Final Draft

NORTHLAND PIONEER COLLEGE
Academic Standards & Curriculum Committee
Minutes of May 11, 2001 Meeting
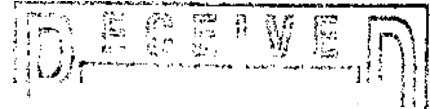
Roll Call:

Members Present: Judith Doerr, Chair; Pat Wolf, Floyd Bushman, Brenda Manthei, Carol Maddin, Tom Smith, Rochelle Wade, Barbara Hockabout, Suzanne O'Hop, Rose Kreher, secretary

Guests: Chuck Kermes, Jim Wilson, Jane Hobart-Kahler, Diane Miller, Tom Nagle, Bobette Welch (acting secretary for part of the meeting)

Ex Officio: **Cindy Hildebrand.**

Meeting started at 10:00 AM at the District Office.

Minutes for the Anril 27.2001 meeting were presented

Minor changes were noted in the minutes on page 2 and page 3. Contingent on the changes, Floyd Bushman moved for acceptance; Pat Wolf seconded. Motion passed.

Agenda Items

Curriculum proposals:

Course/Program	Changes	Action
HOS 124 Foodservice Nutrition	Title change, minor adjustment to course description, typos corrected.	Wolf moved for approval; Hockabout seconded, approved unanimously.
Legal Assistant Program	Replace existing AAS degree with new program having Internet access. Add a Certificate of Applied Science in the Legal Assistant program.	Tom Smith moved for approval on contingent minor changes, Floyd Bushman seconded. Approved unanimously
LAS 100 Introduction to Paralegal Studies and Ethics, LAS 101 Introduction to Law, LAS 103 Wills and Probate, LAS 104 Basic Bankruptcy Law, LAS 105 Legal Research, LAS 200 Legal Writing, LAS 201 Family Law, LAS 202 Interviewing and Investigating, LAS 203 Litigation/Civil Procedures, LAS 205 Internship/Cooperative Work Education	Remove courses from catalog, but retain in course bank	
LAS 110 Introduction to Law and Paralegalism LAS 111 Law Office Skills LAS 112 Legal Writing I LAS 113 Factual Legal Research	Add new courses to the catalog/ course bank	

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Medical Assistant Program (MDA)	Identify General Education program requirements for MDA	Wolf moved for approval, Maddin seconded. Passed unanimously.
MDA 104 Medical Terminology; Anatomy, Physiology and Disease	Lecture hours changed to 4, Lab hours dropped, Load factor now 4. Minor change in course description. Outcomes modified to be measurable. Outcome #15 changed.	Hockabout moved for approval, Maddin seconded. Motion passed unanimously.
pHO 101 Beginning Digital Photography	New course, changed lecture/lab hours, add X by vocational take out CIS on "required" line, change catalog description, add complete textbook information, changed minimum recommended enrollment to 15, edited outcomes	Maddin moved to approve contingent on changes. Wolf seconded. Motion carried unanimously.
Computer Technology in Business	New program creating an AAS in Computer Technology in Business	Wade moved to approve, Wolf seconded. Motion carried.
BUS 135 Information Technology Project Management BUS 228 Database Management BUS 232 Management Information Systems	New courses; change from BUS 199s to permanent numbers.	Maddin moved for approval contingent on revisions to be done by Doerr and faculty. Hockabout seconded. Motion passed.
Internship Program	Title change, procedural revisions, compensation figure changed. New forms, manuals and brochures to be printed.	Wolf moved for approval, Smith seconded. Motion carried.

Placement Committee report (Maddin)

Summary of the research results regarding effectiveness of the ASSET test. Committee recommends purchase of COMPASS test (computerized placement test program) so that both tests can be used for a year and then the data comparatively evaluated.

Wolf moved that the report be accepted with a few corrections. Smith seconded. Motion carried.

Standards Subcommittee report (Maddin)

The committee, consisting of Maddin, Fulcher, O'Hop and Manthei, submitted a recommendation for the structure and procedures of the'new committee. The format regarding purpose, selection and tenure, chair, reporting and process was accepted by the group. Changes are to be made in the composition of the committee, which shall now be composed of five faculty members, one dean and one CASAA member.

Hockabout moved for approval of the formation of the new committee using the submitted structure and procedures with the one revision. Wolf seconded the motion. Motion passed unanimously.

Maddin will submit revisions and Doerr will then send out a memo to faculty on the new Academic Standards Subcommittee.

ACADEMIC STANDARDS SUB-COMMITTEE

Purpose: Serve as a Standards Sub-Committee of the Academic Standards and Curriculum Committee to recommend high standards of performance for both teaching and teaming.

COmposition of the Committee: One faculty member from each of the five instructional divisions of Liberal Arts, Science and Mathematics, Business and Technologies, Nursing, and Developmental Education; one representative of Committee on the Assessment of Student Academic Achievement (CASAA); and one instructional Division Dean.

Selection and Tenure of Committee Members:

<u>Division Dean</u> - appointed by the Vice President for Instructional Services — 2-year term

<u>Faculty members</u> - selected by the faculty of the division they represent — 2-year term

<u>CASAA representative</u> - selected by the CASAA committee — 2-year term

Initially, two faculty positions and the CASAA representative will serve one-year terms (to be determined by lot). Thereafter, these positions will be two-year terms. To ensure continuity of the committee functioning, terms will be staggered.

Each individual occupying a two-year term position can serve no more than four consecutive years.

Committee Chair The chair will be selected by the committee for a term of one year, serving as Chair no more than two consecutive years. It is not mandatory that the Chair be the primary contact to ASCC.

The Division Dean member of the committee will call the initial meeting of this committee.

Committee Reporting: The Standards Sub-Cozrunittee shall be a standing agenda item of ASCC. Requests for Standards Sub-Committee review will be itemized. Recommendations of the Standards Sub-Committee will be presented.

