

Northland Pioneer College

Instructional Council (IC)

01-14-11

Voting Members Present: Mark Vest (Chair), Shannon Newman, Cynthia Hutton, Andrew Hassard, Rickey Jackson, Doug Seely, Kenny Keith, Eric Henderson, Ruth Zimmerman
Non-Voting Members Present: Cindy Hildebrand, Jake Hinton, Wei Ma, Russell Dickerson (recorder)
Guests: Gary Mack, Peggy Belknap

- I. Approval of 12-10-10 IC minutes
 - a. Ruth moved to approve the 12-10-10 minutes as presented; second by Doug.
 - i. The 12-10-10 minutes were approved unanimously.
 - b. Note on minutes: Mark reported that he needs to prepare three recommendations from IC to the president (NAU, Prescott and addendum to distance education guidelines) and now that exact wording from the minutes is available, he will write them up and forward them to Dr. Swarthout for review.
- II. IC Subcommittees
 - a. Reports (action as required)
 - i. No reports from Learning Technologies or Professional Development.
 - ii. Assessment of Student Knowledge (ASK)
 1. Announcements: Reading Day scheduled for February 11, 2011; on Planning Day, departments were asked to prepare assessment plans; Shannon is to contact departments that have not yet submitted assessment plans; ASK will need to know when departments are meeting and provide assistance if necessary.
 2. Shannon reported that yesterday subcommittee members met with the HLC Assessment Academy mentor and the subcommittee will begin work on an update regarding general education assessment.
 3. The HLC ASK Mentor did mention that NPC is coming to the end of the academy process. ASK will have to decide to exit the academy process in six months, or one year, or NPC can extend for an additional year. General education assessment could also be an Open Pathway project. Mark will attend the January 27, 2011 meeting of the ASK subcommittee to discuss next steps for assessment.
 4. Ruth moved to accept the ASK subcommittee report as presented; second by Andrew. The ASK report to IC was accepted unanimously.
- III. Curriculum (action)
 - a. Presentation of proposed program modification overviews and requests for IC green light
 - i. CIS: new Certificate of Proficiency in Network and PC Support
 1. Doug presented the new proposed CIS CoP that will allow students to earn certificates in A+ (PC Support) or N+ (Network Support) as well as internationally recognized certifications.
 2. The proposed CIS CoP is the result of community demand and represents a shift back to the technical areas that have been lost due to the elimination of the CTP

program. The certificate may have future funding benefits as the state is placing greater emphasis upon external certifications.

3. The proposed certificate will not create great expense as the CIS department will have access to outdated IS equipment and the department already has three servers at its disposal.
 4. The program utilizes a series of six courses, five of which already exist. IC members recommended that Doug create two new courses, CIS 141 and CIS 142, instead of modifying the current CIS 140.
 5. Doug reported that he has met with the CIS advisory committee and received good support and input. Doug reported that facilities are available at both the Springerville/Eagar Center and White Mountain Campus locations.
 6. Doug reported that the A+ and N+ certificates are Comp TIA sanctioned and currently students must travel to Phoenix to take certification examinations. Doug is hopeful that NPC could become a testing center for Comp TIA. Doug noted NPC students would see reduced Comp TIA expenses provided NPC becomes a testing center and incorporates more Comp TIA curriculum into the program. Doug added that the ability to administer Comp TIA testing could also generate revenue for the college if made available to the public.
 7. Doug will check to make sure that the proposed CoP is Pell eligible, provide a NPC Business Plan to IC and make sure that the program is Perkins certified. Doug stated that he has been in touch with Ann Hilliard and that she is willing to assist him in securing Perkins funded equipment for the program.
 8. Andrew moved that IC authorize Doug to move forward with the proposed CIS CoP; second by Ruth. The motion passed unanimously.
- ii. Proposed removal of PHY 113 and PHY 114 from the Associate of Science degree.
1. Eric asked IC for permission to move forward with the proposed program modification as posted on ACRES.
 2. Background: PHY 113 and 114, generally referred to as College Physics, are not the same as calculus based University Physics which is required by the universities and are not offered at NPC. Eric added that PHY 113 and 114 are not in the Associate of Science core classes at other community colleges. The courses should be removed from the AS core (but retained as AS options) because they do not transfer into the Physics major pathway.
 3. Eric reported that the ATFs created more prescriptive requirements for the AS degree to satisfy the AGECS. It is clear to Eric that PHY 113 and PHY 114 do not meet the AGECS requirements.
 4. Eric clarified that currently NPC does not have a faculty member to make the courses into University Physics and added that he is not sure that NPC has student demand.
 5. Shannon moved that IC authorize Eric to move forward with the elimination of PHY 113 and PHY 114 from the AS core requirements as discussed; second by Ruth. The motion passed unanimously.

- iii. Proposed elimination of the Library Media Technology program
 - 1. Trudy confirmed that the advisory committee is in favor of eliminating the AAS in Library Media Technology degree.
 - 2. Eric explained that currently many courses, which NPC does not offer, are available from other institutions and that local students are choosing to take online courses. Trudy added that advisory committee members primarily look for employees that work well with people and then provide training, making the LMT program irrelevant. Eric added that the LMT courses will be retained and only the program will be eliminated.
 - 3. Doug moved that IC authorize Eric to move forward with the proposed elimination of the Library Media Technology program; second by Ruth. The motion passed unanimously.
- IV. Old business not related to curriculum
 - a. None.
- V. New business not related to curriculum (action)
 - a. Comparative review and discussion of two versions of the academic calendar in preparation for IC vote
 - i. IC members performed a side by side comparison of two versions of the academic calendar put forth by Arts and Sciences and Records and Registration.
 - ii. After review and discussion, Eric moved that IC adopt the Arts and Sciences version of the academic calendar with the following dates noted:
 - 1. Faculty will return for the Fall 2011 semester on August 22, 2011;
 - 2. Fall 2011 Convocation will take place on August 26, 2011;
 - 3. Fall 2011 regular term classes will begin on August 29, 2011;
 - 4. Spring 2012 last day of classes and spring 2012 commencement will occur on May 19, 2012;
 - 5. Summer 2012 session will be a 10 week session and begin on May 29, 2012;
 - 6. Summer 2012 session will end on August 3, 2012; second by Andrew. The motion to adopt the A&S academic calendar as presented and discussed passed unanimously.
 - iii. Mark will take the proposed (IC adopted) academic calendar to NAVIT for discussion and to the District Governing Board for approval in February. Mark thanked Eric, Rickey and Jake for talking with faculty and performing the calendar development work.
- VI. Recap of January 14, 2011 IC Action/Tasks and Preliminary formulation of January 28, 2011 IC Agenda:
 - a. CIS will prepare a business plan and continue working on the proposed CoP.
 - b. Eric will generate a Library Media Technician program deletion proposal.
 - c. Mark will generate 4 recommendations (NAU, Prescott, addendum to Distance Education Guidelines and Academic Calendar) and forward them to Dr. Swarthout.
 - d. Mark will meet with NAVIT to discuss the proposed academic calendar.
- VII. Adjournment (action)
 - a. The meeting was adjourned upon a motion by Ruth, a second by Doug. The motion passed unanimously.
 - b. Next meeting: in-person meeting on January 28, 2011 at SCC.