Northland Pioneer College
Instructional Council (IC)
03-12-10

Voting members:        Mark Vest (Chair), Lynn Browne-Wagner, Doug Seely, Ruth Zimmerman, Sandra Johnson,
                       Shannon Newman, Kenny Keith, Eric Henderson, Ryan Jones (proxy for Cyndi Hutton),
                       Debra McGinty
Non-voting:            Cindy Hildebrand
Guests:                Jeanne Swarthout, Gary Mack, Mike Solomonson, Eric Bishop, Rose Kreher, John Chapin
                       Don Richie, Charlotte Robbins

I.      Approval of 02-26-10 IC minutes
        a.  Lynn moved to approve as presented; second by Kenny.
        b.  The 02-26-10 IC minutes were approved unanimously.
II.     ASU-NPC Transfer Admission Guarantee (TAG) Agreement
        a.  Dr. Swarthout requested that IC members review the TAG agreement and that IC provide her
            recommendation whether or not NPC should move forward with ASU.
        b.  Dr. Swarthout explained that the TAG:
                i.   Is basically an articulation agreement formulated by ASU and that a number of community
                     colleges have entered into the agreement.
                ii.  Allows for a 75/45 community college/university credit hour split.
                iii. Provides for stable university tuition.
        c.  If NPC enters into the TAG agreement, college programs can choose to participate if it is deemed a good
            fit for students.
        d.  Dr. Swarthout added that the negotiation of AAS to BAS for all CTE programs fits well under the TAG.
        e.  Dr. Swarthout stated that the agreement is good for some students and that the decision to participate
            should be made on a program by program basis.
        f.  Debra and Dr. Swarthout to forward TAG materials to Russell to post on MyNPC for IC member review.
        g.  Action items for April 9th IC meeting: yes or no recommendation from IC regarding moving forward with
            the TAG agreement with ASU.
III.    Subcommittee reports
        a.  Professional Development
                i.   IC members reviewed the Professional Development subcommittee report and the survey form.
                     The subcommittee report was accepted and the survey form adopted upon a motion by Ruth, a
                     second by Doug and a unanimous affirmative vote.
        b.  Assessment of Student Knowledge
                i.   No formal report.
                ii.  The subcommittee will meet next week.
                iii. Assessment reports are due and Dialog Day activities are scheduled for April 9, 2010.
        c.  Placement
                i.   No report.
        d.  Learning Technologies
                i.   Eric Bishop presented his overall comments:
                     1.  100% online student enrollment and registration (by fall 2010) seems to be functional
                         except for new students.  New students face delays due to procedural problems and
                         manual processing.  The online registration process could be more user-friendly.
                         a.  Why are new students a challenge?  Residency verification requires staff review
                             of documents.  Scanned documents are acceptable but students may not have
                             access to a scanner.
                         b.  John Chapin asked if new student forms are entered into a database.  They are
                             not.  Idea: use a form handler to dump the information into Jenzabar.

    c. Why add more software? Not needed if information submitted through website can be captured and dumped into Jenzabar. Drupal-Jenzabar solution would be the quickest solution.

    d. Mark sees the form handler aspect as an IS responsibility.

    e. Cindy noted that there are currently 4 different forms used to collect student information. Idea: legacy documents need to be merged into a single, updated form.

    f. *NPC will improve and streamline the online enrollment and registration system.*

2. Development of in-house instant messaging
    a. What is the need for such a system?
    b. Eric Bishop noted that such a system would fall under legislation that requires messages to be archived for discovery purposes.
    c. IC members decided to strike the in-house instant messaging recommendation.
    d. Telephones and systems like Google Chat can be utilized for informal, off the record conversations.

3. In-house support of technology
    a. *These technologies will be supported in-house whenever practical*.

4. Install Adobe Acrobat Pro on all computers
    a. The college needs the ability to create and edit PDF documents.
    b. Adobe Connect already available. IS needs to make sure staff has the necessary hardware to use it.
    c. Faculty and staff don't know what software is available.
    d. List of available software to be placed on MyNPC employee page and include information on what the software is use for.
    e. Who will be responsible for the training? Include Educational Technology faculty member.

5. Telephones: Explore VOIP?
    a. VOIP is expensive and would require WAN cleanup/adjustment to accommodate it.
    b. Capital money available may be better spent on a service contract to maintain the current phone system.
    c. Should VOIP be included in the distance education guidelines?
    d. Remove this from the guidelines?

6. Digitize audio/video systems
    a. Recording on DVD or in digital form. We're very close.

7. DRA Workshop
    a. Pg. 10, second paragraph: workshop with DRA and Ed Tech by fall 2010. Timeline too aggressive?
    b. 5th bullet point: define, elaborate appropriate hardware and software.
        i. Why is A&S Dean singled out?
        ii. More computers for Math and Sciences?
            1. Doug pointed out that there are underutilized computer resources available.
            2. Eric has talked to Dr. Richie about scheduling more classes in computer labs.
        iii. Rewrite bullet point to reflect effort to utilize existing computing resources through scheduling.

