IC Minutes 10/22/21

Northland Pioneer College
Instructional Council (IC)
10/22/21
Meeting Minutes
Agenda Packet
Task List

Voting Members Present:

Pat Lopez, Ruth Creek, Cotillion Sneddy as proxy for Allison Landy, Ryan Jones as proxy for Brian Gardner, Dawn Johnson, Wes King, Eleanore Hempsey, Shannon Motter as proxy for Wei Ma, Susan Hoffman as proxy for Renee Freese, Rickey Jackson, Rachel Arroyo-Townsend

Advisory Members Present:

Cassie Dows, Michael Solomonson, Josh Rogers

Guests:

Alexander Henderson, Tamara Osborne, Joshua Lowry, Colleen Readel, Judy Yip-Reyes, Chato Hazelbaker, Harshika Bhatt, April Horne, Susan Jensen, Lia Keenan, Diane Joe

1. Roll Call
2. Approval of 10/08/21 IC Minutes – Pat Lopez – (action)
   a. **MOTION** by Eleanore Hempsey
   b. **SECOND** by Ruth Creek
   c. **ABSTAIN** by Rickey Jackson
   d. **APPROVED** by majority vote
3. Updates
   a. DEI - Judy Yip-Reyes - (information)
      i. Still needing contributions for DEI newsletter on how you incorporate inclusion in your courses.
      ii. DEI is on Slack as well as SharePoint
         1. Slack – private channel, must request to join
         2. SharePoint - https://npc0.sharepoint.com/sites/DEI
      iii. Next meeting - November 18 from 2:30-4pm
   b. SSA - Ryan Jones and Melody Niesen - (discussion)

 i. Development of Student Success Module – content, load, connections to other initiatives etc. This was scheduled for a vote at Leadership Council on October 15th, but it was tabled.

  1. Content is too much; load is a department/dean decision; all involved need to be notified before discussions outside of the group.

   a. Our regular process of vetting will handle these concerns.

  2. Student readiness is an important part of the FIPSE grant and

   a. It is a bit time-sensitive due to the FIPSE grant connection.

   b. SSA has no power, nor do they have the desire to, push anything forward.

 ii. Instructional implications of changing "drop for non-payment" policy.

  1. Often students awaiting awards, or other situations out of their control such as struggling to find financing, get dropped out of classes before a solution can be found.

  2. If we can figure out a way to delay kicking students out while they are trying to find funding, it would be beneficial for everyone involved.

  3. President Hazelbaker has formed a group to work on suggestions for this issue; he pointed out that there is a national movement to do away with holds.

 iii. Update on mapping, including mapping and program review overlap.

  1. The intent of mapping is not to hold students to rigid paths through their program, but to let them know what is available and assist them with choosing electives.

  2. Geared to try and encourage students to complete 24 credits in a calendar year, working with summer offerings to make that more possible.

  3. We do not want to burn students out on the general requirements and make sure that the career path they think they want to be on is the path that they truly want.

  4. These will be brought back to IC once they are constructed. The idea would be to roll these maps into the process of program additions and modifications.

  5. DegreeWorks (or a product like it) could be configured to do exactly what we are discussing; there was question as to whether it is compatible with Jenzabar.

 iv. Update on ideas about restructuring advising.

  1. There are opportunities for advising on the Early College level that could inform students (and parents) what the students could either graduate with or take just a few more courses after high school that would give them an AGEC (Arizona General Educations Curriculum), a certificate or even an Associate degree.

  2. This advising needs to be collaborative between Early College, College Advisors, Faculty Advisors, and Financial Aid Specialists.

        3. It is difficult to share that information with someone with whom you do not have a relationship.

        4. NAU has faculty that are assigned students to advise and keep students focused with their degree endeavors.

        5. CCRC (Community College Research Center) has been extremely helpful; responding immediately to the questions we pose to them with examples of other colleges facing the same issues and what they have done to correct them.

    v. SSA is on Slack as well as SharePoint

        1. Slack - #studentsuccessalliance

        2. SharePoint - https://npc0.sharepoint.com/sites/NPC365-StudentSuccessAlliance

        3. Meetings are 2nd and 4th Tuesdays from 10-11am, membership is not necessary to participate.

4. Curriculum

    a. ACRES – 2 items to vote on

        i. These both still need votes to move forward.

    b. New Programs - None

    c. Program Modifications - None

    d. Program Deletions - None

    e. Program Suspensions - None

    f. Misc. Curriculum - None

5. Old Business (not related to curriculum)

    a. Teach-out plan definitions and catalog language – Josh Rogers - (action)

        i. Teach-out plans are only created when a program of study is eliminated or substantively changed so the language presented is odd.

    b. **MOTION** by Rickey Jackson

    c. **SECOND** by Ruth Creek

    d. **DISCUSSION**

        i. Definitions

            1. Teach-out Plan

                a. Suggestions were made and wordsmithing was done on the definition by the group, and the changes were agreed upon as follows:

                    i. A written plan created when a program of study is eliminated from the college catalog or substantively changed. Teach-out Plans identify courses and substitutions to allow students the opportunity to complete a specific certificate or degree after program deletion or change. To be eligible to follow a Teach-out Plan, students must maintain continuous enrollment and have identified the program of study prior to its deletion or change.

