

Northland Pioneer College

Instructional Council (IC)

04-13-12

Voting Members Present: Trudy Bender (proxy for Ryan Rademacher), Lynn Browne-Wagner, Janice Cortina, Eric Hassard, Eric Henderson, Rickey Jackson, Kenny Keith, Michael Lawson, Carol Stewart, Mark Vest and Ken Wilk

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

Guests: Karen Hanson, Rose Kreher and Leslie Wasson

- I. Roll Call
- II. Approval of 03-23-12 IC Minutes
  - a. Rickey **MOVED** to approve the minutes of 03-23-12; **SECOND** by Lynn.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees
  - a. Catalog Review Subcommittee Report to IC – no report – update on where we currently are with Subcommittee – Mark Vest
    - i. We are currently at standstill and will reconstitute Subcommittee this Fall.
  - b. Dual Enrollment Subcommittee Report to IC – no written report
    - i. The Dual Enrollment Annual Meeting was held yesterday and we received a lot of positive input, especially regarding the new handbook and site visits. Faculty participation (from high schools and from NPC) proved to be very productive.
  - c. Placement Subcommittee Report to IC – no report
    - i. IC will give them a new charge this Fall.
- IV. Curriculum
  - a. Program Modifications – see below
  - b. New Programs - none
  - c. ACRES
    - i. Rose Kreher, M&PR Writer, potentially view/input comments in ACRES
      1. Could we include someone from Marketing and Public Relations (M&PR) in the course review process to look at course descriptions?
        - a. Grammatical/spelling errors, etc. reflect poorly on NPC.
      2. Format for proposed course description changes includes current course description, suggested revision and section for comments/questions.
      3. Rose is willing to proofread and make the suggested revisions (not content revisions). She is well qualified for this task.
      4. In the past, we had a Department Chair who was paid to look at proposed 3035s from a grammatical perspective and did a lot of copy editing/cleanup work.

5. Eric noted that when he worked for the State Legislature, at the end of the year, they created/approved a bill that dealt with grammatical errors, etc.
  6. Andrew **MOVED** that we have a “royal” proofreader. Later Andrew **WITHDREW** his motion.
  7. IC feels that it is important that the Faculty originator, of the course form, have the opportunity to approve or deny suggested revisions and IC has the final say.
  8. In the Fall, IC will create some guidelines for course development. It was suggested that Rose create a style guide (for writing course descriptions), that could be incorporated into the guidelines.
  9. In response to Rose’s request to move the COS 113 prerequisite from the course form to the introduction of the COS program, it is too late to change the program for 2012-2013.
  10. A timeframe (for course description changes) could be built into IC’s Curriculum Review Calendar.
  11. Lynn **MOVED** that we approve the concept of a proofreader to provide editing suggestions for course descriptions on the 3035s and that we table the implementation plan until early Fall 2012; **SECOND** by Andrew.
    - a. Motion **APPROVED** by unanimous vote.
    - b. **Task:** Rose will e-mail Hallie with the updated document that has the current suggested changes for course descriptions.
    - c. **Task:** Hallie will send the course description suggested changes to the Faculty originator (of the course form) early on Monday and ask for their response by 5:00 p.m. on Tuesday (04-17-12). She will then ask for an e-mail vote from IC on Wednesday. Hallie will send the results, of the vote, to Rose immediately.
- ii. PHT 102 – Karen Hanson and Lynn Browne-Wagner
    1. There was discussion regarding the externship and whether it should be divided into a separate course.
      - a. Karen reported that historically this did not work well.
      - b. The course and the externship coordinate together and run concurrently.
      - c. Lynn **MOVED** that we approve PHT 102; **SECOND** by Kenny.
        - i. Motion **APPROVED** by majority vote.
        - ii. One **ABSTENTION**.
  - iii. AIS 118 – modality change – already approved by Learning Technology (LT) Subcommittee for online course
    1. The course title changed (to remove wording of specific software).
    2. Rickey **MOVED** that we return this course to the originator and ask that it be put on a Course Modification Form in ACRES; **SECOND** by Trudy.
      - a. Motion **APPROVED** by unanimous vote.
  - iv. CIS 251, 252, 253 and CP Software Quality Deletions (for Fall 2013)
    1. Andrew **MOVED** that we approve the deletion of the Certificate of Proficiency Software Quality Assurance; **SECOND** by Lynn.
      - a. Motion **APPROVED** by unanimous vote.
    2. Andrew **MOVED** that we approve the deletion of CIS 251, CIS 252, and CIS 253; **SECOND** by Lynn.