8. Pg. 12, last paragraph: JICS or Moodle?
    a. DRA concerns with supporting both platforms.
    b. Will we recommend a particular platform?
    c. Mark would like the guidelines recommend a learning management system the college should be using.
    d. Take out JICS and leave in Moodle or any other technology?

9. Pg. 14, facilities and finances:
   a. Need more detail needed for planning purposes.
   b. *Commit to continuously improving...*
10. Pg. 15, student support services, first bullet point
   a. Spring 2010 (now).
   b. Requires thorough testing with meetings before pushing it out to office hours and instruction.
   c. TLC has webcams and microphones and is willing to help test Adobe Connect.
   d. Pilot some courses before utilizing Adobe Connect to form Video III.
   ii. Eric will forward his comments to Russell to be posted on IC MyNPC.
   iii. Payloff and Pratt reference. Gary would like to insert comment from 2008 World E-Learn.
      1. Eric would like to see the studies in addition to the assertions.
   iv. Task: IC members to rip a copy of the guidelines and insert comments/questions and submit them to Russell by April 2$^{nd}$ to be posted on MyNPC; Mark will create a synthesis document that will be posted to MyNPC and distributed to LT subcommittee members.
   v. Task: Russell to update LT access—add Zoe Payne.

IV. Curriculum
   a. CTP program cleanup
      i. Previously approved CIS 140 (replacement for CTP 150) necessitates changes to the following AAS degrees:
         1. Medical Assistant, Electronics Technology, Computer Technology in Business, Computer Information Systems (CIS area of specialization), Business (required electives), and Administrative Information Services (required elective).
         2. Ruth moved to approve changes to the programs listed as a block and as presented; second by Sandra.
         3. IC members approved changes to the listed programs as presented by a majority affirmative vote and two abstentions.
      ii. These changes will need to be included in the April DGB packet for approval.
   b. FRS
      i. IC math recommendation not incorporated in FRS program resubmissions.
      ii. Missing language: MAT 101 or MAT 152, or any math class for which MAT 152 is a prerequisite.
      iii. Don recommended that the FRS AAS degree include the math language.
      iv. Lynn moved to approve the FRS AAS program changes, as amended; second by Doug.
      v. The FRS AAS program changes were approved by a majority vote with one abstention.
   c. ATO
      i. No changes have been made to ATO courses in ACRES.
      ii. Eric moved to reject changes to all ATO courses; second by Lynn.
         1. Discussion:
            a. IC members indicated that ATO needs to address IC concerns.
            b. Rejected ATO courses will remain the system; forms can be cloned and resubmitted.
            c. Don recommended that IC disapprove all ATO courses and that CTE will bring them back for the 2011-2012 catalog.
      iii. IC members voted unanimously to not approve changes to the ATO courses as presented in ACRES.
   d. TMP:
      i. Program deletion:
         1. Doug moved to eliminate the Therapeutic Massage program; second by Ruth.
         2. IC members approved the elimination of TMP by a majority vote with two abstentions.
      ii. Course deletions:
         1. TMP courses will be deleted from the catalog but retained in the course bank.
         2. Doug moved to approve deletion of all TMP courses listed in ACRES as a block; second by Ruth.

        a. Discussion:
- i. Courses can be offered as long as it is in the course bank.
- ii. Eric thinks that some of the courses are well suited to be offered as continuing education courses.
- iii. The state board says that the college can offer non-credit TMP courses that will help advanced TMP students with licensure requirements.
- iv. When will the courses be deleted from the course bank? Debra indicated the courses would remain in the course bank in the event the program is brought back.

        3. TMP course deletions were approved by a majority vote with one abstention.

e. Individual ACRES courses
- i. CHM 130:
  1. Approved in ACRES.

f. AIS/BUS
- i. Someone from AIS/BUS needs to address IC concerns.
- ii. Lynn moved to reject all AIS/BUS curriculum and CTE will bring them back to IC in the fall under the new submission guidelines (program proposal first, courses second); second by Doug.
- iii. IC members approved rejection of all AIS/BUS curriculum unanimously.

g. Cosmetology
- i. Program change proposal reviewed in the meeting.
- ii. Changes are a response to discrepancies between what is in the catalog and what instruction students actually receive.
- iii. Cosmetology must also adhere to state 1600 contact hour requirements.
- iv. Currently, students are receiving more contact time; students are not earning credits for the amount of contact time; and the college is not receiving tuition.
- v. The proposed changes would reflect what is actually being done in Cosmetology.
- vi. No other Arizona college offers Cosmetology.
- vii. Nursing and Paramedicine require over 70 credit hours.
- viii. Should the standard, for all disciplines, be two contact hours per credit hour?
- ix. Eric stated that 79 credit hours is a lot for an AAS degree which the student must pay for.
- x. Is there a recommendation from the state Cosmetology board with regard to credit hours? No, they are only concerned with contact hours.
- xi. Does IC want to approve a 79 credit hour AAS degree?
- xii. IC wants to know what the total number of credit hours would be if a 3 to 1 formula were used instead. Some IC members will work with Charlotte to see how the credit hours can be reduced.
- xiii. The proposal will be brought back to the next meeting.

Ruth moved to adjourn; second by Shannon.

Meeting adjourned upon a unanimous vote.

Next Meeting: April 9, 2010.