

Northland Pioneer College

Instructional Council (IC)

12-14-12

Voting Members Present: Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Michael Lawson, Wei Ma (proxy for Clover Baum), Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present: Trudy Bender, Cindy Hildebrand, Jake Hinton-Rivera and Hallie Lucas (recorder)
Guests: Tracy Chase, Peg Erdman and Karen Hanson

- I. Roll Call
- II. Approval of 11-30-12 IC Minutes
 - a. Ryan **MOVED** to approve the minutes of 11-30-12; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees
 - a. Catalog Review (CR) Subcommittee Report to IC – Eric and Cindy
 - i. There was a lengthy discussion regarding how the CR Subcommittee proposes to simplify and shorten the catalog, including: 1) redundant information regarding transfer degree requirements; 2) important to have user friendly information regarding degree programs; 3) CR suggests that IC ask the Deans and Department Chairs to clean up course descriptions and program descriptions, as an ongoing process; 4) better description of and more appropriate name for Model Classrooms and include it under Course Delivery Methods section of catalog; 5) update accreditation information; 6) AGEC discussion – do we want to continue having discipline-specific requirements for AGEC - most community colleges do not exclude math and English – probable driving factor at NPC is writing across the curriculum (instead of intensive writing course); 7) audit and pass grade language; 8) student e-mail – Learning Technology (LT) Subcommittee is waiting on information from Information Services.
 - ii. Rickey **MOVED** that IC be given the task to review the Alternative Learning section of the catalog and be prepared to ask questions and discuss it at the next IC Meeting; **SECOND** by Ryan.
 1. Motion **APPROVED** by unanimous vote.
 2. **Task:** Before the next IC meeting, IC Members should review the Alternative Learning section of catalog (pages 26-28) and be prepared to discuss it.
 - iii. Ryan **MOVED** that we accept the CR Subcommittee Report to IC of 12-11-12; Rickey **AMENDED** the motion to include a recommendation that the CR Subcommittee come back to IC with suggested language changes for the catalog; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.

- iv. **Task:** From the IC Minutes of 11-18-11, CR Subcommittee needs to make sure the language regarding the P grade gets inserted into the 2013-2014 Catalog.
 - v. **Task:** Hallie will add an agenda item for another IC Meeting to discuss the utility of the audit option.
 - vi. **Task:** Hallie will see that we get the audit language from several community colleges in the State and will post in MyNPC.
 - vii. **Task:** For another IC Meeting, the CR Subcommittee will bring forward the language (used in the SOAR Orientation Manual) regarding student e-mail accounts and will ask IC if they can include the same language in the 2013-2014 NPC Catalog.
 - viii. **Task:** For another IC Meeting, CR Subcommittee will bring their suggestions for wording changes to the 2013-2014 NPC Catalog, as a series of specific action items. They will give a side-by-side comparison with the current language and the proposed language.
- b. Placement (PL) Subcommittee Report to IC
- i. PL Subcommittee provided a brief statement saying that they have received recommendations (supporting PL Subcommittee document) from the Deans regarding which courses they suggest should be evaluated for placement scores/grade results, etc.
 - 1. Ryan **MOVED** that we accept the PL Subcommittee Report to IC of 12-09-12 and supporting documentation; **SECOND** by Julie.
 - a. **DISCUSSION** included part of the PL Subcommittee charge (l, a, i), specifically as it relates to “entry level classes that are gateway courses to programs”. There was concern as to whether some of the courses listed in the supporting documentation meet that qualification. Was the charge clearly communicated to the Deans/Department Chairs?
 - b. Ryan **RESCINDED** his original motion.
 - 2. Ryan **MOVED** that we send back the report and supporting document with the requirement that they address the task items (listed below); **SECOND** by Michael.
 - a. Motion **APPROVED** by unanimous vote.
 - 3. **Task:** Hallie will invite Joan Valichnac to come to the next IC meeting and clarify the following: 1) Of the courses that the Placement Subcommittee will analyze, IC asked that the Subcommittee clarify how many of those courses meet the charge of “entry level classes that are gateway courses to the programs”; 2) Give progress on the part of the charge which states “Evaluate the test placement trends and other options that are available in the market place and determine if there is a more effective metric that we could use”; 3) Ask that any supporting documentation be more clearly labeled regarding what it is.

