

IC Minutes 01/14/22

Northland Pioneer College
Instructional Council (IC)
01/14/22
Meeting Minutes
[Agenda Packet](#)
[Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Ruth Creek, Allison Landy, Susan Jamison as proxy for Brian Gardner, Dawn Johnson, Susan Hoffman, Wei Ma, Renee Freese, Rickey Jackson, Rachel Arroyo-Townsend

Advisory Members Present:

Cassie Dows, Michael Solomonson, Josh Rogers, Michael Broyles, Donna Krieser, Curtis Stevens, LaTonya Motley, Rebekah Wilson, Shannon Motter

Guests:

Alexander Henderson, Elizabeth Oliphant, Tamara Osborne, Ryan Jones, Jonathan Schrader, Daphne Brimhall, Jeremy Raisor, Dan Groenveld, Lia Keenan, Susan Jensen

1. Roll Call
2. Approval of 12/10/21 IC Minutes (02) – Pat Lopez – (action)
 - a. **MOTION** by Wes King to approve the 12/10/21 minutes
 - b. **SECOND** by Allison Landy
 - c. **DISCUSSION**
 - i. There was an email conversation prior to the meeting regarding the way the minutes captured 5.c.i. discussion.
 - ii. There will be one amendment regarding the disagreement with the way the deadline is handled.
 1. Bullet point to be added:
“1. After some debate regarding the necessity of the amendment it was decided that IC does need to be aware of the scope of the changes being made.”
 - d. **MOTION AMENDED** by Wes King to include the bullet point noted above.
 - e. **SECOND** by Allison Landy
 - f. **ABSTAIN** by Susan Jamison as proxy for Brian Gardner
 - g. **APPROVED** by majority vote
3. IC Subcommittees (action)
 - a. Task Assignment from Faculty Association: – Pat Lopez
 - i. Pat via Faculty Association requested a short one paragraph description of duties and time commitments.
 - ii. The deadline for this is January 31st.

- iii. Send to Faculty Association co-presidents Melody Niesen and Amelinda Webb, and copy Cassie Dows.
 - iv. **TASK – develop job descriptions and time commitment requirements for participating in the IC subcommittees – All subcommittee chairs and co-chairs**
- b. AS – Ryan Jones
- i. Monthly Academic Standards Report (03) – (action)
 - 1. For next month, a summary of where the subcommittee is with each charge would be appropriate and was requested by Pat Lopez
 - 2. **MOTION** by Allison Landy to accept the Academic Standards report
 - 3. **SECOND** by Susan Hoffman
 - 4. **APPROVED** by unanimous vote
 - ii. Student Academic Code of Conduct Markup (04) – (action)
 - 1. History – At one time, this was part of the “Student Code of Conduct” which included misconduct that was both academic-related and behavior-related. The former VPLSS, Jessica Clark, undertook steps to separate the two and make modifications that exclude the President of the college from the process.
 - 2. **MOTION** by Allison Landy to send this back to the Academic Standards subcommittee for revisions.
 - 3. **SECOND** by Dawn Johnson
 - 4. **DISCUSSION**
 - a. General corrections:
 - i. Academic Misconduct is item I. on the document but is listed under 3. B. 1. shows it to be item H.
 - ii. In article 4. D. says, “he or she,” needs to be replaced with gender-neutral “they.”
 - iii. “Education programs” and activities are mentioned in Article 3.a. This might need to be rephrased to say “instructional” as opposed to “education.”
 - iv. There should be alignment between the duties given to the IC chair in this document and those listed in Procedure 2125 – Shared Governance.
 - v. Regarding the list of actions in Article 4., where c. states “verbal warning”, this should be changed to just “warning” rather than specifying verbal or written.
 - vi. Article 4.C. should say “submitted to the VPLSS and to the appropriate Dean/Associate Dean (strike director as that was from when the Dean of NAH was a director position) as the VPLSS office needs to keep a running log of these infractions which would be inaccurate if only housed at the Dean level.
 - vii. Article V. A. should read “IC Chair or designee” instead of administrator
 - viii. In Article V. C. need to remove “grievance” as that refers to a different procedure altogether.
 - b. Definitions:
 - i. These definitions should be sent to Paul Hempsey to ensure that language is standardized.
 - ii. “Hearing panel” is referred to, but it is not defined in Article 1: Definitions.