Committee Process:
- Any NPC faculty or staff member, committee, or student may generate standards issues.
- Requests for consideration by the Standards Sub-Committee shall be submitted to the Vice President for Instructional Services using a revised "Curriculum Proposals and Modifications Cover Sheet" form.
- The request will be noted on the ASCC agenda and forwarded to the Chair of the Standards Sub-Committee.
- The Chair is responsible for calling meetings of the Standards Sub-Committee.
- The Standards Sub-Committee will review all issues submitted, determine the information to be collected and resource individuals to invite for participation in the specific issue discussion.
- The Standards Sub-Committee will present a proposal to ASCC for each issue reviewed.

NORTHLAND PIONEER COLLEGE
Academic Standards & Curriculum Committee
Minutes of April 27, 2001 Meeting

Roll Call:

Members Present: Judith Doerr, Chair; Pat Wolf; Jan Kraai, Floyd Bushman, Brenda Manthei, Bob Shaw, Carol Maddin, Rochelle Wade, Barbara Hockabout, Shirley Eittreim, Rose Kreher, secretary

Guests: Heidi Fulcher, Trudy Bender, Claude Endfield, Jane Hobart-Kahler, and Tom Nagle

Ex Officio: Cindy Hildebrand.

Meeting started at 1:35 at the District Office.

Minutes for the January 26, 2001 meeting were presented

Bob Shaw moved to approve the minutes as presented, Carol Maddin seconded. Motion carried unanimously.

Minutes for March 9, 2001 meeting were presented

The language in the last agenda item, Associate Faculty Issues/Credentialing was changed to read, "The current process involves faculty **with a masters *degree*** without 18 hours of graduate work in the specific discipline..." Pat Wolf moved to approve the minutes as changed; Shirley Eittreim seconded. Motion carried unanimously.

Arenda Items

Academic Standards: Determining a new process

Judith suggested that a subcommittee of the ASCC be formed to deal exclusively with academic standards issues as the main ASCC committee continues to devote its entire efforts to curriculum development. She thought it might be composed of 4 faculty members and one administrator, and would function primarily as a group to examine academic standards issues and make recommendations directly to ASCC.

Trudy Bender asked that the librarian also be seated on such a committee as the library has a number of standards that interface academic course standards. The group decided the librarian's presence would be useful to the process, but that the position be *ex-officio.*

NORTHLAND PIONEER COLLEGE
Academic Standards & Curriculum Committee/Instructional Leaders Group
Joint Meeting Minutes
March 9, 2001

<u>Present:</u> Carol Maddin Pat Wolf, Tom Smith, Dale Schicketanz, Barbara Ballard, Trudy Bender, Lois Colvin, Rochelle Wade, Beaulah Bob Jim Wilson, Chris Hostetter, Ron Troutman, Suzanne O'Hop, Jane Hobart-Kahler, Heidi Fulcher, Joel Eittreim, Leigh Sweetman-Ivie, Janet Hunter, Judith Doerr, (Chair), Rose Kreher, (Secretary).

<u>Meeting started at 9:10 am at LCC.</u>

<u>Due to informal format of the joint meeting no previous minutes were aproved</u>

Agenda Items

<u>Concurrent Enrollment (CEP</u>(Attachment R7-1-709, rules adopted by State Bd. of Directors for Community Colleges of Arizona, January 2001, "Community College Classes Offered in Conjunction with High Schools)

Using the attachment as the basis for discussion, Judith encouraged suggestions from participants on how to upgrade the quality controls in the CE program.

Suzanne O'Hop addressed the three main areas of concern: placement, assessment and quality control. She feels placement, particularly in academic classes, needs monitoring by NPC, and that departments need more control over decisions made. As for assessment she thinks better predictive measures are needed for CE students. Despite examination of writing samples and previous course work, success in CE classes is not guaranteed. "Lots of these kids don't have critical thinking skills yet."

Judith indicated that ASSET testing appears to be required for all students entering CE academic classes. This is probably not necessary for occupational programs.

Suzanne suggested a mentoring program to increase quality controls in the program. This would involve more interaction between NPC faculty and the high school teachers. The bottom line here is that faculty would need to be compensated for such mentoring. It cannot be another unpaid task added to faculty shoulders. (This appeared to be the consensus of those present.)

Action taken: A "mini" ad hoc committee consisting of Jane Hobart-Kahier, Janet Hunter, and Suzanne O'Hop was appointed to report to Judith by the March 19 VPIC meeting. The committee will draft guidelines for a "mentoring/proteg6 program for Concurrent Enrollment as well as suggest a figure for faculty compensation.

Action: Trudy will make cosmetic changes to the guidelines and send to Judith who will then ask the faculty to implement these proposed guidelines for the next semester and a half. After this trial, the guidelines can be re-assessed.

Updates (Placement Committee)

Carol Maddin reported that the committee has developed proposed testing guidelines.

Action: Carol will send the guidelines to Rose Kreher. These will be copied and mailed to ASCC and ILG members along with the joint minutes. (Attached)

Distance Learning Issues

Judith presented a handout on WebCT. She discussed possible next steps to take. It was agreed that NPC should offer a two-day workshop about WebCT for faculty this spring. She would also like to see a one-day workshop before fall semester on teaching effectively on the Internet for all new\internet course faculty.

Judith will send a memo to faculty on how to acquaint themselves with WebCT (www.webct.com) and encourage review of the "e-packs" (electronic course packs) used in conjunction with this tool.

WIDS and curriculum development

Judith has renewed the license for WIDS for one more year. Group members acquainted with this software commented that it was, "Too time consuming to learn, but useful once you got there."

Copyright Guidelines and ITV classes

There is confusion about the use of copyrighted materials in connection with distance learning. The meeting attachment, "Lawful Uses of Protected Works" indicated that NPC may send out licensed video works over its cable network. However, the cautions at the end of the article recommend that for all other situations/materials, permission from the copyright owner must always be obtained.

