

Northland Pioneer College

Instructional Council (IC)

11-12-10

Voting Members Present: Mark Vest (Chair), Don Richie, Eric Henderson, Lynn Browne-Wagner, Ruth Zimmerman, Kenny Keith, Andrew Hassard, Don Richie, Cyndi Hutton, Shannon Newman, Doug Seely, Kenny Keith

Non-Voting Members Present: Cindy Hildebrand, Trudy Bender, Jake Hinton, Wei Ma, Russell Dickerson (recorder)

Guests: Ryan Jones (via speakerphone), Charlotte Robbins

- I. Approval of 10-22-10 IC minutes
  - a. Russell noted that an instance of the word “final” was misspelled.
  - b. Ruth moved to approve the 10-22-10 minutes as copy edited; second by Kenny.
    - i. The 10-22-10 minutes were approved unanimously.
- II. IC Subcommittees
  - a. Reports
    - i. Assessment of Student Knowledge
      1. Eric presented the annual assessment report and appendices to IC for acceptance.
      2. Ruth moved to accept the 2009-10 assessment report and appendices as presented; second by Lynn.
        - a. The 2009-10 assessment report and appendices were accepted unanimously.
    - ii. Professional Development
      1. Ryan reported that the subcommittee is proposing that each faculty member be eligible for a maximum of \$400 per year for travel expenses related to attendance of a conference or training. Ryan clarified that \$400 is a maximum amount that can be awarded and that it is not the intention of the subcommittee to automatically fund professional development activities at the \$400 level.
      2. Ryan reported that the subcommittee is committed to an equal distribution of funds across the academic divisions and that in-house training opportunities will be given priority.
      3. Mark noted that there was no dollar amount associated with training required for continued certification. Ryan stated that the subcommittee omitted a specific funding level so as not to be limited by extraordinary circumstances where a faculty member, as recommended by a dean, would seek funding for training that results in continued certification. Ryan added that it was not the intention of the subcommittee to formalize the requirement of the college to fund faculty certification activities.

4. Don noted that Perkins funds are not mentioned. Mark stated that Perkins funding, while not specifically mentioned, could be considered under the third bullet.
5. Eric moved that IC accept the 4 bullet recommendations regarding travel generated by the Professional Development subcommittee; second by Kenny.
  - a. IC unanimously accepted the professional development travel recommendations.
6. Mark requested that Ryan rewrite the recommendations at guidelines and forward to Mark for distribution to faculty and posting on the faculty page of MyNPC.
7. Second request: Ryan reported that professional development funds in the amount of \$450 have been requested by the Faculty Association for the upcoming December Faculty Retreat. Ryan reported that the subcommittee had approved the request and sought guidance from IC as this was not the usual request for funds from a single faculty member. Eric asked if there was a specific professional development component planned for the retreat. Ryan reported that he did not know. IC members advised that this request for funds be addressed like any other in which fund requests are accompanied with some documentation of the professional development nature of the activity.
  - a. Ryan will request additional information from the Faculty Association president and ask the subcommittee to review the additional information and take another approval vote.

iii. Learning Technologies

1. No report.

iv. Multifunction Printer (MFP) Task Force

1. Trudy presented MFP survey data and a MFP Task Force planning Document for IC review.
2. Trudy reported that the IS Director is confident that the plan can be implemented resulting in print management software deployment by July 1, 2011.
3. Trudy reported that the plan will reduce/eliminate staff time devoted to serving student MFP needs and is related to the media fee. Trudy stated that software options for student access will be explored.
4. Doug moved to accept the MFP planning document, as presented; second by Ruth.
  - a. The MFP planning document was accepted unanimously.

III. Curriculum

- a. Presentation of proposed program modification overviews and requests for IC green light
  - i. CIS: program modifications resulting from implementation of CIS 105
    1. Doug explained that the proposed program changes are a result of converting the existing CIS 100 course to CIS 105 and added that the

Arts and Sciences Dean has approved proposed changes to A&S programs.

2. Doug explained that other Arizona colleges have implemented similar course and program changes in order to be in alignment with the state universities.
  3. Doug added that the focus of CIS 105 moves away from information systems and effectively becomes a business course.
  4. IC members gave permission for Doug to submit all program changes (as a result of the conversion to CIS 100 to CIS 105) to IC as a batch.
  5. Don thanked Doug for his hard work on this project.
- ii. IMO
1. Kenny presented the IMO program change proposal and reported that the Electronics program has not been offered since 2000 and there is currently no Electronics dual enrollment being offered; from 2005 to present, only two students have earned ITP AAS degrees; last year, 17 ITP CoPs were awarded; and that the advisory board wants to see more students attain AAS degrees.
  2. IC members reviewed the proposed IMO general education requirements. Eric asked if MAT 152 would be applicable toward the AAS degree. Kenny confirmed that MAT 152 would be acceptable and Eric suggested that the math requirement language include “MAT 109 or any course for which MAT 109 is a prerequisite.”
  3. CIS requirements needed to be corrected to reflect CIS 105 instead of CIS 100.
  4. Philosophical question: are CIS 106 and BUS 103 general education courses?
    - a. Options: take two courses out of general education and adjust required or unrestricted electives accordingly. Doug’s suggestion: Replace BUS 121 with CIS 106.
    - b. IC members expressed concern that the proposed AAS degree could be earned taking little more than ITP courses and that a science and a social science course should be included for the AAS.
    - c. The ABus provides the model for which CIS 105 can replace a humanities or social science course in the general education requirements.
    - d. More broad questions and continued discussion: what type of graduates do programs want to create? What classes should be included in programs? How much flexibility should students be given?
  5. Kenny will structure courses in levels; those business entities that prefer their employees receive certain modules can work with BIT for tailored training.

