

Northland Pioneer College

Instructional Council (IC)

12-10-10

Voting Members Present: Mark Vest (Chair), Carol Stewart (proxy for Lynn Browne-Wagner), Shannon Newman, Cynthia Hutton, Andrew Hassard, Rickey Jackson, Doug Seely, Kenny Keith

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

Guests: Jeanne Swarthout, Charlotte Robbins, Janet Hunter

Note: Agenda item order to be determined by guest/presenter availability, the Chair and IC members.

- I. New business not related to curriculum (action as required)
 - a. Review additional, separate language regarding Online Course Delivery that addresses President's Strategic Initiatives.
 - i. Distance Education Guidelines and Best Practices document:
 1. Dr. Swarthout stated that the Guidelines, aside from the timelines, are good, cover a lot of ground and represent a good effort that will have to be only slightly modified over time.
 2. Dr. Swarthout will formally accept the Guidelines and return a memo to IC in preparation for presentation to the District Governing Board in January 2011.
 - ii. Additional, separate language regarding Online Program Delivery:
 1. Dr. Swarthout stated that the college should work toward implementation of distance delivery of the AGEC-A, AGEC-B and AGEC-S.
 2. Definition of 'distance'? Dr. Swarthout stated that she is using the definition contained in the guidelines—basically anything not delivered face to face. 'Online' would have to come out of the definition. Eric suggested use of 'online/hybrid'. Eric stated that if online/hybrid courses are included, the college currently has distance delivered AGEC's; Mark agreed and added that courses have not been consciously scheduled in such a way as to deliver distance AGEC's in a 4 semester timeframe. Eric noted that there is currently no online/hybrid mathematics option for the AGEC-S and AGEC-B. Dr. Swarthout stated that those math options need to be online.
 3. Mark: will this require a HLC change request? No, the AGEC is not a degree and there is a hybrid component. Very close, though. Expansion of web-streaming will put the college into a change request position.
 4. Dr. Swarthout stated that it is her priority to increase what the college does with distance delivery to reach deeper into communities and that CTE should also look at increased distance delivery.
 5. Eric expressed concerns about a college shift to online delivery that included possible undercutting by for-profit institutions and cannibalization of NPC courses that utilize other delivery formats. Dr. Swarthout stated that the ability to offer distance education is crucial when potential funding cuts may impact the way in which the college is able to offer services.

6. Timeframes for additional language: can't hold a division to timeframes given the college is without deans in CTE and Nursing and Allied Health.
 - a. Eric: March 1, 2011 is fine for the AGECS.
 - b. Due to CTE and Nursing Dean vacancies, will need to shift Division Dean recommendation to IC deadlines back a year to March 1, 2012.
 - c. IC time-lined list of online programs to President deadline moved back a year to May 2012.
 - d. All references to 'online/hybrid' to be struck and replaced with 'distance'.
 7. Shannon moved that the additional program delivery language, as discussed and edited (see above) be recommended to the President for acceptance; Doug seconded the motion.
 - a. Motion approved unanimously.
 - b. Recommendation to be sent to Dr. Swarthout for consideration.
- II. Approval of 11-12-10 IC minutes
- a. Kenny moved to approve the 11-12-10 minutes as presented; second by Eric.
 - i. The 11-12-10 minutes were approved unanimously.
- III. IC Subcommittees
- a. Reports
 - i. Placement
 1. IC members reviewed the subcommittee update.
 2. Ruth moved to accept the Placement report; second by Doug.
 - a. Placement subcommittee report accepted unanimously.
- IV. Curriculum
- a. Presentation of proposed program modification overviews and requests for IC green light (Note: only one item covered. IC returned to Curriculum following the teleconference presentation by Prescott College representatives)
 - i. CIS: new Certificate of Completion in Network and PC Support
 1. Citing the CTE Dean vacancy, Doug requested that IC grant an extension until January. Mark expressed concern with introducing program changes without a regular department chair and CTE dean.
 2. Shannon moved that IC grant an extension to Doug and that the new CoP is to be presented for IC consideration at the January 14, 2011 meeting; second by Andrew.
- V. Old business not related to curriculum
- a. Review and discussion of proposed Prescott College articulation agreement in preparation for IC thumbs up/down vote. (Prescott College representatives Ted Bouras, Danny Brown and Peggy Staples called into meeting to answer IC member questions.)
 - i. Overview of articulation agreement: Prescott College is stepping up efforts to renew or implement new articulation agreements with 2-year institutions in the state. Prescott has also received a Helios grant to increase the number of Native American students at Prescott College.

