

Northland Pioneer College

Instructional Council (IC)

03-09-12

Voting Members Present: Peg Erdman (proxy for Lynn Browne-Wagner), Richard Harris (proxy for Janice Cortina), Andrew Hassard, Eric Henderson, Rickey Jackson, Kenny Keith, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

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

Guests: Peggy Belknap, Stuart Bishop, John Chapin, Tracy Chase and Janet Hunter

- I. Roll Call
- II. Approval of 02-24-12 Minutes
 - a. Ryan **MOVED** to approve the minutes of 02-24-12; **SECOND** by Andrew.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees
 - a. Catalog Review Subcommittee – no report
 - b. Dual Enrollment Subcommittee – no report
 - c. Placement Subcommittee – no report
 - d. Change all scores to general education reading score – Mark Vest (IC approved that this item be taken out of order from original agenda)
 - i. When we approved the recommendation from the Placement Subcommittee to change the Compass reading score for general education classes from 65 to 71, we didn't address the issue that a number of non-general education classes have adopted the general education cut scores. Did we mean to change those, as well?
 1. IC is comfortable with leaving non general education class scores where they currently are until data analysis can be done.
- IV. Curriculum
 - a. Program Modifications
 - i. FRS and AJS Programs – Stuart Bishop
 1. AJS
 - a. Instead of offering 10 classes (30 credit hours - as we did at NPC in the past), the AJS Department would like to ask IC's permission to offer two courses (for 2012-2013), which would be all inclusive:
 - i. Law Enforcement Academy I – 17 credit hours

- ii. Law Enforcement Academy II – 13 credit hours
 - b. The Academy would be watched by AZ Peace Officer Standards and Training (POST) Board.
 - c. For 2012-2013, they would like to offer the two courses, and bring a program proposal to IC next year.
 - d. Eric has concerns that credit heavy courses are unfriendly to students. If a program is broken down into several courses and the student does well in some areas, they can transfer those credits to other degree programs.
 - i. As the AJS Department develops the Program proposal next year, they will take this suggestion into consideration.
 - e. Our first group of students cannot get into the Program unless they are sponsored by a law enforcement agency.
 - f. There was discussion regarding the various ways that different divisions calculate lecture/lab hours.
 - i. Does this need to be standardized? There is a need for definite rules and guidelines.
 - g. If necessary, the courses could run as 199's for the coming year.
2. FRS
- a. FRS 129 – 199 course for approximately four years
 - b. FRS 141 - request placement prerequisite scores be changed to the same as ENL 101 placement
 - i. The original intent was to change the requirement from completion of ENL 101 to placement into ENL 101.
 - ii. Mark suggested that they ask for performance data (from Institutional Research). Since they plan to modify this course next year, does the AJS Department want to consider holding off on this modification, for now?
 - c. For FRS 136 - asking to drop the MAT requirement
3. Getting back to AJS, we took a straw poll regarding whether or not IC members are comfortable with course blocks:
- a. Larger course blocks, based on application (similar to what COS did with the COS 113) – 7 members voted support
 - b. Prefer that entire 30 credit hour sequence be broken into individual course chunks – 3 members voted support
- ii. Add ENL 230, ENL 231, ANT 120 and GEO 120 to AA, AS, ABUS, AAEE and AAS – Eric Henderson – submitted in ACRES (IC approved that this item be taken out of order from original agenda)
- 1. ENL 230, ENL 231 and ANT 120 are accepted through the Course Equivalency Guide (CEG) to the three State universities (Northern Arizona University provided e-mail confirmation)
 - 2. We are waiting to hear back from University of Arizona (UofA) regarding the GEO 120 (already have approval from other two State universities).
 - 3. Mark Vest contacted Bill Fee at UofA and received verbal confirmation that the GEO 120 has been accepted and submitted for the CEG as a departmental equivalency (technical problem preventing it from

showing up). Bill agreed to send Jake Hinton-Rivera an e-mail confirmation.

