

Northland Pioneer College

Instructional Council (IC)

02-24-12

Voting Members Present: Lynn Browne-Wagner, Janice Cortina, Andrew Hassard, Eric Henderson, Rickey Jackson, Kenny Keith, Mike Lawson, Ryan Rademacher and Mark Vest

Non-Voting Members Present: Trudy Bender, Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma and Hallie Lucas (recorder)

Guests: Peggy Belknap, Tracy Chase, Peg Erdman, Karen Hanson, Deb Holbrook, Janet Hunter, Chloe Martineau, Jeannie McCabe and Leslie Wasson

I. Roll Call

- a. Due to some pressing Departmental projects, Doug Seely has asked if he could be excused from IC for the remainder of this semester (he is in his 4th term). IC is grateful for the years Doug has served and agrees that he should be released from his duties.
 - i. **Task:** Mark will check into getting a replacement for Doug and will try to keep the representation balance, which we currently have, between Instructional Divisions.

II. Approval of 02-10-12 Minutes

- a. Rickey **MOVED** to approve the minutes of 02-10-12; **SECOND** by Andrew.
 - i. Motion **APPROVED** by unanimous vote.

III. IC Subcommittees

- a. Assessment of Student Knowledge Subcommittee Report to IC – no report
- b. Learning Technology (LT) Subcommittee Report to IC – Deb Holbrook
 - i. Mark and the Deans are in agreement with LT's first recommendation regarding how the model classrooms should be scheduled.
 1. Eric **MOVED** to accept the first recommendation from LT's report (dated 02-21-12) regarding model classrooms; **SECOND** by Mike.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task:** Mark will contact Blaine Hatch to get on the agenda for the upcoming Campus and Center Manager's Meeting to discuss LT's first recommendation.
 - ii. Discussion/suggestions regarding LT's second recommendation – courier service:
 1. Instructional issues
 2. Timing of payroll issues

3. **Task:** Since the courier issue is a college-wide concern, Deb will add this to the agenda for College Council.
 4. Imperative from instructional perspective to have five day courier service at least first two weeks and last two weeks of semester
 5. Consider Monday-Thursday service
 6. Consider getting input from Student Government Association
 7. Mike **MOVED** that we adopt this recommendation, with the suggestion that Mark task it to the appropriate follow-up organization, within the college, for consideration; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - b. As the Chair of IC, Mark asked Deb to take this recommendation to College Council for review.
- iii. LT's third recommendation involves the role of electronic communication with students through MyNPC and student e-mail.
1. Consistent message needed – use this resource to communicate
 2. Need to review/revise Procedure #2130 - Computer & Electronic Access and Usage
 3. Distance Education Guidelines currently say Faculty have the option of how to communicate with students
 4. Distance Education Guidelines and Procedure need to be in agreement
 - a. District Governing Board (DGB) does not need to approve Distance Education Guidelines
 - b. Need to balance FERPA/Federal mandate with flexibility in wording (from legal standpoint) in regards to accommodating some variation on the part of Faculty (consult college attorney)
 - c. Jake will send Federal mandate wording to Deb
 - d. Motivation for recommendation - efficiency, complying with Federal and State reporting and liability
 - e. Some technological solutions may need to be strengthened before implementation
 - f. **Task:** Once a decision is made regarding LT's third recommendation, Deb will work with LT regarding aligning the Distance Education Guidelines with this recommendation.
 - g. **Task:** If LT's third recommendation is approved by IC, Mark will work with Eric Bishop and forward the information to the college attorney and ask for an opinion.
 5. Mike **MOVED** to table the third recommendation from LT pending conversations Eric Bishop will have with the college attorney asking for his review of the rationale behind the recommendation balanced with the need for flexibility on the part of the Faculty; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
- c. Professional Development Subcommittee Report to IC – no report
- IV. Curriculum
- a. ACRES
 - i. Important to vote
 - b. New Courses
 - i. HES 180 - revised and resubmitted in ACRES - waiting on votes