- iii. "Days" refers to business days in the definitions, but later in the document mentions "calendar days" in Article 4, then in Article 5 it says, "working days". This should be standardized, so there is consistency between the definitions and the usage.
- iv. "Plagiarism" needs to be clearly defined to account for the intent of an infraction.

c. Sanctions:

- i. There is no order in which to use the sanctions.
 - 1. This was removed by replacing the numbers with bullets so that the instructor has the freedom to impose what they feel appropriate including more than one sanction.
 - 2. One or more sanctions can be imposed.
- ii. The list of sanctions is in two places: Article 4. Section D. and Article 5. Section B.
 - 1. That is something that needs to be consolidated into one place in this document.
- iii. Hearing Panel is triggered by:
 - 1. Student objection to faculty-imposed sanction(s).
 - 2. Three or more cases have been previously reported for the student.
 - 3. Faculty recommends removal from the course.
 - 4. Maxient is the program being used to record student history be it academic or otherwise.
 - 5. Hearing Panel Process:
 - a. Faculty imposes sanction(s).
 - b. Student disagrees with sanctions, requests a hearing panel or the sanction(s) include removal from the course.
 - c. Hearing panel decides what the sanction(s) should be.
 - d. Student disagrees with the hearing panel's decision.
 - e. VPLSS has final decision on the outcome of this process.
 - f. Student will remain in the course until the final decision has been reached.

5. APPROVED by

- a. **TASK – Contact FA to request a replacement for Loria Hute on the AS subcommittee – Pat Lopez**

c. ASK – Allison Landy

- i. Monthly ASK Report (05) – (action)
 - 1. **MOTION** by Ruth Creek to accept the ASK report
 - 2. **SECOND** by Dawn Johnson
 - 3. **APPROVED** by unanimous vote

d. BA/BS/BAS AdHoc – Allison Landy

- i. Monthly BA/BS/BAS AdHoc Report (06) – (action)
 - 1. Working to establish what a basic bachelor's degree would look like at NPC

- a. Standard credits required is 120 credit hours; this is what the committee recommends.
- b. Looked at the difference between lower and upper division credits
 - i. Took into consideration the possibility of there being a requirement of a certain number of upper-division credits required by universities for graduate degrees.
 - ii. The subcommittee recommends that we require a minimum of 30 credits of upper-division coursework to achieve a bachelor's degree.
 - iii. The subcommittee recommends that the number of major specific credits be a decision left up to the discipline of the degree.
 - iv. The subcommittee's intent is to establish a standard while allowing for discipline-specific credits flexibility.
 - v. The decision as to how many credits need to be taken at our college also needs to be made.
 - 1. General standard at other institutions is a minimum of 30 credits be required at the college.
- 2. **MOTION** by Susan Hoffman to accept the BA/BS/BAS report
- 3. **SECOND** by Rickey Jackson
- 4. **ABSTAIN** by Rachel Arroyo-Townsend, Allison Landy
- 5. **APPROVED** by majority vote
- ii. Recommendations
 - 1. The recommendations made in the BA/BS/BAS report are in alignment with HLC standards.
 - 2. Appreciation was expressed for the fact that we are following the NAU general guidelines because of their robust CTE department and has a CTE master's degree, so following their standards allows the non-CTE programs to do what is needed in terms of forming their program in alignment with other schools.
 - 3. Graduate programs look at transcripts, so the intention is to ensure that the degrees/courses are strong and appropriately designed.
 - 4. **MOTION** by Rickey Jackson to approve all recommendations as presented by the BA/BS/BAS subcommittee
 - 5. **SECOND** by Ruth Creek
 - 6. **ABSTAIN** by Allison Landy, Rachel Arroyo-Townsend
 - 7. **APPROVED** by majority vote
- e. DE – Elizabeth Oliphant
 - i. Monthly Dual Enrollment Report (07) – (action)
 - 1. **MOTION** by Allison Landy to accept the Dual Enrollment report
 - 2. **SECOND** by Wes King
 - 3. **DISCUSSION**
 - a. For NPC to approve certain courses, such as POS 112 for the Chief Manuelito scholarship, Diné (tribe not institution) had to approve the course and the instructor.
 - i. It would be appropriate to attach documentation on this process when the form is added in ACRES and add as a general comment that for this to be accepted as a course for Dual Enrollment, it must go through the tribal department of education approval as well.