- ii. Partial credit: part of a very liberal transfer policy. Where there may not be a credit for credit transfer available, partial credit may be granted to allow students to transfer as much credit as possible to Prescott.
 - 1. Question: can partial credit be applied to Prescott program requirements? Mark used NPC's ECD 143 course as an example. What does partial credit mean for an NPC student? Danny explained that the transfer student would register for the Prescott course and be responsible for earning only the one credit hour as worked out between the student, faculty member and mentor. The transfer student would only be required to pay for tuition for the single additional credit hour required by Prescott.
 - 2. Many Prescott courses are variable credit with the exception of courses required for teacher certification.
 - 3. Eric stated that his preference would be to focus on the education and early childhood aspects to evaluate how they work prior to agreeing to an umbrella articulation agreement. How are students guided through the transfer process? Could an NPC student transfer 90+ credit hours of lower division course work and have it apply toward graduation? Yes, some Prescott college students have done that and have even continued at the community college taking appropriate, applicable courses in consultation with Prescott advising staff.
 - 4. Eric reiterated his preference to limit the initial focus to Education and ECD, hammer out the details, and then look at building other articulation pathways through addendums. Eric stated that he feels it is worthwhile moving forward with Prescott.
 - 5. Mark to contact Ted to let him know what IC decided to do regarding Prescott.
 - 6. Benefits to student? An articulation agreement will translate into advising uniformity and universal transferability of course work.
- iii. Eric moved that IC recommend that the IC Chair, working with appropriate faculty and staff, move forward with a limited form of the articulation agreement, focusing on Education and Early Childhood Development, with Prescott College; second by Andrew.
 - 1. The motion passed unanimously.

VI. Curriculum (continued)

- a. Presentation of proposed AIS program modification overview and request for IC green light.
 - i. AIS: Janet Hunter presented an AIS business plan and summary sheet that highlighted proposed AIS program changes.
 - ii. AIS program modification highlights (similar treatment/rational found in proposed BUS program modifications):
 - 1. Will make program requirements easier to understand.
 - 2. Establish a 29 credit hour core set of classes for all areas of AAS specialization. Could create cohorts that may generate student numbers large enough to justify stand alone courses. Revised core courses would allow a student to easily move between areas of specialization.
 - 3. Six current AIS areas of specialization to be streamlined down to 4 areas with corresponding CoPs. Goal is to increase CoPs.