4. Ryan **MOVED** that we add ENL 230, ENL 231, ANT 120 and GEO 120 to the following degrees - AA, AS, ABUS, AAEE and AAS; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task**: Hallie will see that this Program Modification is submitted to the District Governing Board (DGB) for the 03-20-12 Meeting.
5. There are two versions of possible changes to the AGS.
 - a. The simple version would add the ENL 230, ENL 231, ANT 120 and GEO 120 courses, delete MAT 121 (changing the total number of credit hours to 64).
 - b. The more complicated version (more flexibility for students) was discussed and may be resubmitted at a later date.
6. Ryan **MOVED** at we accept the version that adds the ENL 230, ENL 231, ANT 120 and GEO 120, deletes the MAT 121 and changes the number of credit hours to 64. **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task**: Hallie will see that this Program Modification is submitted to the DGB for the 03-20-12 Meeting.

b. New Programs

i. BUS Program Modification – Janet Hunter and Peggy Belknap

1. Janet noted that the majority of the courses in ACRES are just switching from AIS to BUS. Some titles and course descriptions were updated.
2. As a general question, we have a lot of courses in the course catalog that are over the 50 word course limit. IC decided that it is best not to hold up courses for now if they are over the course word limit. The Catalog Review Subcommittee can work on that next year.
3. BUS 227 – enough votes in ACRES – no particular issues
4. BUS 234 – concerns regarding rationale for moving from 3 credit hours to 4 credit hours, as well as contact time in relation to credit hours
 - a. Janet noted that she thinks BUS 231 and BUS 234 should be 3 lecture/1 lab.
5. One voting member asked where we are in the process. We have been asked to vote and then asked to hold off. Now, we find that there are mistakes on the forms.
 - a. Some members voted on the courses and then the prerequisites were changed.
 - b. What is the rationale of the prerequisite of a 78 Compass reading score being higher than the reading score to get into a general education course (71 next year)?
 - i. Janet said that she did a readability analysis in Word, which proofs the text at grade level. Mark stated that Compass does not score by grade level, but simply determines if someone is ready to take the course.
6. This is a difficult issue. You have a number of courses shifting prefixes that become new courses, which are built into a number of programs. Will any little piece of this cause the whole thing to unravel?

7. Discussion/Changes needed in Business Proposal:

- a. Accounting Specialization
 - i. Page 4 – top paragraph (CAS) – delete wording BUS 120 and BUS 123
 - b. Entrepreneurship
 - i. Page 6 – top paragraph (CAS) – delete wording BUS 210 and BUS 106
 - ii. Page 6 - per Janet, BUS 106 shouldn't be in CAS – changes the number of credit hours in CAS to 28
 - c. Medical Office Technologies
 - i. Page 8 – top paragraph (CAS) – delete wording BUS 102 and BUS 227
 - ii. Page 8 – CIS 103 should be included in CP and CAS
 - iii. CP – changes to 19 credit hours
 - iv. CAS – changes to 30 credit hours
 - d. Medical Transcription
 - i. Page 9 – AAS – AIS 170 should say BUS 170
 - ii. Discussion regarding the fundamental differences among BUS 126, HES 170 and AIS 123:
 - 1. The focus varies between pronouncing/spelling the word as opposed to truly understanding what the term means and how it applies to various disciplines.
 - iii. Only difference in CP and CAS is general education courses – driven by what is needed to pass State exam
 - e. Modern Office Technologies
 - i. Page 12 – top paragraph (CAS) - delete wording BUS 104 and BUS 231
 - ii. Page 12 – CAS – should be BUS 182 not BUS 133
 - f. Organizational Leadership
 - i. Page 14 – top paragraph (CAS) – delete BUS 180 and BUS 185
 - g. Through entire documentation, ENG should be changed to ENL.
 - h. Retail Management
 - i. Page 16 – top paragraph (CAS) – delete BUS 140 and BUS 210
 - i. Reading requirement discussion:
 - i. Is a reading score of 82 (or a similar number) necessary, and will you eliminate many students from getting into the course?
 - 1. Often times, students who don't read well end up dropping the course.
- c. ACRES
- i. AIS 118 – met Quality Matters Rubric/approved by Learning Technology (LT) Subcommittee as of 03-02-12 – Tracy Chase will resubmit to ACRES
 - ii. CIS 286 – met Quality Matters Rubric/approved by Learning Technology (LT) Subcommittee as of 02-27-12 – approved in ACRES