4. **TASK** – Deliver information to Michael Broyles for POS 112 and LAN171/172 Navajo Language – Rickey Jackson
 5. **ABSTAIN** by Wei Ma, Susan Jamison as proxy for Brian Gardner
 6. **APPROVED** by majority vote
- ii. DE Recommendation to IC ⁽⁰⁸⁾ – (action)
1. This recommendation is for IC to put their support behind a recommendation by April Horne and Wei Ma to reinstate the compensation by the college to DE instructors.
 2. This recommendation was initially made to the previous VPLSS, Jess Clark, in September 2020. Originally, it was Dr. Clark’s intention that the savings the schools were receiving would be redirected to the Dual Enrollment instructors, however, not all schools have done this, leaving some instructors uncompensated for their efforts.
 3. **MOTION** by Allison Landy for the DE subcommittee to put their support behind recommendations that lead to DE instructors receiving compensation from the college.
 4. **SECOND** by Wes King
 5. **DISCUSSION**
 - a. This specific recommendation is not ready, because if we reinstate the compensation, some instructors who are already getting compensated by their home school would be doubly compensated, while others are only receiving what is coming from the college.
 - b. It would be best if the DE instructors were paid directly by NPC, not only because we can ensure the funds are going to the instructors, but also because this would be more inclusive for the instructors to feel like they are part of this college.
 - c. In reinstating these stipends, they would not come from individual departments but instead would come from Early College.
 - d. The Instructional Council, through this motion, supports the reinstatement of DE instructors’ compensation, the mechanics of which will need to be decided by Early College, the VPLSS Council, HR, and Payroll, with two concerns voiced.
 - i. The \$250 listed in the Appendix of the recommendation is not the \$300 the instructors were receiving at one time.
 - ii. There are still funds coming from the budget going to the schools that are not being distributed to the DE instructors as they were intended, which could lead to more bitterness in the future.
 6. **ABSTAIN** by Susan Jamison as proxy for Brian Gardner, Wei Ma
 7. **APPROVED** by majority vote
- f. LT – LaTonya Motley
- i. Monthly Learning Technologies Report ⁽⁰⁹⁾ – (action)
 1. The Testing and Library Testing services survey had approximately 40 responses and the results should be ready by the next subcommittee report.
 2. **MOTION** by Susan Hoffman to accept the report
 3. **SECOND** by Rickey Jackson
 4. **ABSTAIN** by Ruth Creek
 5. **APPROVED** by majority vote
- g. PD – none

- i. **TASK** – To notify Magda Gluszek about the request for the subcommittee description and time commitment – Cassie Dows

4. Curriculum

- a. ACRES – none
- b. New Programs – none
- c. Program Modifications
 - i. BUS – Associate of Business – Rachel Arroyo-Townsend – (action)
 - 1. **MOTION** by Allison Landy to bring this program modification back to the next IC meeting.
 - 2. **SECOND** by Dawn Johnson
 - 3. **DISCUSSION**
 - a. General comment for all the BUS Program modifications
 - i. Discipline Studies is a subheading of General Education and the way it appears is that it is the same level of General Education.
 - 1. For the time being, it was decided to shrink the font of the heading “Discipline Studies” and indent it to match “Communications” on the strikethrough document.
 - b. Business Core should be Core Requirements to be standardized across the board.
 - c. Calculus and Transferable were both misspelled in this document, and a space is needed between Behavioral and Science.
 - i. “‡” on the strikethrough document denotes the “direct transfer course to NAU; Elective transfer course to ASU, UofA
 - ii. This is more of an advisement piece than something that needs to be noted in the catalog and should be removed.
 - d. In the program description it refers to “the critical knowledge it entails” which is confusing as to what this is referring to and needs clarification.
 - ii. BUS – Entrepreneurship – Rachel Arroyo-Townsend – (action)
 - 1. **MOTION** by Allison Landy to bring back the program modification with corrections to the program description for it to reflect the language in the catalog.
 - 2. **SECOND** by Wes King
 - 3. **DISCUSSION**
 - a. Applies to all the BUS programs
 - i. Under Communications it says “select any course under the Communications” of which there are only General Education but there are only five and then two are not applicable.
 - 1. This was done in case another Communications course was added that would work.
 - b. Clarification was requested on the rationale behind no longer accepting MAT 125 for these degrees.
 - i. This degree is not transferable, but it is a direct to work degree into a field where strong math skills are a necessity, and we need to ensure that our students are prepared.
 - ii. These students may want to come back for our bachelor’s degrees in the future.
 - iii. MAT 125 does not transfer to the universities, it will be replaced with MAT 160. This will be changed next year.
- 4. **ABSTAIN** by Rachel Arroyo-Townsend
- 5. **APPROVED** by majority vote