Three actions will be taken to help clarify this issue and protect the college: (1) Judith will get a legal opinion from Gary Sheets, the college's attorney, (2) A process will be initiated to implement a central depository for licenses (by whom?). (Bill Grindstaff is developing a database to put on the server.) And (3) lawful use guidelines will be written into both faculty handbooks. It was also suggested that periodic reminders on copyright be sent to faculty.

NORTHLAND PIONEER COLLEGE
Academic Standards and Curriculum Committee

Minutes
January 26, 2001
Silver Creek Campus — Learning Center Room 109

DRAFT

Meeting called to order at 1:35 pm.

I. Roll Call

Members Present:	Judith Doerr, Chair	Jan Kraai	Dan Simper
	Floyd Bushman	Carol Maddin	Rochelle Wade
	Lois Coltrin	Brenda Manthei	Pat Wolf
	Cindy Hildebrand	Suzanne O'Hop	Mark Workman
	Barbara Hockabout	Tom Smith	
Guests:	Barbara Ballard	Mike Solomonson	
	Darla Basamania	Bobette Welch	

II. Approval of Minutes — December 1, 2000

Rochelle Wade moved that the minutes of the December 1, 2000, meeting be approved. Suzanne seconded. Motion passed unanimously.

III. Curriculum Proposals

COURSFJPROGRAM	DISCUSSION	RESULTS
Early Childhood Development *New course:* ECD 224, Developmentally Appropriate Practices for Classroom, 3 cr.	Pat Wolf proposed that previous ECD 199 be given a permanent number of ECD 224. This course has been taught successfully for several years and needs to be given a permanent course number. It will be accepted as an elective in Early Childhood Development AAS and AGS degrees. Asking for implementation of Summer 2001.	Tom Smith moved to approve ECD 224. Seconded by Barbara Hockabout. Approved unanimously.
Emergency Medical Training *Change In course number. hours. and/or textbook:* EMT 100, Basic First Aid, .5 cr. EMT 101, CPR and Basic First Aid, 1 cr. EMT 102, Heartsaver CPR, .5 cr. EMT 103, Healthcare Provider CPR, .5 cr. EMT 120, First Responder, 3 cr. EMT 125, Emergency Medical Technician Basic, 6 cr. EMT 127, Basic EMT Refresher, 2 cr. *New courses:* EMT 104, First Aid and CPR for the Lay Rescuer, .5 cr. EMT 105, First Aid and CPR for Infants Children, .5 cr.	Darla Basamania explained that the course numbers listed in the catalog did not follow in a logical sequence; therefore, numbers needed to be changed. Textbook changes were being made to add an alternate book for use by different agencies. Dan pointed out that the same numbers can't be used for different courses from those listed in the catalog—would cause student confusion. Judith suggested that these changes be brought back to the next meeting with numbers that are not being used now. Wording needs to be changed on the cover sheet. Pat suggested that wording in the "Outcomes" on course outlines be changed to measurable terms. Name of EMT 105 is confusing.	Pat moved to table these items until the next meeting. Suzanne seconded. Motion carried.

IV. Change in Process of Submitting Grades

Judith stated that between the close Christmas date and the fairly new process of faculty having to put dates by W's and F's, we had a horrendous number of grades not submitted on time. This is due mainly to individuals not reading instructions. The committee members were polled on how we can get all grades and FTSE rosters in on time.

Suggestions were:
1. For associate faculty, hold paycheck until FTSE rosters and grades are turned in.
2. Make some arrangement at campuses/centers to accept and check rosters/grades, then hand out checks.
3. Make some arrangement for associate faculty who teach in remote locations.
4. Have a way of getting rosters/grades delivered to District Office (by physical delivery or U.S. mail).

It was decided that ASCC members from the full-time faculty take this matter to the Faculty Association to see what suggestion that they might have for solving the problem.

V. Learning Contracts

Leave item #1 on learning contract the same, but maybe tighten up on the second item. Very few students are able to learn enough from this type of independent study. We need to watch for abuse to the system. Table this item until the next ASCC meeting.

VI. Developmental Course Prerequisites

Heidi Fulcher was not at the meeting. Table until next meeting.

VII. Multi-Course Labs — Table until next meeting.

VIII.English Requirements and CP111 –

IX. Copyright Issues Affecting ITV Classes

Going to ILG on March 9. Table until after that meeting.

X. Next Meeting

The next ASCC meeting will be February 23, 2001, at WMC, 1:30 pm.

Rochelle Wade moved to adjourn the meeting. Pat seconded. Motion carried unanimously.

Meeting adjourned at 3:50 pm.

Respectfully submitted,

Bobette Welch
Secretary, Liberal Arts Division

NORTHLAND PIONEER COLLEGE
Academic Standards and Curriculum Committee

Minutes
Of
December 1, 2000 — Friday
Silver Creek Campus — Learning Center Room 109

DRAFT

Meeting started at 1:05 p.m.

I. **Roll Call**

Members Present:	Rochelle Wade	Cindy Hildebrand	Dan Simper
	Beaulah Bob-Pennypacker (ex-officio)	Jan Kraai	Mark Workman
	Carol Maddin	Brenda Manthei	Pat Wolf
	Lois Coltrin	Judith Doerr, Chair	Heidi Fulcher
	Lenora Spencer, Secretary		
Guests:	Janet Hunter	Sandy Haggard	Ann Zufelt