IV. Curriculum

a. New Programs

i. Business (BUS) – Courses to Review in ACRES – Tracy Chase

- 1. BUS 112 – just came in – looks like a description that implies different outcomes – title has changed - the question is “will you take old version of the course as equivalent of this course?”
 - a. **Task:** Tracy will e-mail Janet Hunter regarding the concerns.

2. BUS 117 – enough votes in ACRES – was approved
3. BUS 119 – at last IC Meeting, discussion regarding differences between BUS 119 and MDA 120 – the two departments came to an accord and agreed on a book that meets the requirements for BUS and MDA
 - a. Eric **MOVED** to approve BUS 119; **SECOND** by Ryan.
 - i. Motion **APPROVED** by unanimous vote.
4. BUS 120
 - a. Ryan **MOVED** to approve BUS 120; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.
5. BUS 121 – IC needs more time to decide – course just came in
6. BUS 122 – IC needs more time to decide – course just came in
7. BUS 123 – concern about “basic computer skills” prerequisite – why was MAT dropped as prerequisite? – issues have not been fully addressed
8. As IC looks at individual courses in this program, there is concern about sequencing and where courses fit into the program. It would be helpful if BUS could establish a “degree tree” – tiers of the program with specific skill sets to be achieved at each. (Or, does it matter the order in which the courses are taken?) Institutional Effectiveness can help determine if prerequisites are appropriate.
 - a. **Task:** Tracy will recap this discussion in an e-mail to Janet Hunter and ask for clarification.
9. BUS 125 – concern about “basic computer skills” prerequisite – issues have not been fully addressed
10. BUS 128 – are the only modifications to remove the prerequisite and change the title – if so, is it the same course? – should title be more generic?
 - a. **Task:** BUS Department should give more explanations in the rationale box and help resolve unanswered questions in the comments.
11. BUS 131 – enough votes in ACRES – was approved
12. There are a number of online courses in AIS/BUS that never went through the Quality Matters Rubric approval process for online delivery. When you have an online course that is primarily lab, how does that work? Mark noted some Department of Education guidelines; 1) 1 to 1 ratio between lecture and contact time; 2) .7 to 1 ratio between lab and contact time; 3) assumption is that lab work is all done within the confines of that specific course time and lecture involves at least 2 hours of out of class component for each hour in class.
13. BUS 149 – One lecture in course catalog description – .5 listed under lecture hours – never approved for online instruction
 - a. **Task:** Wei will return BUS 149 to creator of course.
14. BUS 180 – **Task:** BUS Department needs to clarify whether BUS 100 is a pre-requisite or co-requisite for BUS 180.
15. BUS 183 – new course – mode of delivery says Internet; however, course has not gone thru Quality Matters Rubric – pre-requisite AIS 123 is a course that will soon be deleted – no way to code in the system for pre-requisite “or equivalent” (should instructor permission be used instead?)

- a. **Task:** Wei will return BUS 183 to the creator of the course.
16. BUS 234 – enough votes in ACRES
 17. BUS 126 – at Chair or Dean level in ACRES – BUS Department made changes in response to issues IC raised
 18. SIDE NOTE REGARDING ONLINE COURSES: Should there be a standard set regarding how to load online courses?
- b. Program Modifications
- i. Associate of Arts (AA), Associate of Business (ABUS), Associate of Arts in Elementary Education (AAEE), Associate of Science (AS), Associate of Applied Science (AAS), Associate of General Studies (AGS) - Eric
 1. Would like to add courses to the general education options and make changes including: 1) Add ART 215, MUS 250 and possibly HIS 110; 2) Principles of Economics/Micro and Macro changing to ECN and will be under Arts and Sciences.
 - a. Ryan **MOVED** to approve the rationale to move forward with pursuing these general education changes; **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.
 - ii. NUR Admissions Prerequisite – already received final approval in ACRES – only language change – no need for it to be approved by District Governing Board
 - iii. Medical Assistant (MDA)
 1. MDA 124 – IC needs more time to decide – course just came in – small change of eliminating AIS 123 as a pre-requisite – please vote
 2. MDA 125 – has enough votes in ACRES
 3. MDA 126 – discussion about pre-requisite wording
 - a. During IC meeting Wei made the changes to MDA 126, in ACRES, that IC recommended. (He deleted “high school diploma or equivalent” and inserted the word “and” (instead of “or”) before instructor permission.)
 4. MDA (AAS/CAS) Program Modification Proposed Summary & Catalog Format (12-11-12)
 - a. Changes needed/comments:
 - i. AIS 231 changed to BUS 231 (course approved, but title changed)
 - ii. AIS 118 changed to BUS 118 (course approved, but title changed)
 - iii. AIS 127 changed to BUS 227 (course approved, but title and number of credit hours changed)
 - iv. MDA 126 (needs votes in ACRES and title changed)
 - v. HES 170 (awaiting approval in ACRES – course title changed)
 - vi. On 4th page of proposal – under Proposed Program “Required Electives” – where it says “Select a minimum of 6 credits...”, it should be changed to 9 credits
 - b. Ken **MOVED** that we approve the MDA Program Modification AAS and CAS with the changes discussed today regarding the AIS to BUS conversion; **SECOND** by Lynn.
 - i. **DISCUSSION** included:

