

IC Minutes 11/12/21

Northland Pioneer College

Instructional Council (IC)

11/12/21

Meeting Minutes

[Agenda Packet](#)

[Task List](#)

Voting Members Present:

Pat Lopez, Frank Pinnell as proxy for Wes King, Shandiin Deputee as proxy for Ruth Creek, Lorie Hendershot as proxy for Allison Landy, Brian Gardner, Dawn Johnson, Eleanore Hempsey, Wei Ma, Renee Freese, Rickey Jackson, Rachel Arroyo-Townsend

Advisory Members Present:

Cassie Dows, Michael Solomonson, Josh Rogers, Michael Broyles, LaTonya Motley, Shannon Motter, Donna Krieser

Guests:

Jonathan Schader, Alexander Henderson, Tamara Osborne, Jeremy Raisor, Harshika Bhatt, April Horne, Lia Keenan, Susan Hoffman, Dan Groenveld, Natalie Kee, Kevin Jones

1. Roll Call
2. Approval of 10/22/21 IC Minutes (02) – Pat Lopez – (action)
 - a. **MOTION** by Rickey Jackson to approve the minutes from 10/22/21 IC meeting
 - b. **SECOND** by Eleanore Hempsey
 - c. **ABSTAIN** by Wei Ma, Lorie Hendershot as proxy for Allison Landy, Brian Gardner
 - d. **APPROVED** by majority vote
3. IC Subcommittees (action)
 - a. AS – no report
 - b. ASK – no report
 - c. BABS AdHoc (03) – Presented by Kevin Jones for Allison Landy - (action)
 - i. Reviewed information from North Carolina, who has been a leader in education for decades.
 1. Explore what you have, focus on one specific aspect
 - a. Will start with an Early Childhood Ed degree since most pieces are already in place

- b. Can expand in the future to Elementary Ed and then possibly Secondary Education
 - c. Nursing
 - d. Business – local jobs are looking for higher degrees especially
 - 2. Do we have the faculty? Mostly
 - ii. HLC is a 6-to-8-month process, and they have a checklist of requirements
 - 1. Faculty
 - 2. Money
 - 3. Building space
 - 4. Other things needed for degree implementation
 - iii. If the implementation is for 2023 then the proposal would go in Fall 2022
 - iv. Early Childhood is a bachelor's that Maricopa and other institutions are also working to develop, and Michael Broyles has worked closely with the Early Childhood ATF chair and would be happy to work as a liaison with this group if there are questions going forward.
 - v. This group was to develop its own charges
 - 1. Beginning with this pilot of a single bachelor's degree in Early Childhood, will establish a framework for establishing other bachelor's degrees.
 - vi. Question was raised regarding the mention of BA degree on numbers 1 and 5 in the charges
 - 1. These should say bachelor's instead of BA which is limiting to a specific type of bachelor's degree.
 - vii. This will be a large part of IC's work over the next 18 months at least.
 - viii. **MOTION** by Eleanore Hempsey to accept the BABS AdHoc committee report
 - ix. **SECOND** by Rickey Jackson
 - x. **ABSTAIN** by Lorie Hendershot as proxy for Allison Landy
 - xi. **APPROVED** by majority vote
 - xii. **MOTION** by Rickey Jackson to approve the charges with the minor modifications suggested by IC on charges 1 and 5 to say bachelor's degree as opposed to BA specifically and approve the pilot of EC BA degree to start in Fall 2023
 - xiii. **SECOND** by Brian Gardner
 - xiv. **ABSTAIN** by Lorie Hendershot as proxy for Allison Landy
 - xv. **APPROVED** by majority vote
- d. DE (04) – Elizabeth Oliphant - (action)
- i. No representative available to deliver the report.
- e. LT (05) – Harshika Bhatt & LaTonya Motley - (action)
- i. Curtis Stevens will replace Scott Estes and Xander Henderson has also joined the subcommittee
 - ii. LT is asking for feedback from IC on handling registration for efficient rollout (integration still in progress; either end of semester or beginning of SP22)
 - 1. LinkedIn Learning is a learning platform that has a large database of tutorial videos that students, faculty, and staff can use to hone skills and earn certificates of completion that will bolster their professional LinkedIn profile.
 - 2. We could be gathering FTSE on this by offering internal professional development for our staff; this is good in the short term, but in the long term we may be hurting ourselves.
 - 3. In the past we did this, but two things occurred to end it