II. **Approval of Minutes — November 17, 2000**
Minutes will be submitted for approval at the next meeting.

Agenda Item	Agenda Subheading	Discussion	Results
M. **Curriculum Proposals**	**Mathematics** (Brenda Manthei)	**Prerequisite Change** MAT 131 Mathematics for Elementary Teachers I (3 cr.) **Proposed modification to prerequisite: A grade of "C" or better in MAT 142, College Math with Contemporary Applications, or MAT 152, College Algebra, or satisfactory placement.** **Corrections:** *Replace the title Mathematics with Mathematics for Elementary Teachers I. *Replace 1098 with 109. **Additional correction:** *Change Spring 2001 to Fall 2001 for implementation. **Resubmit cover sheet with all corrections.** —*Where is the attachment?* —*Brenda, please check with Claude on input?*	**Pat Wolf moved to approve MAT 131, which must be corrected and resubmitted.** **Seconded by Rochelle Wade.** **Approved unanimously.** **Pat Wolf moved to change implementation date to Fall 2001.** **Seconded by Lois Coltrin.** **Approved unanimously.**
	Administrative Information Services (Janet Hunter)	**New Course** OED/AIS140 MS Word Basics (1 cr.) **This course is currently being offered as OED 199. A basic introduction to MS Word for the novice computer user.** **Corrections to cover sheet:** *Delete OED from OED/AIS. *Implementation date should be Fall 2001. *Mark New Course under Nature of Modification. **Corrections to course outline:** *Change lecture hours to .5. *Change load factor to 1.2. *Mark New Course. **Make corrections and resubmit cover sheet and course outline.** —*Janet will check on reading level.* —*Make notation to review SBM 199 when it comes before ASCC committee again for comparison.*	**Lois Coltrin moved to approve MS 140 with corrections to cover sheet and course outline.** **Seconded by Rochelle Wade.** **Approved unanimously.**

		New Course	Carol Maddin moved to approve MS 105 Developing Your Professionalism (1 cr.) with corrections to cover sheet and course outline. Seconded by Rochelle Wade. Approved unanimously.
		OED/AIS 105 Developing Your Professionalism (1 cr.) This course is currently being offered as OED 199. Skilled-based knowledge of human relations in the working environment. **Corrections** to cover sheet: *Delete OED from OED/AIS. *Implementation date should be Fall 2001. *Mark New Course and Program/Cert. Component under Nature of Modification. *Insert "Add to electives list for AAS in MS" under Proposed Modification. **Corrections** to course outline: *Change OED to MS. *Change course title to Developing Your Professionalism. *Mark New Course. *Eliminate Prerequisite. *Mark Traditional Classroom under Mode of Instruction. Make corrections and resubmit cover sheet and course outline. *-Committee members suggested changing the course title.* *---)Check on reading level.*	
		Change Program Component	**Rochelle Wade moved to approve with the changes to cover sheet. Seconded by Lois Coltrin. Discussion: Dan opposed to the statement on degree plan.**
		OED/AIS Certificate of Proficiency in Word Processing This certificate will provide students with the fundamentals of word processing. Components can be used towards any of the MS degrees. ' Correction to cover sheet: *Change implementation date to Fall 2001. Corrections: *Delete the statement at the bottom of the degree plan, attachment. *Delete OED from OED/AIS. *Change MS 105 course titles to Developing Your Professionalism. Make corrections and resubmit.	**Pat Wolf moved to approve the certificate with the changes recommended. Seconded by Lois Coltrin Approved unanimously.**

		New Course	Pat Wolf moved to approve with the changes to cover sheet and course outline.
		OED/AIS 123 Vocabulary for the Medical Office (3 cr.) This course is currently being offered as OED 199. To better prepare our MS students for the medical transcription courses. **Correction to cover sheet:** *Change OED/AIS to MS. *Change implementation date to Fall 2001. *Mark New Course and Program/Cert. Component under Nature of Modification. *Insert "Add to electives list for AAS in AIS" under Proposed Modifications. **Correction to course outline:** *Change OED to MS. *Check New Course and Elective. *Change Catalog Course Description: A basic introduction to medical word roots, combining forms, prefixes and suffixes needed to build an effective verbal/written biomedical vocabulary. This course is designed to prepare students for working with medical records. *Change prerequisite to MS 100, Keyboarding, or equivalent. *Mark Traditional Classroom under Mode of Instruction. Make corrections and resubmit cover sheet and course outline.	Seconded by Lois Coltrin. Approved unanimously. n \V) --------
		Change Program Component	Rochelle Wade moved to approve the certificate with the changes recommended.
		OED/AIS Certificate of Proficiency in Medical Office Fundamentals The proposed course change is more appropriate. Insurance Coding is likely to be more useful to the medical office worker than a word processing course. **Corrections to cover sheet:** *Change implementation date to Fall 2001. *Delete OED from OED/AIS under Current Status. *Delete both occurrences of OED from OED/AIS under Proposed Modification.	Seconded by Pat Wolf Approved unanimously. --1,--, _\\` '-)

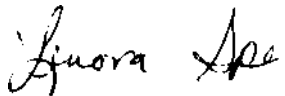|			
		—dwitching out AIS 127 for MS 142 to make it possible for students to complete in one (1) semester.	
		Change Program Component	Jan Kraai moved to approve the certificate with the changes recommended. Seconded by Lois Coltrin. Approved unanimously.
		OED/AIS Degree Area of Emphasis: Medical Office **This area of emphasis will prepare the student for work in insurance coding, billing, bookkeeping and other general medical office procedures.** **Correction to cover sheet:** ***Change implementation date to Fall 2001.** *—Did you contact your Advisory Committee members?* *—>Who are your committee members?* *—'Do you have data to support this?* **Make corrections and resubmit.**	
	The Learning Cornerstone (Heidi Fulcher)	**Prerequisite Change**	Carol Maddin moved to approve the change. Seconded by Jan Kraai. Approved unanimously.
		All TLC Courses (50) **The modification will simplify and standardize the catalog language, communicate that there is a placement requirement, and maintain flexibility to modify the placement process. Change the prerequisite for all TLC courses to "Satisfactory Placement".**	
	The Learning Cornerstone (Sandy Haggard)	**Change Course Title/Lecture Hours** **TLC 010 New Readers I (2 cr.)** **TLC 020 New Readers II (2 cr.)** **TLC 030 New Readers III A (2 cr.)** **TLC 035 New Readers Ill B (2 cr.)** **TLC 040 New Readers IV A (2 cr.)** **TLC 045 New Readers IV B (2 cr.)** **Because of the curriculum alignment to the Arizona Adult Education Standards, mathematics and social studies will be integrated into the literacy courses. The new term will simplify and standardize the title and include mathematics and social studies. Outcomes are updated and revised to meet the state standards.**	Pat NAroTf moved to approve the changes. Seconded by Jan Kraai. Approved unanimously.