1. How will these changes be made – do we clean it up now?
2. Under proposed catalog changes, “About the Program” strike the language “...meets Arizona State Board of Medical Examiners requirements (R4-15-301 and R4-16-302).”
 - ii. Motion **FAILED** by unanimous vote.
- c. **Task:** Wei will return the pending MDA Modification to an Existing Program (in ACRES) to the originator.
- iv. COS NA/NA (in ACRES) – changing program description – matching practice with policy
 1. Rickey **MOVED** that we approve the Modification to an Existing Program COS NA/NA; **SECOND** by Ryan.
 - a. Motion **APPROVED** by unanimous vote.
- c. ACRES
 - i. ANT 104 – enough votes in ACRES
 - ii. CIS 100 – enough votes
 - iii. CIS 258 – enough votes
 - iv. HES 109
 1. Discussion regarding prerequisite wording; however, it was agreed that the wording listed is the standard used.
 2. Rickey **MOVED** to approve HES 109; **SECOND** by Lynn.
 - a. Motion **APPROVED** by unanimous vote.
 - v. HES 170
 1. IC needs more time to decide – course just came in – change in outcomes reflects what is actually taught in the course due to changing books
 - vi. LAN 171 and 172
 1. IC needs more time to decide – courses recently came in - pre-requisite needs fixed on LAN 172
- d. New Courses - none
- e. Course Modifications - none
- f. Course Deletions - none
- g. Program Deletions - none
- h. Program Suspensions – none
- i. Misc. Curriculum
 - i. MDA 120 (issue involves old MDA curriculum only, which was approved years ago) – we have 6 students still in the old MDA program who need this course – was sent to the Learning Technology (LT) Subcommittee for Quality Matters Rubric (QMR) for online instruction approval, but due to a misunderstanding, was approved by 2 reviewers, but not the 3rd reviewer – request to offer this course online for Spring 2013 only and then course will be deleted – Wei noted that common practice for QMR is that if 2 reviewers approve it, the course is considered approved
 1. Lynn **MOVED** that we approve MDA 120 to be offered online for Spring 2013 to current students in that program pathway; **SECOND** by Ken.
 - a. **DISCUSSION** included:
 - i. Concern that this will set precedence

- ii. Seems to be a unique situation
 - iii. Larger issue – we need a process that adds some “teeth” to the evaluation of online courses
 - iv. Could offer students BUS 119 (online) and have them petition that course for MDA 120
 - b. Motion **APPROVED** by unanimous vote.
- V. Old Business Not Related to Curriculum
- VI. New Business Not Related to Curriculum
 - a. Guidelines for Creating & Modifying Courses – Carol Stewart
 - b. Distance Education Guidelines – Legacy Online Course Issue
 - c. Library Research Assessment Data
 - d. **Task:** Hallie will change the next IC agenda order and move the following New Business Not Related to Curriculum to the front of the agenda: 1) Guidelines for Creating & Modifying Courses; 2) Distance Education Guidelines – Legacy Online Course Issue (LT Subcommittee needs representative in attendance); 3) Library Research Assessment Data.
- VII. Other - none
- VIII. Adjournment
 - a. Ryan **MOVED** that we adjourn; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.

Approved