

Northland Pioneer College  
Instructional Council (IC)  
01-28-11

Voting Members Present: Mark Vest (Chair), Shannon Newman, Andrew Hassard, Rickey Jackson, Doug Seely, Kenny Keith, Eric Henderson, Ruth Zimmerman, Lynn Browne-Wagner  
Non-Voting Members Present: Cindy Hildebrand, Trudy Bender, Wei Ma, Russell Dickerson (recorder)  
Guests: Peggy Belknap, Charlotte Robbins

- I. Approval of 01-14-11 IC minutes
  - a. Eric moved to approve the 01-14-11 minutes as presented; second by Kenny.
    - i. The 01-14-11 minutes were approved unanimously.
- II. IC Subcommittees
  - a. Reports (action as required)
    - i. No reports from Dual Enrollment or Placement.
- III. Curriculum (action)
  - a. ACRES (address courses in meeting as necessary)
    - i. EMT 132
      1. Doug moved to approve EMT 132 with an implementation date of fall 2011; second by Andrew. EMT 132 approved by a majority vote; Lynn abstained.
    - ii. IMO 154
      1. Lynn moved to approve IMO 154; second by Doug. IMO 154 approved unanimously.
    - iii. Courses approved in ACRES
      1. New: IMO 157, 156, 158, 155, 153, 151 and 152.
      2. Modifications: CIS 111, 171, PHO 201 and NUR 290.
      3. Deletions:
        - a. ITP: 251, 250, 252, 253, 240, 221, 223, 220, 105, 150, 106, 222, 209
        - b. ELC: 106, 107, 246, 245, 255, 210, 140, 141, 256, 111, 110, 105.
  - b. Programs
    - i. IMO program modification
      1. IC members reviewed the program modification proposal and offered the following edits:
        - a. Change ITP course prefixes for all courses listed under Wastewater Collection and Treatment and Water Supply Treatment Certificates of Proficiency to IMO.
        - b. Remove “using NCCER curriculum Levels 1-4” language from the Electrical and Instrumentation Certificates of Proficiency titles.
    - ii. CIS 100 to CIS 105 conversion affecting 14 catalog areas (individually posted in ACRES)
      1. Lynn moved to approve all program modifications necessitated by the conversion of CIS 100 to CIS 105 as a block; second by Eric. The block of program modifications were approved unanimously.

- iii. Associate of Science modifications
    - 1. Following the presentation by Eric, IC members elected to approve the AS program modification online. AS program modification approved in ACRES.
  - iv. Program deletions
    - 1. Ruth moved to delete the ITP program; second by Eric. The motion to delete the ITP program was approved unanimously.
      - a. Kenny to begin working on HLC teach-out plan.
    - 2. Andrew moved to delete the ELC program; second by Lynn. The motion to delete the ELC program was approved unanimously.
      - a. Kenny to begin working on HLC teach-out plan.
    - 3. Lynn moved to delete the LMT program from the catalog only (retain courses); second by Rickey. The motion to delete the LMT program from the catalog (but retain courses) was approved by a majority vote; Eric abstained.
  - v. Cosmetology:
    - 1. After much discussion, it was determined that a glitch in the ACRES routing chain prevented Peggy from reviewing and approving COS courses. IC members were confused by outdated COS courses in ACRES marked Needs Revision.
    - 2. Peggy requested that she be given the opportunity to work with Charlotte to review the COS courses as they constitute a substantial change to the COS program.
    - 3. Wei will work to fix the routing chain so that Peggy receives proper notification.
    - 4. Plenty of time to get program into upcoming catalog – March 11 catalog cut-off.
- IV. Old business not related to curriculum
- a. Academic calendar approved at last IC meeting needs to be adjusted following review by Financial Aid and Business Office staff.
    - i. Problem: grades due on December 21<sup>st</sup>; college closed week of December 25<sup>th</sup>; results in financial aid disbursement on January 8<sup>th</sup> or 9<sup>th</sup>; financial aid student only have 8 days to get textbooks prior to start of spring classes - unlikely through the online bookstore.
    - ii. Suggestion: have two hour divisions meetings following spring convocation instead of requiring faculty to attend meetings on a separate day.
    - iii. Faculty prep time? Exchange additional week of break between fall and spring semester for doing prep a few days prior to spring convocation (on own time).
    - iv. Solution: start fall semester on August 19<sup>th</sup>; fall semester ends December 10<sup>th</sup>; fall grades due on December 14<sup>th</sup>; spring financial aid disbursement will occur on December 22<sup>nd</sup> /23<sup>rd</sup>; spring semester starts January 17<sup>th</sup>.
      - 1. Mark will revise the academic calendar and send out to faculty giving them until the end of business on Wednesday to provide feedback.
- V. New business not related to curriculum (action)
- a. Working Draft of ACRES Users Guide
    - i. IC members are to review the draft user guide and use Track Changes to provide feedback/ask questions and email it to Wei.
- VI. Adjournment (action)
- a. Meeting adjourned upon a motion by Andrew, a second by Ruth and a unanimous vote.
  - b. Next meeting: February 11, 2011.