	ALS	**Courses for Spring 2001**	Judith will provide the data for the ALS courses to the division deans so they can prepare class forms.
		The current ALS ITV Course listing was reviewed. Latest update, the Ti line is not hooked up. NPC is offering courses in Cultural Preservation and Native American Entrepreneurship. The originating site could be either Holbrook or Show Low. **The ALS net Courses listing was also reviewed.** *—Questions and concerns about the ALS program, but no answers.*	
		Faculty Training	
		Training will be on December 15, 2000, on Video 2 if the new system is not up, or at the new ALS classroom if the new system is functioning. ALS hired Gary Mack and Leigh Sweetman-Ivie to design and implement the training for faculty.	
		Issues	It was decided to use NPC course equivalency numbers, where applicable, and ALS course numbers where NPC does not have an equivalent courses. Vote was 8 to 2:
		Three alternatives to consider on course numbers: 1) Create all ALS numbers. 2) Transfer to equivalent courses 3) To have some NPC numbers and some ALS numbers. Per Dan, posting of transcripts will be the Registrar's responsibility. The originating or host institution must provide the textbook for internet courses.	
	Distance Learning	**Email account requirement for all distance learning students**	Need ITAG's input on this issue.
		This issue was brought up at the Center Manager's Meeting. The suggestion is to require Email accounts for all students enrolled in distance learning courses; so most assignments and other communication can be sent via the Email system. It 2.voul d reduce the need to use the current courier service. Np_gwould show students how to acquire free e-mail accounts.	

read here : library staff!

Academic Standards Agenda Development	Learning Contracts	
	Reminder: Have received Shirley Eittreim's request to add this to the agenda of items to discuss this year.	
	Dan was concerned about students not being able to log into and/or getting through the courses being offered via the internet.	
	Give information on courses to advisors before December 12, 2000, so it can be routed to financial aid.	
	-Need instructor's email address or phone number in case students have problems.	

Meeting adjourned at 4:27 p.m.

Respectfully submitted,

Lenora Spencer
Administrative Assistant
Vice Present of Instructional Services

approved

NORTHLAND PIONEER COLLEGE
Academic Standards and Curriculum Committee
Meeting Minutes
of
October 27, 2000

DRAFT

Roll Call
Members Present:

Judith Doerr, Chair	Pat Wolf
Mark Workman	Floyd Bushman
Beaulah Bob-Pennypacker (ex-officio)	Tom Smith
Bob Shaw	Carol Maddin
Dan Simper	

Guests:

Jim Wilson
Claude Endfield
Bobette Welch

Meeting started at 1:05 pm at LCC.

I. Approval of Minutes from October 13, 2000

Changes needed: Under section ll. Curriculum Proposals
- **AGEC Block Revision** — Keep catalog wording the same.
- **ECD Program Changes** (paragraph 3) — Remove italicized question *"Do we delete from the catalog, too? "* Courses deleted from the course bank are also deleted from the catalog.

Tom Smith moved to approve the minutes with the above changes. Seconded by Carol Maddin. Motion carried unanimously.

H. Curriculum Proposals

COURSEIPROGRAM	DISCUSSION	ACTION TAKEN
ENL 236 Creative Writing I ENL 237 Creative Writing II *Minor catalog description revision*	Change the word "drama" from the beginning of the list to the end. Dan moved to change the order of words in the course description. Tom seconded.	Approved unanimously.
ENL 221 World Literature *Minor catalog description revision*	Floyd moved to change the wording from "19' Century" to "20ᵗʰ Century." Bob seconded.	Approved unanimously.
ENL 101 College Composition I *Prerequisite change*	With current prerequisite of "Satisfactory placement," students who receive D's in ENL 100 or TLC 090 are able to enroll in ENL 101 and are not prepared for ENL 101. Tom moved to change the prerequisite for ENL 101 to "Satisfactory placement or a grade of 'C' or better in ENL 100 or TLC 090." Pat seconded.	Approved unanimously.
Administration of Criminal Justice *Major catalog description revision* *Program/Cert. Component revision*	Jim Wilson stated that almost every agency now requires a higher criminal justice degree level. NAU has created a BAS degree in Criminal Justice. This opens up a path for our students to continue on to a 4-year university. Our degree will transfer directly to NAU. Carol moved to approve the Administration of Criminal Justice AAS, CAS and COP with a Fall 2001 implementation date. Bob seconded.	Approved unanimously w/implementation *date* change.