6. Kenny notified IC that his long term goal is to convert ITP courses to the IMO prefix.
  7. IC members directed Kenny to move forward.
- iii. COS
1. Lynn explained that she had worked with Charlotte to bring back the proposed program changes to IC. Lynn explained that classes and labs are now separated and contact hours have been moved into clinical labs. This has resulted the same credit hours and adjustments to contact hours which were based on 3-1 for clinical labs. 100 level courses are theory classes and 200 level courses are clinical labs.
  2. Eric questioned the use of minor modification of existing course forms for what he perceives to be new courses. Lynn will reexamine the course outcomes. Lynn explained that minor modification forms were used because all the courses numbers already existed.
  3. Mark noted that if the contact hours and outcomes change, then it should be a new course. Under the new program and courses, the system would give a returning student graduation credit for coursework they have not completed due to the recycling of course numbers.
  4. After much discussion, IC members recommended that the COS courses currently entered in ACRES be deleted and reentered as new courses. COS will work with Cindy to identify available course numbers. New courses will eliminate the issues that will arise from returning students, previously earned credits/completed coursework and contact hours.
  5. CAS is written is ineligible for financial aid because not all of it directly applies to the AAS degree.
  6. Why offer an AAS degree in Cosmetology? If a certificate were the terminal degree within a program, it would be Pell eligible but earning enough contact hours for licensure would be impossible. Do employers only care about licensure and not the degree?
  7. Recap: COS to resubmit as new courses and delete the current ones; look at number of weeks as it pertains to credit hours calculation; the AAS template is the core plus ENL 101 and a math course.
  8. CoPs will be retained and need to reflect new course numbers.
  9. COS to let Financial Aid Director review the AAS, CAS and CoPs to make sure progression is in place and will be Pell eligible.
- IV. Old business not related to curriculum
- a. Review and discuss additional information (from NAU) regarding the proposed NPC2NAU agreement in preparation for IC vote.
    - i. IC members reviewed the NAU email response to IC questions.
    - ii. The request was tabled until responses provided. What does IC want to do now?
    - iii. Ruth noted that the ASU TAG agreement is a much better deal than the proposed NAU agreement. The NAU agreement saves students about \$1,800 over a direct transfer to the Flagstaff campus.

- iv. Will more NAU advising be available at more locations to serve our students?  
NAU advising staff is currently located at WMC.
- v. Ruth noted that for the Nursing program, it is not a clean transfer and there is no admissions guarantee.
- vi. There's a lot required of our students—do the benefits match?
- vii. Cyndi moved to table the proposed NPC2NAU agreement until the December 10, 2010 meeting and invite NAU representative to attend; second by Ruth.
  - 1. The motion to table until December was approved unanimously.
  - 2. Place on December 10, 2010 agenda.

V. New business not related to curriculum

- a. Review and discuss additional information (from Prescott) regarding the proposed articulation agreement in preparation for IC vote.
  - i. Prescott College representatives unable to attend the November IC meeting.
  - ii. IC members elected to wait until Prescott College representative can attend via speakerphone at the December 10, 2010 meeting. IC members want time prior to call in to formulate questions.
- b. Review additional, separate language regarding Online Course Delivery that addresses the President's Strategic Initiatives.
  - i. Mark emailed out proposed language for IC member review in preparation for making some sort of recommendation to the president regarding hybrid and online course and program delivery.
  - ii. Do we have completion rates for online courses versus traditional courses? All classes or general education classes? Want to see data as basis for discussion?
  - iii. Invite Dr. Swarthout to next meeting so IC can hash out the foundation we're working from? Yes!
  - iv. Dr. Swarthout to be invited to the December 10, 2010 meeting and Russell to place discussion of additional language on the meeting agenda.
- c. Review and discussion of proposed language regarding a possible third option with regard to request for substitution or waiver petitions. Broader question: how should NPC treat/apply coursework completed at other institutions?
  - i. Eric explained that NPC receives transfer students who bring credits for which NPC has no equivalents, but that seem to satisfy general education requirements.
  - ii. What is it we're trying to accomplish with general education? How do we want to look at general education?
  - iii. We probably don't need a new petition form but should provide direction to advisors as to how general education credits will be treated.
  - iv. Revisit this topic in 2011.
- d. "The nature of IC": hold off until 2011.
- e. Exclusionary clause for procedure 2104: hold off until December 10<sup>th</sup> meeting. Get language from Cyndi and post for IC member review.

VI. Other? None.

VII. Adjournment

- a. Everyone got up and left—meeting adjourned.
- b. Next meeting: December 10, 2010.