- a. Motion **APPROVED** by unanimous vote.
    - v. BUS 227
      - 1. Course changes from AIS to BUS and moves from 3 to 4 credits.
      - 2. It replaces AIS 127, which is part of several degrees/certificates.
        - a. We are past the deadline to make changes for courses that affect programs.
      - 3. If we keep AIS 127 for now, and add BUS 227, we are basically running the same class with different credits.
      - 4. Could we offer BUS 227 for Fall 2012 in place of AIS 127 and have students petition the class?
      - 5. Rickey **MOVED** that we table this course, because the rationale needs to change, and the assumption is that AIS 127 will go away when this course is instituted. AIS 127 is still part of a program; **SECOND** by Trudy.
        - a. Motion **APPROVED** by unanimous vote.
    - vi. MUS 100 (IC approved that this item be taken out of order from original agenda)
      - 1. The course description has been corrected in ACRES.
      - 2. Lynn **MOVED** that we approve MUS 100; **SECOND** by Ken.
        - a. Motion **APPROVED** by unanimous vote.
    - vii. MUS 123 (IC approved that this item be taken out of order from original agenda)
      - 1. This course already has enough votes in ACRES.
    - viii. MUS 135 (IC approved that this item be taken out of order from original agenda)
      - 1. There is a Fall 2013 implementation date for this course.
      - 2. Andrew **MOVED** that we approve MUS 135 Course Modification (change to prerequisite) for Fall 2013 implementation; **SECOND** by Lynn.
        - a. Motion **APPROVED** by unanimous vote.
    - d. New Courses – none (other than those listed under ACRES)
    - e. Course Modifications (other than those listed under ACRES)
      - i. Courses Already Approved by LT Subcommittee but No Course Modification in ACRES
        - 1. Modality is the only change needed for the courses in question.
        - 2. Eric **MOVED** that we direct the Faculty member responsible for PSY 240, EDU 280, EDU 251, TLC 086 and CIS 150 to submit a Minor Modification Form in ACRES for an addition of modality (online instruction). **SECOND** by Andrew.
          - a. Motion **APPROVED** by unanimous vote.
          - b. **Task:** Wei will talk to the Faculty member responsible for each of the five classes (in the motion above) and asked them to submit a Minor Modification Form in ACRES.
- V. Old Business Not Related to Curriculum
  - a. 2013-2014 Academic Calendar (two versions) – Rickey Jackson
    - i. Alternative version:
      - 1. Give up President’s Day (Rickey needs to speak with Dan Wattron from HR) (it not a holiday for three AZ State universities)
      - 2. Allows for a 16 week semester
      - 3. Gives Records and Registration and Financial Aid more time between semesters
      - 4. Earlier Fall start date
    - ii. Original version (similar to our current model):

1. Last day of Spring 2014 semester - Monday, 05-12-14
  - iii. The calendars were discussed at an Arts and Sciences Division Chairs' Meeting; and, generally speaking, they seem to prefer the alternative version.
  - iv. Michael feels very strongly that we should not give up President's Day.
  - v. Andrew **MOVED** that Rickey present both calendars to College Council for comment and report back to IC; **SECOND** by Michael.
    1. Motion **APPROVED** by unanimous vote.
    2. **Task:** Rickey will send both versions of the proposed Academic Calendar for 2013-2014 to Deb Holbrook and ask that he and Mark be placed on the agenda for the next College Council Meeting to discuss these versions.
  - b. Feasibility Study Template – Mark Vest
    - i. IC requires that all new program proposals include a business plan.
    - ii. Ken **MOVED** that as he creates his business plan he will evaluate both the current business plan template and this feasibility study template and will devise a recommended template that would incorporate the best from each plan. He will present it at an IC Meeting early Fall 2012; **SECOND** by Eric.
      1. Motion **APPROVED** by unanimous vote.
- VI. New Business Not Related to Curriculum
- a. Point of Order for IC Minutes – Tasks/Motions – Mark Vest
    - i. Michael **MOVED** that for purposes of IC Minutes the tasks be presented after the motion is made and approved; **SECOND** by Trudy.
      1. Motion **APPROVED** by unanimous vote.
  - b. ICT Implementation Plan – Wei Ma
    - i. The main idea of the program is to get our students ready for online learning.
    - ii. Option 2 is available for students who fail the competency test and are not able to attend the on-site ICT 095 course training.
    - iii. If a student chooses Option 1, the competency test will be embedded into the class; therefore, if the student successfully completes the class, the arrow should be changed on the flow chart to move directly from Option 1 to Registration Allowed.
    - iv. Wei and John will try to have everything up and running in September or October. They would like to recruit one trainer per Campus/Center.
    - v. We would like to pilot three courses for Spring 2013.
      1. Based on feedback of pilot courses, we will revise and improve the program and prepare for full implementation for Summer or Fall 2013.
    - vi. Ken is interested in teaching ICT 095.
    - vii. Kenny **MOVED** we approve the ICT Implementation Plan (with the one change of the arrow on the flow chart); **SECOND** by Lynn.
      1. Motion **APPROVED** by unanimous vote.
- VII. Other
- a. Placement Handbook – change in reading score will affect it
    - i. **Task:** When Hallie receives suggested draft(s) of the Placement Handbook changes (from Rickey and/or Eric), she will post them in MyNPC, so that we can discuss it at our next IC Meeting.
- VIII. Adjournment
- a. Andrew **MOVED** the meeting be adjourned; **SECOND** by Lynn.
    - i. Motion to adjourn **APPROVED** unanimously.