COURSE/PROGRAM	DISCUSSION	ACTION TAKEN
	Replace with the following 4 courses in core: ECD 151 Math for School Agers ECD 152 Learning Environment for School Agers (changed from "A Total Learning Environment for School Agers") ECD 153 Guidance Principles for School Agers (changed from "Guidance P tpies.fiOckool Aged Children and Youth' EDU 139 Assisting in teaching Elem. School Physical Education **Dan moved to approve the program revisions with a Fall 2001 implementation date. Mark seconded.** **Carol moved to approve the 2 new courses (ECD 152, ECD 153) with modified tides. Tom seconded.**	
Early Childhood Development *Program/Cert. Component revision*	**Pat moved to add Spanish as an elective choice in all ECD emphasis areas and Special Needs Educational Assistant, AAS, and AGS, with a Fall 2001 implementation date. Mark seconded.** Paragraph under Other Electives should read: "In addition, a minimum of 12 unduplicated credits may be selected from EDU/ECD/LAN/SPA courses. 0.5 to 6 credits of ECD/EDU/ LAN/SPA 199's and . . ."	**Approved unanimously w/implementation date change.**
Early Childhood Development/ **Early Childhood Management** *New courses* *Course deletions from course bank* *Program/Cert. Component revision*	**Program changes needed to better meet the needs of early childhood administrators. Add the following 6 Lleiv courses to the course bank:** ECD 231 Planning and Managing an Early Childhood Program ECD 232 Designing Indoor and Outdoor Environments (changed from "Designing Indoor and Outdoor Environments in Early Childhood Programs") ECD 234 Staffing an Early Childhood Program ECD 235 Budgeting and Finance Management (changed from "Budgeting and Financial Management of Early Childhood Program") ECD 236 Marketing the Early Childhood Program ECD 237 Evaluating an Early Childhood Program **Delete the following 12 courses from the core/catalog/ course bank:** ECD 202 Planning an *Early* Childhood Program ECD 203 Designing the Indoor and Outdoor Environment ECD 204 Selecting Staff for an Early Childhood Program LCD 205 Staffing an Early Childhood Program ECD 206 Providing Chi-Going Training for Staff Members ECD 208 Evaluating Staff in an Early Childhood Program ECD 208 Providing Supervision and Leadership for Early Childhood Program Staff ECD 209 Managing an Early Childhood Program LCD 210 Budgeting and Financial Management ECD 213 Regulations and Legal Issues ECD 214 Marketing the Program to Parents and Community ECD 215 Evaluating an Early Childhood Program **Delete the following 7 courses from the ECD management core ogly:** LCD 106 Large and Small Group Activities ECD 109 A Child Tracking System ECD 121 Individual Differences ECD 147 Prenatal and Infant Development ECD 148 Toddler Development ECD 149 Development of the Preschool Child ECD 216 Transitions **Acid the following 10 courses to core:** ECD 129 Planning and Implementing a Bi-lingual Program ECD 198 Internship in Early Childhood Management ECD 231 Planning and Managing an Early Childhood Program ECD 232 Designing Indoor and Outdoor Environments ECD 233 Developing Policies and Procedures for Early Childhood Programs ECD 234 Staffing an Early Childhood Program LCD 235 Budgeting and Finance Management ECD 236 Marketing the Early Childhood Program ECD 237 Evaluating an Early Childhood Program EMT 101 CPR and First Aid	**Approved unanimously w/implementation date and title changes.**

NORTHLAND PIONEER COLLEGE

ASCC Meeting Items Status Report

COURSE/PROGRAM	ASCC	ASCC APPROVAL DATE	GOVERNING BOARD	GOVERNING BOARD APPROVAL DATE
ENL 236 Creative Writing I **ENL 237 Creative Writing II** *Minor catalog description revision*	•	**10/27/00**	-	-
ENL 221 World Literature I *Minor catalog description revision*	*	**10/27/00**	-	-
ENL 101 College Composition I *Prerequisite change*	*	**10/27/00**		-
Administration of Criminal Justice *Major catalog description revision* *Program/Cert. Component revision*	*	**10/27/00**	**	
Correctional Services *Program/Cert. Component revision*	*	**10/27/00**	**	
Correctional Services *Course deletions from catalog only*	*	**10/27/00**	-	-
Correctional Services *Catalog description revision*	*	**10/27/00**	-	-
ACJ 231 Community Policing *Course number and title change*	•	**10/27/00**	**	
ECD 212 Insuring a Safe Program *Course deletion from course bank*	•	**10/27/00**	**	
EDU 204 The Effective Teacher *New course*	a	**10/27/00**	**	
Early Childhood — School Age emphasis area *Program/Cert. Component revision* *New courses* *Course deletions from core*	*	**10/27/00**	••	
Early Childhood Development *Program/Cert. Component revision* *(add SPA to electives)*	*	**10/27/00**	**	
Early Childhood Management *New courses* *Course deletions form course bank* *Program/Cert. Component revision*	*	**10/27/00**	**	
Art 185 Handbuilding Pottery **ART 186 Clay Sculpture** **ART 187 Raku Pottery** *New courses*	*	**10/27/00**	**	

ASCC Meeting of 10/27/00 — bw.

NORTHLAND PIONEER COLLEGE
Academic Standards and Curriculum Committee

Minutes
of
November 17, 2000 — Friday

District Office — Eagle's Nest

DRAFT

Meeting started at 9:34 a.m.

I.   Roll Call
Members Present:

Barbara Hockabout	Tom Smith	Dan Simper
Rochelle Wade	Jan Kraai	Pat Wolf
Floyd Bushman	Brenda Manthei	Suzanne O'Hop
Shirley Eittreim	Bob Shaw	Judith Doerr, Chair
Lenora Spencer		

Guest: Shannon Newman

II.   Approval of Minutes — October 27, 2000
The minutes were approved as submitted.

Pat Wolf moved to approve minutes as is. Seconded by Floyd Bushman. Approved unanimously.

III. Curriculum Proposals	Early Childhood Development: School Age Emphasis (Pat Wolf)	Eliminate previous approval by ASCC on October 27, 2000	Pat Wolf moved to invalidate and rescind this degree emphasis approval. Seconded by Dan Simper. Passed unanimously.
		The previous AAS degree for School Age Emphasis was completed using the wrong courses.	

	Agenda Subheading	Discussion	Results
		Change in Core/Approve Corrected New AAS Degree, School Age Emphasis	**Pat Wolf moved to approve the changes and the corrected new AAS degree, School Age emphasis, with the implementation date of Fall 2001. Seconded by Barbara Hockabout. Approved unanimously.**

		Delete the following 3 courses from emphasis core, but keep in catalog and course bank:
		    ECD 112 Enhancing Family Involvement (1 cr.)
		    ECD 113 Fostering Communication & Language Skills (1 cr.)
		    ECD 118 Blocks in Early Childhood Program (1 cr.)
		Add the following 2 existing courses back into core emphasis:
		    ECD 216 Transitions (1 cr.)
		    ECD 217 Early Literacy (1 cr.)
		Approve corrected new AAS degree.	