            2. Sunset Date

                a. Suggestions were made and wordsmithing was done on the definition by the group, and the changes were agreed upon as follows:

                      i. The date by which a degree and/or certificate must be completed after elimination or change of the program of study from the college catalog, as established in a Teach-out Plan.

            ii. Catalog Language

                1. Students working towards degrees no longer in the current catalog must complete all required coursework by the Sunset Date of the Teach-out Plan. Teach-out Plans are only available to students who have maintained continuous enrollment, and who had the specific degree intent on file, prior to elimination or change of the program of study from the catalog.

        e. **MOTION AMENDED** by Rickey Jackson to include the changes made to the catalog definitions and language.

        f. **SECOND** by Ruth Creek

        g. **APPROVED** by unanimous vote

        h. TAS Update – nothing to report

6. New Business (not related to curriculum)

        a. Proposed Strategic Planning timeline – Judy Yip-Reyes and President Hazelbaker - (information)

            i. Proposed Strategic Planning Timeline

                1. Draft of Strategic Planning timeline for Instructional Council's input; it is a living document.

                2. Strategic Planning Oversight committee was setup by Leadership Council to better coordinate college level planning with emphasis on integrating and aligning various aspects of planning; departmental, divisional, institutional

                3. The plan only includes high level goals by semester without any detail currently.

                4. There is also a planning cycle that has been laid out on executing a current year strategic plan as well as planning ahead for the next academic year's strategic plan.

                5. The intention of this plan is to streamline the process of moving from planning to implementation in a more effective manner.

            ii. 2021-2024 Strategic Initiatives

                1. President Hazelbaker wanted to give Instructional Council the chance for an initial preview and comment on these initiatives.

                2. The focus on editing the plan should be on removing from rather than adding to this list as it is not beneficial to overwhelm strategic planning.

                3. Each initiative will be assigned to a group or project lead; for example, 4-year degree development is already being worked on by IC and improving the student intake process is already underway with a group chaired by Rebecca Hunt.

4. Initiatives as laid out thus far (President Hazelbaker does believe this list is too long but is hesitant to remove anything also as it is all needed change. A discussion about how to prioritize will need to occur.):
    a. Increase Enrollment
        i. Explore the opportunity and implementation process for 4-year degrees
        ii. Improve student intake process
        iii. Explore expansion of Adult Education and Community Programming opportunities
    b. Improve student success
        i. Take next steps in Guided Pathways Implementation
            1. Develop "One Stop Shop" model
            2. Begin the process of mapping the academic programs and develop timeline for completion of all programs
            3. Develop system to provide individualized Academic Plans for all new adult students starting in Fall 2022 (HS Students to follow)
            4. Take next steps in ACIP (Ask Connect Inspire Plan)
                a. Working toward creating a relational model versus transactional model for advising
                b. Explore and implement changes in advising to align with Pathways and Faculty Advising
            5. Continue to develop Student Success Alliance
                a. Develop communication plan
                b. Implement and Assess Institutional Readiness Sub-group
    c. Increased sustainability
        i. Restructure the HR Office and hire a permanent CHRO (Chief Human Resources Officer).
        ii. Review and Update Policies and Procedures related to grievances, supervisors, and conflict management.
        iii. Implement new Supervisor Training (Summer 2022).
        iv. Set new ERP implementation timeline, assign resources, and take first key steps toward a new ERP.
        v. Complete WMC Skills Center (Fall 2022).
        vi. Re-evaluate Facilities Master Plan and identify projects for FY 2023 and FY 2024.
        vii. Evaluate Center services and infrastructure and develop improvement plans to meet student and community needs.
5. These initiatives will hopefully be presented to the Leadership Council in November.
6. Goal is to have a good list, agreed upon by shared governance groups to present by Spring convocation.

    7. This list is hopefully one NPC commits to, but with the understanding that we will be constantly adapting and adding as projects or steps of projects are completed and new needs arise.

    8. President Hazelbaker is presenting a chart on what he believes is the process of "how a bill becomes a law" at NPC. Defining what the role for each leadership group is to help clarify for everyone.

7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
    a. Curriculum season is coming, be sure to keep your eyes on ACRES
    b. Joshua Lowry will be invited back to present on how financial aid affects curriculum development in the spring.
    c. Next meeting November 12, in person at SCC LC110 for members & on WebEx for guests and those unable to attend in person.
9. Adjournment - (action)
    a. **MOTION** by Ruth Creek
    b. **SECOND** by Wes King