- a. We were overwhelmed with enrollment and needed to stop to prioritize teaching the regular population of the college.
 - b. These courses became community ed courses and not for credit.
 - c. Down the road we need to look at how we can offer something like this again.
 4. A curated list of tutorials that might help with students would be helpful; by discipline lists would be helpful to instructors.
 5. Tutorials are intended to be used as a resource to enhance a course, not to replace the course; could use administrative permissions to restrict course options that are offered through the college.
 6. This was initially intended to help employees hone their skills. It can be a benefit to students as it not only teaches them skills, but it also connects them to the workforce in having these certificates that they earn be displayed on their LinkedIn profile to build their resume.
 7. Using this for onboarding employees would be hugely beneficial.
 8. IC is not the right group to discuss rollout with for LinkedIn Learning or Ally.
 9. It would be better to have a presentation at Division Day where information is given, and future training dates are given.
 10. This will be discussed at the next President's Cabinet meeting.
- iii. LT is seeking feedback from IC on what a successful rollout of ALLY would like
1. Is ALLY something that must be adopted?
 - a. That is something that will be decided after the survey comes back after the pilot.
 2. It can be turned off for specific courses if it is requested by the instructor.
 3. The goal is to make it available for all courses, because of the capabilities to improve access and inclusion in the course. It makes documents available in different formats due to the mode of access, disabilities, etc.
 4. Rollouts should occur over the summer where there is less pressure and more time to work out the kinks.
 5. LT came to IC about rolling this out in the past and it was approved.
 6. Are there any red flags?
 - a. The feedback received is overwhelmingly positive. No red flags.
 - b. It will change the look of Moodle, but LT is prepared for that.
 - c. There is only a year contract for this to try it out; ends before Fall of 2022.
 - d. ITCS has the resources available to support this rollout; the team is ready; the pilot team will be able to assist; the faculty mentors will be able to assist during fourth Friday trainings. LaTonya Motley is confident in her department's ability to assist in this rollout.
 7. **TASK – Michael Solomonson will take the rollout of LinkedIn Learning and ALLY to President's Cabinet regarding adding this to Convocation/Division Day information.**

8. **TASK** – VPLSS office will send out email to all faculty members to make them aware of the rollout before finals; will coordinate with Wei Ma and LaTonya Motley.
 9. **TASK** – LaTonya Motley will also be making announcements in Slack, email, All College, with short video showing what it may look like.
- iv. LT is requesting feedback on the options for next steps in evaluation of the LMS options.
 1. It would be helpful to have a comparison matrix for different LMS and choose 2-3 to demonstrate for faculty.
 2. It would be helpful to ask for feedback from students or even staff who have experience with other LMS options.
 3. LT will work on student survey and bring back results to IC.
 - v. **MOTION** by Rickey Jackson to accept the LT subcommittee report
 - vi. **SECOND** by Frank Pinell as proxy for Wes King
 - vii. **ABSTAIN** by Shandiin Deputee as proxy for Ruth Creek
 - viii. **APPROVED** by majority vote
- f. PD – no report
4. Curriculum
 - a. ACRES
 - i. There are a few courses being worked through but are not yet ready for voting.
 1. Michael Broyles will let IC know when they are ready to vote on.
 - ii. There are a few that are ready, so be sure to get in and vote.
 - b. New Programs - None
 - c. Program Modifications
 - i. CIS Department
 1. Request to Proceed
 - a. Computer Information Systems (CP, CAS, AAS) (06) - Jonathan Schrader - (action)
 - i. This would remove CIS105-Information Technology & Computer Applications and instate CIS107-Information Technology Fundamentals; “105 or 107” would work as options for prerequisites for CIS courses that currently have a CIS 105 prerequisite.
 1. CIS105 is mostly based on MS Office Suite, which the LinkedIn Learning video would give them enough information on this software, but this course is not fundamental to the CIS discipline.
 2. CIS107 takes the small portion of CIS105 that is relevant to the program and expands on it which will benefit the students more in the pursuit of the program.
 3. Only CIS courses have CIS105 as a prerequisite, so this only affects the CIS department.
 4. This change will only affect Gen Ed in that CIS students would be taking one less Gen Ed, but these programs are not AGECE programs.
 - b. Cybersecurity (CP, CAS, AAS) (06) - Jonathan Schrader - (action)

