

Northland Pioneer College  
Instructional Council (IC)  
02-26-10

Voting Members: Mark Vest (Chair), Eric Henderson, Debra McGinty, Doug Seely, Kenny Keith, Ruth Zimmerman,  
Lynn Browne-Wagner, Cynthia Hutton, Sandra Johnson  
Non-Voting Members: Cindy Hildebrand, Russell Dickerson (recorder)  
Guests: Jeannie McCabe, Don Richie, Bill Solomon

Chair announcements: Mark has requested that Sandra Johnson select a new adjunct faculty member to sit on IC citing lack of meeting attendance and voting. Mark contacted two voting members who have not logged into ACRES this year and notified them that if they do not participate in ACRES voting, he will ask President Swarthout to replace them on IC.

- I. Approval of the 02-12-10 IC minutes
  - a. Prior to the meeting, Ruth notified Russell of two minor typographical errors. Cindy added that the Dual Enrollment report needs to include *a process for faculty review is needed*.
  - b. Doug moved to approve as amended; second by Lynn.
  - c. The 02-12-10 IC minutes, as amended, were approved unanimously.
- II. Subcommittee Reports
  - a. Learning Technologies
    - i. Subcommittee chair Gary Mack submitted the Distance Education Guidelines and Best Practices document for IC member review.
    - ii. Gary was unable to attend the meeting for discussion.
    - iii. IC members agreed to review the lengthy document prior to the next meeting in preparation for a formal vote.
  - b. Professional Development
    - i. Subcommittee chair Ryan Jones submitted a report and a draft of an invitation letter for faculty professional development applications.
    - ii. Questions: should ISW be mentioned in the invitation letter? Is Professional Development taking over ISW?
    - iii. HR is looking to propose changes to the pay increase process for adjunct faculty.
    - iv. Eric moved to authorize Cindy to contact Ryan to add ISW to the letter prior to dissemination; second by Doug.
    - v. The motion to include ISW in the letter and distribute was approved unanimously.
  - c. Assessment of Student Knowledge
    - i. No formal report.
    - ii. Reminder: the subcommittee is looking forward to receiving assessment reports. Eric asked IC members to remind people in their departments that reports are due March 19<sup>th</sup> and that Dialog Day is on April 9<sup>th</sup>.
    - iii. Russell reminded IC members that the April 9<sup>th</sup> IC meeting will be an in person meeting at SCC and will begin at 1:30 p.m. to avoid Dialog Day activity conflicts.
    - iv. Assessment committee members will be available to assist departments. Shannon urged departments to be collaborative.
- III. Curriculum
  - a. Review of the current curricular process that has resulted in multiple program changes and over 200 courses in ACRES.
    - i. IC has not previously seen this volume of ACRES curriculum.

- ii. Ideas to increase ACRES productivity:
  1. Require proposers, before they start entering specific courses into ACRES, to bring program changes to IC for approval and to discuss what course changes will occur. Once the program changes are approved, the proposer can then enter new courses, modifications and deletions into ACRES for approval. This will serve to give IC members a better overview of proposed changes and provide insight as to why changes are being proposed.
  2. Large groups of courses, deletions, for example, can be processed as batches in ACRES.
    - a. Eric to revive a previously created mass deletion form that will allow all courses requiring action to be listed on a single form. IC members can then vote on the single form in ACRES.
    - b. The proposer will still have to enter each individual course form for record keeping purposes. Department chairs and deans will also have to give approval on individual course forms. Once the mass form is approved by IC, the VPL and ACRES administrator will have to go in and enter approval for all individual course forms.
    - c. For entire program deletions, a single program deletion form can be submitted that lists the AAS, CAS and CoP(s).
    - d. No orphans: the CoP should lead to the CAS which should lead to the AAS degree. This is a Pell grant requirement.
  3. New courses and modifications will still be handled individually by IC.
  4. If common questions come up, IC needs to have a discussion with the proposer.
  5. Eric to reactivate the Annual Deletion of Courses Within a Prefix form. This form is not to be used to delete courses that have an effect on other courses. This would need to be discussed at the meeting.
  6. Programs proposals need to be submitted ten (10) prior to the meeting where they will be presented. IC members agreed that ten days gives sufficient time for review and formulation of questions.

- iii. ACRES user issues

1. Reposting *needs revision* curriculum: clone the original form, make changes and then resubmit it.
2. IC members can use a query to view specific department curricular items. Queries can also be used to isolate different types ACRES forms—new, modifications and deletions, for courses and programs, by department. This will make it easier for IC members to keep track of ACRES items.
3. Long-term goal: all courses will be in ACRES and available for future deletions and modifications.

- b. CTP program changes

- i. Approval of new CIS courses

1. CIS 140 and CIS 145 are new courses based upon CTP 150 and CTP 180 respectively.
2. CTP 150 and CTP 180 to be included in the CTP program deletion.
3. CIS 140 was approved in ACRES.
4. CIS 145:
  - a. The prerequisite for CIS 145, as presented, needs to be changed to CIS 140.
  - b. Eric moved to approve CIS 145, as amended; second by Lynn.
  - c. CIS 145 was approved unanimously.

