Spring '21 per IC request.
 - ii. Should there be a change of process in which the Director of Financial Aid be involved in new and modification of program proposals?
 - 1. Currently it is the responsibility of the proposer to contact the Director of Financial Aid via email and upload approval confirmation to the ACRES form.
 - 2. We need to keep in mind what makes a program Financial Aid eligible and make decisions with that knowledge in mind.
 - iii. Does the Director of Financial Aid need to be included in notifications regarding all approved program proposals? If so, when should they be informed?
 - iv. We are missing some key people in this discussion, Josh Rogers, Joshua Lowry, for example, who would have input needed.
 - v. Joshua Lowry is in the process of evaluating our past processes and plans to make some changes that will affect this.
 - vi. Financial aid involvement needs to be in the Instructions for Course Forms in ACRES.
 - vii. IC will review this again in Spring semester; request that the Financial Aid director give a presentation regarding this prior to action being taken.
 - viii. **TASK – Contact Joshua Lowry and request that he prepare a presentation for IC to be given sometime in the spring – Pat Lopez**
- 6. New Business (not related to curriculum)
- 7. Announcements & Reporting of Previous Tasks
 - a. Judy Yip-Reyes and President Hazelbaker will present a Strategic Planning timeline at the next meeting.
 - b. Next meeting will be all remote and the link will be different. Watch for the invites to be sent out soon (fingers crossed).
- 8. Future Agenda Items
- 9. Adjournment – (action)
 - a. MOTION by Ruth Creek
 - b. SECOND by Allison Landy