- ii. ART 289 - inadvertently marked in ACRES as needs revision. **Task:** Wei will undo the review and send it back to Eric. After Eric approves it, it will go back to IC for approval.
- c. New Programs
 - i. BUS Program Proposal
 - 1. Waiting on votes in ACRES – no quorum on most
 - 2. Course deletions - should occur after the program/course approval
 - 3. **Task:** Since there are some omissions/errors on the side-by-side comparison of the current and proposed courses for the BUS program, Janet will make corrections A.S.A.P. and send to Hallie to repost in MyNPC.
 - a. Additional problems identified included:
 - i. Wrong course names
 - ii. Inconsistencies between side-by-side comparison, program proposal and ACRES
 - iii. Duplicate courses in ACRES
 - 4. **Task:** Janet will work with Peggy and Wei to remove classes in ACRES that need to be removed for various reasons.
 - 5. **Task:** Janet will get performance data on BUS 117 to see if there is a clear breakpoint indicating a testing score change is needed.
 - ii. Proposed changes in BUS program/combining two departments discussion:
 - 1. Philosophical disagreement - not enough choices in coursework
 - 2. NPC instructors indicate that students who did not take BUS 112 prior to BUS 117 do not perform well in the 117. Jeannie McCabe teaches the BUS 117 and feels that the problem is a lack of accounting background/language.
 - a. At the three State universities, BUS 117 and BUS 120 are essentially combined into one class. Will there be ATF problems when we articulate NPC's BUS 120?
 - 3. One IC member recommended eliminating BUS 112 and BUS 106 from the core area of the Accounting Specialization as a requirement and possibly the BUS 117, as well.
 - 4. Should students be allowed maximum flexibility, while still being able to achieve the desired skill set?
 - 5. If BUS/AIS Faculty agree, they might consider changing the requirements to 37 credit hours and add 9 more credit hours to the electives.
 - 6. BUS 106 - specifically recommended by advisory committee
 - 7. Since CTE is designed to offer direct employment degrees, Peggy indicated that the input from their advisory board is very important, as they are potential employers of our students.
 - 8. Between the current and proposed program, there is a huge change in the number of electives. What is the rationale?
 - a. Janet said that what they want is a strong core and doesn't believe the current program provides it.
 - 9. Several online classes offered for degree
 - 10. Janet asked exactly what changes IC would like, so that the program proposal can get approval.

- a. With the documentation provided for the meeting today, we are finally able to get down to specific content discussions.
 - b. Little more time needed to look over proposal/courses
 - c. Well organized curriculum, defended with a solid rationale – usually moves through IC quickly
- 11. **Task:** Hallie will set up a threaded discussion in MyNPC regarding the BUS Program Proposal, which will be cut off next Wednesday at 5:00 p.m.
- 12. If the department thinks that they are right with their proposal, they should come back to the next IC meeting and say so.
 - a. Provide logical rationale (that we can read ahead of time), supported by data that reinforces the proposal.
 - b. Last year's BUS proposal did include the rationale behind the changes; however, we do have new IC members this year.
- 13. Since philosophies tend to differ, do we as a committee, that represents the entire college, need to consider shaping an overall policy regarding degrees, curriculum and programs?
 - a. Leslie indicated that some data supports that structured programs, for direct employment jobs, lead to effective completion rates.
- 14. No additional instructors anticipated to handle program
- 15. Lynn **MOVED** to table the recommendation until the 03-09-12 IC meeting with the caveat that we have a threaded discussion through next Wednesday, and we will take action on this in the next meeting. **SECOND** by Andrew.
 - a. Discussion:
 - i. Comments in the threaded discussion should be specific questions for the BUS and AIS Faculty. If there are any new philosophical or general programmatic questions, feel free to comment.
 - ii. **Task:** Janet will provide Hallie with a corrected document, including any changes that they would like to make, and any kind of rationale for justification that they feel is necessary.
 - b. Motion **APPROVED** by unanimous vote.
- d. Program Modifications
 - i. Add ENL 230, ENL 231, ANT 120, GEO 120 to AA, AS, ABUS, AAEE, AAS, (possibly AGS) – Eric Henderson (IC approved that this item be taken out of order from original agenda)
 - 1. Problem - these courses require approval by all three of the State universities - still awaiting some of these approvals, for ANT 120 and GEO 120 - we do not anticipate any problems
 - 2. ENL 230 and ENL 231 - already in the Course Equivalency Guide (CEG)
 - 3. Eric would like to add these courses to the general education list, pending approval.
 - a. Cindy indicated that Eric does not need to submit a separate ACRES form for each degree, as long as the one ACRES form lists each degree affected by the change.