4. Prefix would be changed from AIS to BOS (Business and Organizational Support) which was favorably received by the advisory committee.
- iii. IC members reviewed the provided materials and asked questions and made the following suggestions:
 1. Adjust title of Word Processing Fundamentals?
 2. What about CAS? There would be 4 CAS's that correspond to the proposed areas of specialization.
 3. Non-curricular question: what if incoming CTE dean does not want to move ahead with proposed program changes?
 4. BOS required electives in addition to BOS core? BUS, CIS and MDA also included in BOS electives. The way electives presented, student has to take BOS courses.
 5. Include CIS 105 in core and electives as it has more of a business focus?
 6. Financial aid issues: CoPs have to match CAS which has to build to AAS. Mark encouraged Janet to consult the Financial Aid Director to make sure all proposed changes are Pell eligible.
 7. Eric: too much BOS for an AAS; would like to see more student flexibility. Develop minimal requirement threshold and then give student flexibility in electives. May not be easy to do the way the proposed core and areas of specialization are laid out. What about an AAS in BOS without specializing? Could possibly reduce AoS requirements to allow for non-BOS electives. Janet receptive to less restrictive electives.
 8. Review for title discrepancies. Review some AoS titles—Management or Technologies in Modern Office?
 - iv. Kenny moved that IC authorize Janet to move forward with the proposed AIS program modifications, incorporating IC member suggested adjustments and addressing identified issues; second by Shannon.
 1. Motion approved unanimously.
 - b. Presentation of proposed BUS program modification overview and request for IC green light.
 - i. Goal: provide a more consistent BUS core that is more easily understood.
 - ii. Janet stated that alterations, similar to AIS, could be done to address Eric's concerns.
 - iii. Edit: CIS 100 needs to be changed to CIS 105.
 - iv. Lots of BUS courses that can be deleted due to consistently low enrollments.
 - v. Eric stated that the current BUS curriculum, with 24 credit hour areas of specialization that build toward the AAS, work well with JTED. The proposed modifications move from the BUS core to the BUS AoS, which can be a CoP. The design of the BUS curriculum may not be in alignment with how students want to work from a CoP to CAS to AAS.
 - vi. Will have to talk to Financial Aid because the CoP's are larger than the AoS's.
 - vii. Doug pointed out that BUS 128 duplicates work done in other courses in the BUS degree.
 - viii. Doug moved that IC authorize Janet to move forward with the proposed BUS program modifications, incorporating IC member suggested adjustments and addressing identified issues; second by Ruth.
 1. Motion approved unanimously.

- ix. Clarification: final program approval needs to happen by March. Janet cleared to input into ACRES and await approval by CTE dean.
 - c. Previously green-lighted program proposals for IC consideration:
 - i. CIS: multiple program changes resulting from conversion of CIS 100 to CIS 105.
 - 1. Approach: enter all individual program changes into ACRES and address all program modifications as a batch at last meeting in January 2011.
 - ii. COS:
 - 1. Charlotte would like to continue forward movement, despite a lack of a CTE Dean.
 - 2. Eric explained that it has been a difficult task trying to coordinate clock hours required for licensure and our system of credit hours. Eric walked IC members through a newly devised (different from what is currently in ACRES) plan to reconcile licensure contact hour requirements, addresses institutional integrity issues and results in a 68 credit hour AAS degree.
 - 3. There will be student wiggle room with regard to contact hours. The plan is based upon 16 weeks when in fact, NPC generally operates on a 17 week semester and Cosmetology operates on a 20 week schedule.
 - 4. COS courses in ACRES: based upon new proposal, ACRES courses will need to be revised.
 - 5. What's next: IC has given general blessing. Charlotte to input new plan and revised courses into ACRES and IC members will review and vote.
 - iii. IMO: everything in ACRES pending review by incoming CTE Dean. Order: course approvals, program approval, course deletions. Kenny and CTE dean will need to prepare HLC teach out plan for deletion of program. Wait for new dean and process in ACRES.
- VII. Old business not related to curriculum
- a. Exclusionary clause language from Cynthia:
 - i. Sentence: The College retains ownership of course numbers, titles and descriptions.
 - ii. Gist: when a faculty member creates a course, they own that version of the course (content) but do not have the sole right to teach the course.
 - iii. Additional language for definition: Intellectual property is considered to be course content but not sole ownership of the course.
 - iv. Andrew moved that IC recommend to Dr. Swarthout that the language “; it does not include ownership of course numbers, titles, descriptions and outcomes” be added to the end of the Definition, 2B to amend the current procedure 2140; second by Shannon.
 - 1. The motion to recommend additional exclusionary clause language, as presented, discussed and formulated (see above) to Dr. Swarthout was approved by a majority vote. Eric votes against.
 - 2. Russell to send language to Mark for inclusion in a recommendation that will go to Dr. Swarthout.
 - b. Review and discussion of proposed NPC2NAU articulation agreement in preparation for IC thumbs up/down vote. (NAU representatives Brenda Sutton and Kathleen Stimmler to attend the meeting to answer IC member questions.)
 - i. IC members reviewed materials provided by NAU representatives.