1. Housekeeping – after online classes are approved by LT and by IC, ACRES Administrator will note LT approvals/dates in ACRES, so that we have an official record that LT has approved the courses. IC is comfortable with this process.
- iii. COS Courses
1. COS 115 – Rickey **MOVED** that we approve the course with the changes that are already made in ACRES; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 2. COS 117 – Andrew **MOVED** that we approve the course; **SECOND** by Ryan.
 - a. Motion **APPROVED** by unanimous vote.
 3. Rickey **MOVED** to accept the COS Modification to an Existing Program Form (that was required because of the creation of COS 113 – change to the prerequisite); **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 4. COS 203 – Rickey **MOVED** to approve the course; **SECOND** by Kenny.
 - a. Motion **APPROVED** by unanimous vote.
 5. COS 204 – Rickey **MOVED** to approve the course; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 6. COS 205 – Rickey **MOVED** to approve the course; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 7. COS 206 – Rickey **MOVED** to approve the course; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 8. COS 207 – Rickey **MOVED** to approve the course; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 9. COS 208 – Rickey **MOVED** to approve the course; **SECOND** by Andrew.
 - a. Motion **APPROVED** by majority vote.
- iv. BUS Courses
1. BUS 100 – last time submitted to ACRES, only prerequisites changed
 2. BUS 107 – 1 credit course – changed from ½ lecture/1 lab – not the same traditional lecture/lab equation that we use in ECD and CTE (there are approximately 10 courses like this in the proposed curriculum)
 - a. Since these classes were developed many years ago, no one knew where the formulas came from, and the BUS/AIS Department developed their own thoughts and perspectives how the courses should be taught.
 - b. If these classes were approved as proposed, it would be a major change in the way NPC looks at credits.
 3. Bus 116 – Janet will change it back to 2 lecture/2 lab
 4. BUS 214 – question about reasoning behind prerequisites of BUS 100 or BUS 144 or BUS 119
 - a. Course needs some type of background in BUS – depending on area of emphasis
 5. BUS 118, BUS 119 and BUS 126
 - a. Medical terminology is provided in each chapter. Students get what they need within the course, without taking a prerequisite.

6. BUS 144, BUS 231, BUS 140 and BUS 141 – Janet will change to Compass writing 38/reading 71
 7. BUS 193 and BUS 194 course numbers need to be changed (BUS 183 and BUS 184 will be used, instead)
 8. BUS 193 - supposed to be 3 credit hours
 9. The reason for the changes to testing prerequisites, in several of the courses, is that the students need to have strong reading skills to succeed.
 - a. AIS 119 – Eric looked at the statistics of 369 students – 119 withdrew – ½ of the students who remained in the classes received A’s and less than 10% failed – statistics do not seem to indicate placement testing is needed in that course
 10. In the past, ACRES has been used for courses with no problems; if there are points of discussion or issues, typically they come to the IC Meeting.
 11. If we change AIS to BUS, what do we do about the changes that affect other programs, such as IMO, CIS and Medical Assistant?
 12. It was decided that the BUS/AIS Department move forward with their proposal and have changes go into effect Fall 2013. The BUS Department will talk to the Department Chairs/Deans regarding the courses that will affect their programs.
 - a. The consensus of IC is that all courses should revert to lecture/lab load, as listed in the current year catalog. Also, the four new classes should follow the same model.
 - b. IC suggested that the Department hold off on the addition of any new testing prerequisites, until the Placement Subcommittee provides data to support needed changes.
 - c. BUS/AIS should let IC know when the changes are made.
 - d. **Task:** Wei will kick back all the BUS courses, so that BUS/AIS can make the needed changes.
- d. New Courses
- i. HES 145 – needs sent back as “needs revision”
 - ii. PHT 102 – **Task:** Hallie will ask Karen Hanson and Peg Erdman to come to the next IC Meeting to discuss concerns about PHT 102.
 - iii. ICT 095 and ICT 096 Courses and Technology Testing – Mark Vest & Wei Ma (IC approved that this item be taken out of order from original agenda)
 1. <http://eresource.npc.edu/distance/ICT/ict.html> - link for online information
 2. It is important to have a quality control system for our online learning environment.
 - a. We currently have the LT Subcommittee review online courses using a Quality Matters Rubric, which takes care of the course design aspect of quality control.
 - b. Proposed controls include:
 - i. Testing for Basic Literacy
 1. If students fail test – take ICT 095 – course to learn basic skills
 - ii. ICT 096 – Train the Trainer
 3. Question arose whether or not to charge tuition.