	Early Childhood Development: Special Needs Emphasis (Pat Wolf)	**Eliminate previous approval by ASCC on October 13 2000**	**Pat Wolf moved to invalidate and rescind this degree emphasis as previously approved. Seconded by Rochelle Wade. Passed unanimously.**
		The previous AAS degree for Special Needs Emphasis was completed using the wrong courses.	
		Approve corrected new AAS degree, Special Needs Emphasis/Change Electives from 7 Credits to 4 Credits	**Pat Wolf moved to approve the corrected new AAS degree, Special Needs emphasis, with the implementation date of Fall 2001, the Change to emphasis core and the change in electives from 7 to 4 credits. Seconded by Tom Smith. Approved unanimously.**

		Approve corrected new AAS degree:
		    Change Special Needs emphasis core from 41 to 44 credits
		Add to Special Needs emphasis core:
		    ECD 200 Introduction to Early Childhood Education (3 credits)
		    Major course, ECD 200, was mistakenly left out of core.
		Change electives under Special Needs emphasis from 7 credits to 4 credits.
		Under Other Electives, change 6 to 4 credits.	

	The Learning Cornerstone: New Course (Jan Kraal)	**Approve new course** TLC 038 ESL Reading/Writing Ha (3 cr.) **Will provide a reading/writing course at the ESOL IV level of the Arizona State Standards for the College. There are currently six levels in the Standards.**	**Bob Shaw moved to approve the new course with Spring 2001 as the implementation date. Seconded by Rochelle Wade. Approved unanimously.**

Item	Agenda/subheading	Discussion	Results
	The Learning Cornerstone (Shannon Newman)	Approve new courses TLC 056 Math Basics I (2 cr.) TLC 057 Math Basics II (2 cr.) **Corrections:** Under Course Outcomes for Math Basics I and Math Basics II, please remove the s's. Under prerequisites for TLC 057, please change TLC 052 to TLC 056 (Math Basics II). Remove DRAFT from Course Outline Forms for TLC 056 and TLC 057.	Pat Wolf moved to approve new course TLC 056, Math Basics I, with revisions and implementation date of Fall 2001. Seconded by Bob Shaw. Approved unanimously. Pat Wolf moved to approve new course TLC 057, Math Basics II, with revisions and implementation date of Fall 2001. Seconded by Rochelle Wade. Approved unanimously.
		Delete from course bank TLC 052 Addition and Subtraction TLC 053 Multiplication and Division Basically, for alignment with the current standards because of increase from one to two credits.	Pat Wolf moved to delete TLC 052, Addition and Subtraction, from the course bank. Seconded by Shirley Eittreim. Approved unanimously. Pat Wolf moved to delete TLC 053, Multiplication and Division, from the course bank. Seconded by Brenda Manthei. Approved unanimously.
	Mathematics (Brenda Manthei)	Change Prerequisites MAT 101 Basic Technical Math (3 cr.) MAT 103 Business Math (3 cr.) MAT 105 Mathematics for General Education (3 cr.) **Corrections:** Change title from "Mathematics" to correct title on cover sheet. Insert rationale for modification - do not refer to attachment(s). **IMPORTANT: PLEASE PUT ALL INFORMATION ON THE COVER SHEET.** Resubmit the cover sheet with above corrections.	Pat Wolf moved to table this item until the next ASCC meeting, December 1, 2000. At which time, it can be resubmitted with the update to the cover sheet. Seconded by Bob Shaw. Approved unanimously.

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IV. Action on Transfer of Credits (Pat Wolf)	**ASCC Position**	Discussion Per Dan Simper, we have always handled this by petition. The course being transferred is posted to the transcript according to the manner in which it was handled. Students transferring to NPC from other institutions must complete a minimum of 15 credits of AGEC courses at NPC of the 35 credits required. Would like adviser to attach copy of AGEC requirements from transferring institution to the petition. This process probably needs to be streamlined through Carol Maddin since she has access to all records and AGEC requirements for other institutions.	Dan Simper, Carol Maddin, and Judith Doerr will agree to a process which will make this type of credit transfer a smooth one for students.
V. Other Matters	**Academic Standards Agenda Items for This Year**	List of Discussion Items •Computer and Internet Access Policy — needs to be put in the faculty handbook. •Video Classes — distracting activities close to video rooms. •Concurrent Enrollment — would like to require placement testing. •Quality Control — in reference to concurrent enrollment. 'Unsupervised Testing — who does the proctoring for distance learning classes •Multi-Course Labs — limit should be based on the type of course taught. 'General Education in our AAS degrees — review the current requirements. 'Arizona Learning System — have questions that need to be answered, especially for Bob Shaw since he'll be teaching a course.	Include on future agendas **for** discussion.

Meeting adjourned at 11:00 a.m.

Respectfully submitted,

Lenora Spencer
Administrative Assistant
Vice President of Instructional Services

NORTHLAND PIONEER COLLEGE
Academic Standards & Curriculum Committee

Meeting Minutes
of
October 13, 2000

DRAFT

Roll Call

Members Present:	Mark Workman	Brenda Manthei
	Beaulah Bob-Pennypacker (ex-officio)	Pat Wolf
	Bob Shaw	Jan Kraai
	Tom Smith	Rochelle Wade
	Judith Doerr, Chair	Lenora Spencer
	Dan Simper	
Guests:	Cindy Hildebrand	Claude Endfield
	Pat McCann	

All members and guests present introduced themselves.

Meeting started at 1:15 p.m.

I. Approval of Minutes from April 28, 2000

Change on page 2 under New Courses - Course title should read "Navajo Tribal Government."
Change on page 3 under New Courses - Action not recorded for Java Programming, which had been approved, needed to be changed.

Pat Wolf moved to approve the minutes with the above changes. Seconded by Mark. **Motion carried unanimously.**

II. Curriculum Proposals
-÷AGEC Block Revision with proposed modification
- GEATF has recommended and APASC has approved the substitution of the following statement: "Students are encouraged to choose course work from more than one discipline." Change to be made to AGEC block in the AA, AS, and ABus.
- About 1/2 of the colleges have made the change.
- Would like to make it retroactive to Spring 1999.

    Questions, Suggestions or Comments:
    -Judith requested that Pat check with the academic departments before NPC takes any action on this.