- ii. Ruth noted that the transition for a Nursing BAS degree is not as smooth as the ASU TAG agreement.
- iii. IC members methodically analyzed and discussed benefits to NPC students as outlined in the proposed agreement.
- iv. Guaranteed admission in competitive programs?
 - v. \$1500 cheaper to attend online versus the mountain campus.
- vi. Brenda Sutton provided NPC2NAU proposal overview:
 - 1. Brenda Sutton explained that NAU wants to take the existing partnership with NPC to the next level and increase bachelor's degree attainment. The basic premise is to get students to think about earning a degree earlier in their college planning and careers beginning at the community college level. NAU wants to make sure that students in rural communities, who cannot attend the mountain campus, know that they can earn a four year degree. Working with NPC students early on will help them navigate the system and maximize the benefit of coursework taken at NPC. Brenda explained that the agreement will also benefit NPC by requiring transfer students to earn an Associate's degree in order to be eligible for scholarship funds. Brenda did note that in some instances, an AA degree may not be the best option (AGEC could be better) given the student's planned course of study at NAU.
- vii. Questions/comments/concerns from IC members:
 - 1. Eric noted that the transition for NPC AA degree earning students would still be about a semester behind due to limited offerings of NPC. In some cases, those students wanting to attend the mountain campus would be best advised to transfer to NAU in their sophomore year and then reverse transfer credits to NPC for an AA degree. Brenda agreed that NAU wants transfer students to be advised in a way that prevents them from having to spend additional time fulfilling deficiencies.
 - 2. Admission to Nursing and Business are highly competitive and admission for AA degree earning transfer students cannot be guaranteed.
 - 3. Jake asked about the availability of NAU advising staff for NPC students at locations other than WMC. Brenda stated that NAU advising staff would travel to meet with NPC students or be in communication with them by some other method.
 - 4. NAU advisors are located across the street from the Whiteriver Center. Kathleen said that NAU representatives are at the center two times per month.
 - 5. Could NAU review grade point average and AA degree requirements? Some students would benefit more from getting the AGEC at NPC and then transferring prior to earning an AA degree. NPC cannot offer enough unique courses that will be accepted for transfer by NAU.
 - 6. Eric noted that Nursing transfers to NAU will be problematic under the proposed agreement and added that the ASU TAG agreement does guarantee admission into the Nursing program at ASU.
 - 7. Eric noted that NPC is looking for an agreement that benefits students in ways not already in place with current structures. Eric added that the amount of

scholarship aid is small compared to the total cost of education—especially for students from the two poorest counties in the state.

8. Success rate at other schools? The program is just being rolled out. CCC, located in Flagstaff, has about 400 students. There are about 150 students in the program at Yavapai College who are looking to transfer to the mountain campus. Too soon for success rates.
 9. Brenda explained that there will be very little NPC staff involvement beyond shared advising so that NPC advisors are best able to guide students and maximize use of course work.
 10. What about a 75/45 program for select NPC programs that are led by highly regarded, nationally recognized NPC faculty members? Eric would like to see movement in this direction for strong NPC programs.
- viii. Brenda concluded by stating that there is no cost to NPC and that the proposed agreement provides another option for students that gets students thinking of earning a four-year degree.
 - ix. Advantages: save \$25 application fee and have online access to Kline Library.
 - x. IC members shared their impressions of the meeting and information offered by the NAU representatives.
 - xi. IC counteroffer: NPC is not interested in NPC2NAU umbrella agreements but would like to discuss articulation agreements for specific programs.
 - xii. Andrew moved that NPC communicate to NAU that the college is not interested in pursuing the NPC2NAU agreement at this time and would prefer to discuss articulation agreements for specific programs; second by Ruth.
 1. Motion passed unanimously.

VIII. Adjournment

- a. The meeting was adjourned upon a motion by Cynthia, seconds by several and a unanimous vote.
- b. Next meeting: January 14, 2011.