- iii. BUS – Management and Leadership – Rachel Arroyo-Townsend – (action)
 - 1. **MOTION** by Allison Landy to approve the program modification
 - 2. **SECOND** by Wes King
 - 3. **DISCUSSION**
 - a. Formatting correction – BUS 217 is on the wrong line under the CAS
 - b. “Discipline Studies” to be changed to match the “Communications” heading
 - c.
 - 4. **MOTION AMENDED** by Allison Landy for this program modification to be brought back with a corrected strikethrough with the removal of the double daggers, formatting the “Discipline Studies” to match the “Communications” heading, and to correct the error with BUS 217
 - 5. **SECOND** by Wes King
 - 6. **ABSTAIN** by Rachel Arroyo-Townsend
 - 7. **APPROVED** by majority vote
- iv. BUS – Medical Office Administration – Rachel Arroyo-Townsend – (action)
 - 1. **MOTION** by Allison Landy to approve the MOA program modification conditional on the formatting corrections of “Discipline Studies” to match the “Communications” heading
 - 2. **SECOND** by Susan Hoffman
 - 3. **ABSTAIN** by Rachel Arroyo-Townsend
 - 4. **APPROVED** by majority vote
- v. Computer Information Systems AAS, CAS, CP – Jonathan Schrader – (action)
 - 1. **MOTION** by Allison Landy to approve the CIS AAS, CAS, CP program modification
 - 2. **SECOND** by Susan Hoffman
 - 3. **DISCUSSION**
 - a. A question was posed on this modification and the Software Development program modification, being that Digital Media is being removed as a course, but the description still refers to digital media and should that then be removed.
 - i. This is the differentiation between Digital Media, the formal course, and digital media being information that is touched on in other courses in the program.
 - ii. The program still covers digital media throughout other courses even though the formal course was removed.
 - 4. **APPROVED** by unanimous vote
- vi. Cybersecurity AAS CAS CP – Jonathan Schrader – (action)
 - 1. **MOTION** by Wes King to approve the Cybersecurity AAS CAS CP program modification
 - 2. **SECOND** by Rachel Arroyo-Townsend
 - 3. **APPROVED** by unanimous vote
- vii. Software and Web Development AAS CAS CP – Jonathan Schrader – (action)
 - 1. **MOTION** by Wes King to approve the Software and Web Development AAS CAS CP program modification
 - 2. **SECOND** by Susan Hoffman
 - 3. **APPROVED** by unanimous vote
- viii. **TASK** – To research the use of Discipline Studies to find how widely used it is, how it is used, why it is used, and recommend how we approach correcting this going forward – Michael Broyles

Commented [LP1]: Does this motion need to read "Motion by Wes King to approve Cybersecurity AAS CAS CP Program Modification? The next motion also appears to be missing the specific language of the motion

- d. Program Deletions – none
- e. Program Suspensions – none
- f. Misc. Curriculum
 - i. Course Outcomes Discussion – Michael Broyles (10) – (discussion/action if needed)
 - 1. Postponed until next meeting 1/28/22
 - 2. **TASK – Please do the reading assigned by Michael Broyles in relation to this agenda item before the next meeting – All IC Members**
- 5. Old Business (not related to curriculum) – none
- 6. New Business (not related to curriculum) – none
- 7. Announcements & Reporting of Previous Tasks
 - a. Our physical meeting space is going to be changing once again. Due to the SCC's unfortunate leak, we are forced to revisit our meeting location options. As soon as we have a location, we will let you know.
- 8. Adjournment – (action)