    Dan moved to keep the curriculum the same. Seconded by Pat Wolf. **Motion carried unanimously.**

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—>Revision of BOC 180, Building Maintenance, with proposed modification
- Change of textbook caused a modification of credit hours to change from 2 to 3.

   Mark moved to approve. Seconded by Pat Wolf. Motion carried unanimously.

-*Early Childhood Development Program Changes with proposed modification (Claude Endfield presented.)
- ECD — 1) expand electives to include EDU, LAN, and EMT and 2) allow students a choice of MAT 103, Business Math, or MAT 105, Mathematics for General Education.

   Brenda moved to approve the change in the proposed modification. Seconded by Jan Kraai. Motion carried unanimously.

- ECD (Family Care Emphasis) — Delete from Core the ECD 107 (Collecting, Organizing & Using Teaching Aids), ECD 112 (Enhancing Family Involvement) and ECD 180 (Introduction to Family Day Care Provider) and retain as electives. Replace with ECD 181 (Recordkeeping for the Family Day Care Provider), ECD 182 (Family Day Care as a Small Business) and ECD 183 (Balancing Work & Family in a Family Day Care Setting).

   Motion made by Pat to change. Seconded by Brenda Manthei. Motion carried unanimously.

- ECD — Replace ECD 144 (Planning the Educational Program for Children with Special Needs), ECD 145 (Working with Families of Children with Special Needs) and ECD 146 (Children with Special Needs and the Basics of Mainstreaming) with new course ECD 143 (Inclusion of Children with Special Needs) 2.0 credits.
   - o   Will be kept under the old number allowing students to complete their degree.
   - o   Delete from the course bank, beginning January 2001.

   Questions, Suggestions or Comments:
   Do we delete from the catalog, too?

   Motion made by Bob to approve. Seconded by Tom Smith. Motion carried unanimously.

- ECD — Should state "students must complete the 26-41 credits in one of the Major Areas of Emphasis. MAT required in the Major Area, and ENL 101."
- Change from 36 to 41 credits for Special Needs in CAS.

   This is a non-action item.

- ECD (Special Needs Educational Assistant) — (1) Approval of CAS for Special Needs Educational Assistant. (2) Addition of AGS, Special Needs Assistant. (3) Addition of AAS, Special Needs Educational Assistant. (4) Addition of AAS, Early Childhood Special Needs Educational Assistant.
- Dan Simper gave an example of degree plans.

   Motion made by Tom to approve. Seconded by Rochelle Wade. Motion carried unanimously.

->Real Estate Courses with Proposed Modification (Pat McCann presented.)
- **BUS 190 (Principles of Real Estate) - Course description was changed, grammar.**

  Motion made by Mark to approve with changes. Seconded by Brenda Manthei. Motion carried unanimously.

- **BUS 191 (Agency in Real Estate), BUS 192 (Contract Writing), BUS 193 (Commissioner's Rules) and BUS 194 (Fair Housing) - Are new courses.**
- **Arizona Department of Real Estate requires 24 hours of continuing education every two years for license renewal.**
- **No Prerequisite.**
- **Courses cannot be taken twice.**
- **Dr. Passer has requested that we target this audience.**
- **Eventually, would like to tie this into a degree plan.**

  Motion made by Mark to approve the new courses. Seconded by Rochelle Wade. Motion carried unanimously.

- **BUS 290 (Real Estate Broker Law and Financing - Is a new course.**
- **Qualifies the student to take the Arizona Real Estate Broker's examination.**

  Motion made by Rochelle to approve this new course. Seconded by Brenda Manthei. Motion carried unanimously.

-+Nail Technical Program Modification
- **State Board of Cosmetology changed the required hours from 300 to 600 hours to complete the program.**
- **Prerequisites are specified on each course outline form.**

  Motion made by Rochelle to approve these changes. Seconded by Bob Shaw. Motion carried unanimously.

- **III. Curriculum Information Items**

  ->Quarter-hour Transfer
  - **Updated by Pat on recommendations.**
  - **Discussed by those present on the pros and cons of implementing this system.**

    Questions, Suggestions or Comments:
    --)Judith will find out more information from APASC.

  -+AGEC/ADA Proposal
  - **Updated by Pat that APASC accepts ADA Proposal and disseminates the proposal to Arizona public institutions of higher education for feedback.**

    Questions, Suggestions or Comments:
    *-*Any questions let Judith know.*

-4Residency Requirement Proposal
- Updated by Pat that GEATF recommends adoption of proposal in regards to residency requirements for AGEC, which would be set as a district prerogative.
- Discussion, page 2, was agreed upon completely.

    Questions, Suggestions or Comments:
    -Pat sees a problem with students who transfer.
    -Mark wants to know how this will affect the Internet courses.

    CLEP, IB Credit Proposal
- Discussed the proposal adopted by GEATF for AP, CLEP, and D3 credits may be used to satisfy requirements in the AGEC.

-+AGEC Certificate
- Reviewed and discussed template, which is based on the current model approved by the University Curriculum Committee and should be used to develop syllabi for liberal studies courses.

    Questions, Suggestions or Comments:
    -Some of the colleges are talking about a certificate of completion in AGEC.

-Submitting a Community College Course for NAU Liberal Studies Credit
- Reviewed guidelines and course approval.

IV. Catalog Deadlines
- Everything has to be completed by Thanksgiving.

V. Updates
Revision of Curriculum Proposals and Modifications Cover Sheet
- Per Judith, Bobette Welch made the revisions to the cover sheet.
- One asterisk requires approval by Academic Standards and Curriculum Committee.
- Two asterisks requires approval from both ASCC and District Governing Board.
- Delete the subheadings from AGEC components, which combines all three into one.
- Move Program/Cer. Component under New Courses.

    Motion made to approve the changes by Rochelle. Seconded by Jan Kraai. Motion carried unanimously.
    (Revised form is attached.)

VI. Agenda-Setting for ASCC
- This is in reference to 2000-2001 Academic Year.
- Talked to Gary Mack about a small group considering how best to structure academic standards & curriculum considerations.
- Committee can be changed later on this academic-
- year.