- ii. Deletion of the CTP AAS, CAS and CoPs
  1. Ruth moved to approve elimination of the CTP AAS, CAS, all CoPs and areas of specialization; second by Kenny.
  2. The elimination of the entire CTP program was approved unanimously.
- iii. CTP course deletions
  1. Shannon moved to approve the deletion of all CTP courses listed in ACRES; second by Lynn.
  2. The deletion of all CTP courses listed in ACRES was approved unanimously.
- c. AGR program deletion
  - i. There is no full-time faculty member, AGR is not offered as dual enrollment and there is no enrollment in the program. In the future, some AGR courses may be offered at non-credit, community education courses.
  - ii. Lynn moved to approve elimination of the AGR AAS, CAS, all CoPs and all associated areas of specialization; second by Sandra.
  - iii. The deletion of the entire AGR program was approved unanimously.
  - iv. AGR course deletions
    1. Doug moved to approve deletion of all AGR course listed in ACRES; second by Ruth.
    2. The motion to approve the deletion of all AGR courses listed in ACRES was approved unanimously.
- d. HOS program deletion
  - i. Background: In 2000, the Safe Serve program was developed in response to Show Low area hotel industry demand. Local hotels and restaurants did not send their staff members for classes. According to Don, HOS will be readdressed in approximately two years. In 2003, the program was recreated for NAVIT but had very low/no enrollment. There is a program at NAU but there has been no enrollment in the NPC program. HOS is not offered as dual enrollment.
  - ii. Lynn moved to approve deletion of the CAS and CoP in HOS; second by Kenny.
  - iii. The deletion of the CAS and CoP in HOS was approved unanimously.
  - iv. HOS course deletions
    1. Shannon moved to approve deletion of all HOS course listed in ACRES; second by Debra.
    2. Don clarified that every course with a HOS prefix is being deleted.
    3. The motion to approve deletion of all HOS courses was approved unanimously.
- e. LAS course bank clean-up
  - i. The LAS program was deleted 4 to 5 years ago.
  - ii. Lynn moved to eliminate LAS courses from the course bank, as presented; second by Ruth.
  - iii. The elimination of LAS course from the course bank was approved unanimously.
- f. FRS program modification
  - i. Proposed changes are driven by the advisory committee to meet their needs and national standards. Lynn added that the closure of the State Fire Marshall Office and subsequent lack of State certification, has led to a shift to national standard.
  - ii. Questions:
    1. Why are elective courses restricted to unspecified FRS courses?
    2. If the core classes serve to provide entry-level requirements for employment, why not let students choose electives—could have transfer implications.
    3. Is the degree core set up to meet external certification? EMT courses need to stay in the core.

4. What about the MAT requirement? As presented, the math option does not lend itself to transfer. Include *or MAT 152 or any math course for which MAT 152 is a prerequisite?*
  5. If certain courses are necessary for essential knowledge within a discipline, why not include them specifically in the core?
- iii. Bill Solomon joined the meeting
1. Bill explained that electives are restricted to FRS courses at the wishes of the advisory committee.
  2. Bill explained that the FRS restricted electives are important as they align with fire service task books which lead to advancement.
- iv. Suggested changes
1. Bring back 2 to 8 credit hours of unrestricted electives (unduplicated courses of 100 level or above).
  2. Reduce core to 28 to 44 credit hour range.
  3. Add transfer math course language *MAT 101 or MAT 152 or any math class for which MAT 152 is a prerequisite.*
  4. Replace core class FRS 140 with new course FRS 141.
- v. Action on FRS AAS and CAS not possible at time of meeting because new FRS courses have not been approved. Revisions to the FRS AAS, with suggested revisions, are to be resubmitted in ACRES and the CAS is to be input into ACRES.
- vi. IC reviewed FRS proposed CoPs
1. FRS CoP: Firefighter
    - a. The proposed Firefighter CoP is a replacement for the Fire Science CoP that will serve to address fire service task book requirements and enhance opportunities for advancement. The CoP consists of 17 credit hours and all course listed build toward the degree.
    - b. Lynn moved to approve the FRS Firefighter CoP as presented; second by Debra.
    - c. The FRS Firefighter CoP was approved unanimously.
  2. FRS CoP: Driver/Operator
    - a. At 7 credit hours, the proposed CoP would not be eligible for Pell grant funding.
    - b. IC: why make this into a CoP? The FRS courses listed for Driver/Operator are for career advancement.
    - c. Lynn moved that IC not approve the proposed FRS Driver/Operator CoP; second by Shannon.
    - d. IC denied the proposed FRS Driver/Operator CoP unanimously.
- vii. FRS CAS
1. Not entered into ACRES. Don to get CAS into ACRES for IC consideration.
- viii. FRS Courses
1. A lengthy discussion of lecture and lab hours ensued following an initial discussion of new course FRS 136, as compared to the existing FRS 119.
  2. Address discrepancies on forms—lecture hours or contact hours? Need clarification for catalog purposes. Also, there are budget implications related to instructor pay.
  3. Is a demonstration of a skill by the instructor considered lecture? Is demonstration of skill by students tied to labs?
  4. FRS 119 is not a prerequisite to FRS 136 as FRS 136 students get all the information in FRS 119 and then some.

ix. FRS Summary

1. Corrected AAS and CAS to be input into ACRES. IC members to review FRS materials in ACRES. IC will consider the revised AAS and CAS at the March 12<sup>th</sup> meeting.

g. ATO

i. IC member concerns:

1. Several proposed ATO course revisions appear to be the second course in a series without the first course listed as a prerequisite. It appears as though it may be possible to take Engine Performance III before taking Engine Performance II, for example.