- i. This would remove CIS125 – Digital Media and instate CIS#### (a new course) - Critical Thinking in Information Technology.
 - ii. This would affect all CIS programs in some shape or form.
 - iii. Digital Media is more of a Graphic Design course, and it does not really fit the program at all.
 - iv. The Critical Thinking course would have an IT slant as well as an Ethics slant, because two of the top non-technical skills that employers look for are Communications and Critical Thinking.
 - v. The goal of making these changes is to create a more employable and knowledgeable graduate.
- c. Computer Information Systems (CAS, AAS) (06) - Jonathan Schrader - (action)
 - i. This would remove CIS150 – Digital Culture and instate CIS#### (a new course)- Electronics in Computing
 - 1. Digital Culture was developed back in 2007 or 2008, and the bulk of the course is circa 1990.
 - 2. While history is important, the students are living in digital culture. This history is touched on at the beginning of most of the courses depending on the subject matter.
 - 3. Hands on course regarding electronics would be more beneficial to students than this course.
 - 4. The Electronics course would be like the CIS 141: a hybrid course where some would be in the lab.
 - 5. CIS107 currently transfers to NAU as a departmental elective and an elective; to UofA as an elective; it is currently non-transferable to ASU.
 - 6. CIS150 is more of a 1 credit course; just turning on the television gives as much information as is taught in the class; it does not need to be part of the CIS program.
 - 7. These changes open the possibility to take more than one CIS course the first semester.
 - 2. The CTE division moves much faster than the A&S division when it comes to curriculum changes
 - 3. **MOTION** by Rickey Jackson to approve the request to proceed with changes to CIS programs
 - 4. **SECOND** by Brian Gardner
 - 5. **DISCUSSION**
 - a. The courses do not need to be created before this is voted on as the request to proceed comes before any changes are made going forward.
 - 6. **APPROVED** by unanimous vote

- ii. Business Department
 - 1. Request to Proceed
 - a. ABUS; Entrepreneurship, Management and Leadership, and Medical Office Administration Specializations (07) – Rachel Arroyo-Townsend - (action)
 - i. There are changes coming to Math from the Math ATF which is what has prompted this request to proceed.
 - ii. Change mathematics requirement from MAT221 – Calculus to MAT211 – Technical Calculus
 - 1. This is because the MAT221 course is more math than even the universities require, and aligns with the university requirements of Technical Calculus specifically.
 - iii. Change mathematics requirement for the three specialization degrees to say MAT142 or higher
 - iv. This change is because there are anticipated changes to MAT125, per the ATF.
 - v. The BUS department is trying to put their programs into alignment with the universities.
 - b. **MOTION** by Frank Pinell as proxy for Wes King to approve the request to proceed with the changes to the BUS programs
 - c. **SECOND** by Rickey Jackson
 - d. **ABSTAIN** by Rachel Arroyo-Townsend
 - e. **APPROVED** by majority vote
 - d. Program Deletions - None
 - e. Program Suspensions - None
 - f. Misc. Curriculum - None
- 5. Old Business (not related to curriculum)
- 6. New Business (not related to curriculum)
 - a. Moving ISW Program to ITCS (08) – Wei Ma & Gail Campbell - (information)
 - i. This move is preempting the restructuring of CCP/EDU division.
 - ii. Would take effect July 1, 2022, to ensure a seamless transition of budget from Gail Campbell to LaTonya Motley.
 - 1. This change will not affect the curriculum review process; ISW curriculum would still originate from CCP/EDU.
- 7. Announcements & Reporting of Previous Tasks
 - a. Next meeting will be a WebEx only meeting on December 10th.
 - b. Still working on formalizing our permanent in-person meeting space.
 - c. It may be the SCC symposium room in spring of 2022.
- 8. Future Agenda Items
- 9. Adjournment – (action)
 - a. **MOTION** by Dawn Johnson to adjourn
 - b. **SECOND** by Brian Gardner