- Approved
4. John has a book (\$34) that he recommends for the ICT 095.
 - a. Would we sell it on eCampus, or is there an easier way for students to get the books?
 5. POS 221 and POS 222 classes enroll 2,000 online students per year. Would they be required to participate in this program?
 - a. Possible solutions:
 - i. 1 credit hour online course – waive the requirement
 - ii. Requirement - exempted at the discretion of the Dean
 - iii. Provide eresource tool to prepare students to pass test
 6. Discussion regarding concept:
 - a. Mark noted that he is alright with these courses “living” outside an existing division; however, if it eventually turns into a degree/certificate program, it will be moved into one of our existing divisions.
 - b. Wei (Instructional Technologist) indicated that he would be willing to take this project on as a de facto department chair. John is willing to be the Lead Faculty, train the trainers and review the exemption exams.
 7. Eric **MOVED** to accept the ICT 095 and ICT 096 courses for approval with the caveat that we are taking this out of the usual approval order, because there is no Department Chair or Dean; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 8. We may need to start with a pilot program, with a limited number of classes.
 - a. **Task:** Wei, Mark and John will work out an implementation model for the ICT 095 and ICT 096 classes/technology testing (and will bring it back to IC), including:
 - i. Timeframe
 - ii. Inclusion in the Fall schedule
 - iii. Book distribution (talk to bookstore personnel/administrator)
 - b. Richard Harris volunteered to allow one of his courses to be a part of the pilot program.
 - e. Course Modifications - none
 - f. Course Deletions
 - i. IC Voting Members will look at HEC & REA in ACRES and will vote.
 - g. Program Deletions - none
 - h. Program Suspensions – none
 - V. Old Business Not Related to Curriculum
 - a. Formula Cards
 - i. There was a general consensus among the Divisions that formula cards not be allowed.
 - ii. Rickey **MOVED** that we will not offer formula cards for student use; **SECOND** by Andrew.
 1. Motion **APPROVED** by unanimous vote.
 - VI. New Business Not Related to Curriculum
 - a. Student Orientation Proposal – Jake Hinton-Rivera (IC approved that this item be taken out of order from original agenda)

- i. Research shows a definite link between early student academic advisement and retention. Enrollment Management Committee, College Council, Student Services Coordinators and Faculty Association have all encouraged the development of a student orientation program at NPC. Enrollment Management would like to propose:

13. Phase One – mandatory orientation effective Fall 2012

- a. SOAR – Student Orientation Advisement and Registration
- b. New students and students with 12 or less credit hours
- c. No cost to the student, non credit course
- d. Numerous sessions will be offered; and, with the permission of the Vice President for Administrative Services, there will be some Saturday offerings, as well.
- e. 2 ½ hour sessions
- f. Students who register late can still participate in an orientation during the first two weeks of classes.
- g. Carrie Jordan, High School Programs Coordinator, is supportive of the program and will include NAVIT (details will need to be worked out with NAVIT personnel) and Dual Enrollment, if possible (might need to be a part of the IGAs with the school districts).
- h. Instructors of the program will be paid and must complete a training (½ day) before instructing the course.
- i. Jake noted that they are developing a PDF form that will be sent to all the online students, which will include a short quiz.
- j. If there are departments within the college that are already requiring an orientation and they work with Records and Registration to make sure all SOAR standards are met, the student can receive credit for the orientation.
- k. There was discussion about how we could include the offsite ECD students. It might be possible for them to take the online version, or we could mail the PDF form to them to complete and return.
- l. Ryan **MOVED** that we approve the course prefix and the proposal; **SECOND** by Andrew. Rickey **AMENDED THE MOTION** that Deans and Directors will work with the Dean of Students to identify alternatives that meet the same objectives for this proposal, as needed.
 - i. Motion **APPROVED AS AMENDED** by unanimous vote.
 - ii. We need to determine if this is something Dr. Swarthout wants to take to the DGB.

VII. Other

- a. Voting members should ignore BUS classes in ACRES.

VIII. Adjournment

- a. Ryan **MOVED** the meeting be adjourned; **SECOND** by Andrew.
 - i. Motion to adjourn **APPROVED** unanimously.