- Approved
- b. There is a technical problem with this request. NPC has a college transfer policy that states that you can only include a course in a transfer degree if it is currently accepted at all three State universities.
 - i. If we can get documentation from NAU/UofA stating that the courses have been reviewed and are going to be approved as electives (or better) and will be in the CEG by Fall 2012, that would suffice for now.
 - 4. Eric **MOVED** to table this item until the 03-09-12 IC Meeting and in the meantime will work with NAU and UofA to solidify approval; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. COS Program Modification (in ACRES) – Chloe Martineau and Peggy Belknap (IC approved that this item be taken out of order from original agenda)
 - 1. COS side-by-side comparison of changes document
 - a. Course changes and program modification – in ACRES
 - b. The major difference in the proposed modification is the COS 113, 10 credit hour course, based on 300 contact hours.
 - i. The clinical portion of the degree (where the students work on clients), has been tweaked to properly reflect the actual contact time.
 - ii. Program properly reflects State requirements
 - c. New full-time students would sign up for COS 113, 114, 115 and 201. The first 300 hours (COS 113) is strictly a demonstration course. COS 201 (clinical) will allow students to work on mannequins and clients. Because of Financial Aid issues, students will be allowed to register for all of these courses for the semester; however, prerequisites will be strictly enforced.
 - 2. COS 113 - cloned form submitted 02-23-12
 - a. Form resubmitted due to typos
 - 3. COS Modification to Existing Program Form – typos – program changes in a nutshell – Chloe cloned form and resubmitted 02-23-12
 - 4. Discussion included:
 - a. Concern about high number of credit hours for COS 113
 - i. High number of clinical hours required for this course affects credit hours
 - 5. Eric **MOVED** that we approve the proposed COS curriculum changes; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task:** IC voting members need to quickly approve the courses in ACRES, so Hallie can get this on this program change on the DGB agenda.
 - iii. There is a request for a program modification in ACRES for a change in the licensure requirement for prerequisites in the NUR program.
 - e. Program Deletions - none
 - f. Program Suspensions - none
- V. Old Business Not Related to Curriculum
 - a. Formula Cards – Discuss how to handle until situation can be further assessed

- i. Rickey **MOVED** that formula cards will not be used until all instructional divisions have had an opportunity to review this; **SECOND** by Eric.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Recommendation for Distance Education Guidelines – Wei Ma and Mark Vest
 - i. Proposed language change:
 - 1. “If the proposed course is a new course, a 3035 form will be approved by the Division Dean and forwarded to IC. If the proposed course already has an IC-approved 3035 form and needs to migrate from the traditional format to online format, a Modification to an Existing Course Form will be approved by the Division Dean and forwarded to IC. Upon IC’s approval of the 3035 form or the course modification form, the instructor will start the design process of the proposed course.”
 - a. This is just clarification how to handle it whether it is a new course or an existing course. In both cases, this will make the Dean aware of it before it goes to LT.
 - c. 2013-2014 Academic Calendar – Rickey Jackson (IC approved that this item be taken out of order from original agenda)
 - i. Please review this proposed calendar over the next couple of weeks.
- VI. New Business Not Related to Curriculum
 - a. Modification to an Existing Course Form – Wei Ma and Eric Henderson
 - i. In addition to the proposed changes, Eric would also like to add two additional categories including change of topic and change of course outcomes.
 - ii. It was confirmed that the course catalog description should be limited to 50 words. Lynn noted that some of the course descriptions are more than 50 words and she will note that in the comments section of each.
 - 1. Andrew **MOVED** to approve the proposed changes (see above) to the Distance Education Guidelines and also the proposed changes to the ACRES Course Modification Form and ACRES New Course Form, including the additional categories of change of topic and change of course outcomes. **SECOND** by Eric.
 - a. Discussion:
 - i. In the past, in ACRES, there was a course modification form, which required that the 3035 be attached; and, at times, there were conflicts between the 3035 and the ACRES form.
 - ii. This proposal would change it to where the entire course outline would be on the ACRES form.
 - b. Motion **APPROVED** by unanimous vote.
- VII. Other
 - a. Academic Probation/Suspension 24 cr. hrs. (see document library in MyNPC for information) – Mark will bring it up at the Retention Meeting today
 - b. Not able to acquire the model classroom for our audio meetings for the remainder of the year
 - i. Will try to schedule model classroom for next year
 - c. When submitting documents to IC to review, please include a date on the document
 - i. This is important, so that the most updated version is posted on the Web site.
 - d. Academic Freedom

- i. The DGB had a lengthy discussion regarding academic freedom at their last meeting, especially as it relates to the Performing Arts Department. They affirmed their support of academic freedom.
 - e. **Task:** Hallie will make sure that Deb Holbrook is included in the Instructional Council group in MyNPC.
- VIII. Adjournment
 - a. Andrew **MOVED** the meeting be adjourned; **SECOND** by Lynn.
 - i. Motion to adjourn **APPROVED** unanimously.

Approved