- a. Why would you have courses that appear to be sequential, based upon their titles, without the prerequisites leading up to the course?
- b. Don reported that ATO courses are designed to be offered in a multicourse environment.

- i. Administrative work increases if you want to allow a student to register for Engine I, II and III.
- ii. Question: are they all being taught at the same time? Technically, no. Students spend a few weeks on Engine I, a few weeks on Engine II and a few weeks on Engine III.
- iii. Why can't this be offered at Engine Performance for 9 credit hours? This is being offered as NAVIT courses.
- iv. An IC member suggested that the college is confusing scheduling and curriculum.
- v. These courses are being offered to the public as well.
- vi. How are students being registered for a sequence of classes where each class is a prerequisite for the next? Answer: overrides are created by the dean's office—it's a lot of work.
- vii. Is the solution to that increase workload to change the curriculum or is the solution to have a standing mass override for those particular students?
- viii. Are classes truly sequential? It's built on external standards and should therefore, be sequential. We, as NPCers, know why we do things in a certain way. But, we shouldn't tell the world that NPC is the place where a student takes a third semester class before the first semester class, of sequenced courses.
- ix. This program was created for NAVIT but we do allow adult students to take the courses. Without prerequisites, an adult student could sign up for the last course in a sequence and NPC would not be aware of it until he/she showed up for class.
- x. Adult students can sign up for a course offered in the multicourse lab. If a non-NAVIT student wants to take the next course, how does s/he know when to come to class for the next course if offered in a multicourse environment?
- xi. NAVIT students sign up once for a sequence of classes with overrides for the second and third classes. This occurs with other NPC classes as well, such as with ENL 101 and ENL 102 over summer. Is this the same given we know the definite start date of ENL 102?
- xii. Adult students are taught according to the NAVIT schedule. This also occurs in Welding. Do adult students register at the

- beginning of the semester and know they don't have to show up until a certain point in the semester?
- xiii. Trying to offer these courses as short-term classes would be a nightmare from the perspective of grade submission (for prerequisite requirements) and would create classroom management issues.
- c. Does IC want to approve these courses without prerequisites? IC members to go back into ACRES and vote on ATO courses.
- h. AIS/BUS program changes
  - i. BOS prefix?
  - ii. It doesn't appear as if the CoPs lead to the degree. There is a lot of repetition between the CoPs.
  - iii. AIS 231 change to BOS 231, Introduction to MS Office needed revision in ACRES. Was it revised? Without revision, the bulk of this program is not doable as this is a core class.
  - iv. General statement: it is late in the semester and the changes requested are numerous and complicated. An IC member commented that it would be nearly impossible to work through the proposed program and course changes before the next IC meeting, especially in light of questions that have been raised.
  - v. An IC member suggested that the originator of the proposed AIS/BUS program and course changes needs to appear at an IC meeting to answer questions.
  - vi. How can IC get this worked through in time for the 2010-2011 catalog revisions?
    1. Don notified IC that major changes to Cosmetology must come before IC.
    2. Doug notified IC that a revision to CIS 100 is in the works and will be submitted for consideration at the next meeting.
    3. Program changes have to be approved by the DGB and approval effectively follows IC action by a month. Anything approved at the March 12<sup>th</sup> IC meeting won't go before the DGB until April 20<sup>th</sup>. There is a timeline that must be kept to ensure that a printed catalog is available before, or at least, by the start of the fall semester. Anything that doesn't make the April 20<sup>th</sup> DGB meeting will be too late to make it into the 2010-2011 catalog.
    4. If a major Cosmetology overhaul needs to make the upcoming catalog, it should be prioritized.
    5. Eric suggested that the AIS/BUS changes would best be brought before IC in September, or even May, due to the complexity and number of CoPs. The CoPs are not aligned into certificates of applied science.
  - i. Mark will go into ACRES and begin to clear out everything that was approved at this meeting.
  - j. IC members are to go into ACRES and work on FRS and ATO.
  - k. AIS and BUS is on hold for now.
  - l. IC members are to carefully review the lengthy Learning Technologies subcommittee report in preparation for the next meeting.

Next meeting: March 12<sup>th</sup>, audio classroom.

At the March 12<sup>th</sup> meeting, IC will have to decide if that date is the absolute curriculum cut-off for the upcoming catalog. A teleconference meeting may be a possibility to cover material before the April DGB meeting.

Ruth moved to adjourn; second by Doug.

The motion to adjourn was approved unanimously.