

Northland Pioneer College

Instructional Council (IC)

12-12-14

Voting Members Present: Janice Cortina, Amber Gentry, Eric Henderson, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk

Non-Voting Members Present: Marius Begay, Cindy Hildebrand, Stan Pirog, Mark Vest, Leslie Wasson and Hallie Lucas (recorder)

Guests: Peggy Belknap, Jennifer Bishop, Tracy Chase, Tom Hodgkins, Kenny Keith and Everett Robinson

(NOTE: Some items were taken out of order from original agenda.)

- I. Roll Call
- II. Approval of 11-14-14 and 11-21-14 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 11-14-14 and 11-21-14; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge Subcommittee – no report
 - b. Academic Standards Subcommittee – no report – Ryan Rademacher (brief update)
 - i. Bryan Russell will chair this subcommittee and they have met membership composition, which was set by IC. They will begin working on their charges in early Spring.
 - c. Catalog Review Subcommittee Report to IC 12-08-14 – Tom Hodgkins
 - i. Pat **MOVED** that the Catalog Review Subcommittee Report to IC 12-08-14 be accepted with the following changes:
 1. Delete the sentence under 50-word limit that begins with “You may change...”
 2. Delete the sentence under 50-word limit “Life happens”
 3. Delete the sentence under Active Voice that begins with “Passive voice is the refuge...”
 - a. **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.
 - ii. **Task**: Hallie will make the changes to the Catalog Review Subcommittee Report to IC 12-08-15 as expressed in today’s IC Meeting.
 - d. Learning Technology Subcommittee Report to IC 12-03-14 – John Chapin
 - i. Online Course Evaluation Draft 12-01-14 – John Chapin
 1. **Task**: Hallie will reschedule the LT report for the 01-23-15 IC Meeting and request that a representative from LT be present to discuss the report.
- IV. Curriculum
 - a. ACRES
 - i. IMO 234 – (in ACRES) – Kenny Keith

1. Kenny will change the course to 5 lecture, 4 lab. He indicated that IMO 231 does not need to be a prerequisite. Ryan R. returned the course to Kenny in ACRES.
- ii. MET 100 – (in ACRES) – Kenny Keith
 1. Some minor edits are needed in the course description. Ryan R. returned the course to Kenny in ACRES.
- iii. “Needs Revision” Courses – Ryan Rademacher
 1. This item was not discussed.
- b. New Programs
 - i. AAEC – Eric Henderson
 1. Eric reported that they are working on the feasibility study for this proposed new program and will bring it forward this Spring. IC members did not have any questions about the program, at this time.
- c. Program Modifications
 - i. ABUS – (in ACRES) – Jennifer Bishop
 1. Jennifer noted that the change to the ABUS will create an 18 credit business core (courses identified by meeting with articulation committees and other community colleges – will bring transfer students a good foundation and students who stay in the area will have needed courses to be successful) and the BUS 140 & 141 need to be changed to the ECN prefix.
 2. BUS 206 is still waiting on University of Arizona (UA) for approval as elective credit.
 3. Except for the ECN prefix change and the BUS 206 UA approval, Jennifer asked IC if there were any other concerns with the program, so that they could be addressed now, if necessary. IC members did not express any other concerns with this program. Ryan R. returned the program form to Jennifer in ACRES.
 - ii. BUS AAS in Medical Office Technologies – (in ACRES) – Tracy Chase
 1. This program modification simply involves removing a very old course (BUS 181) and moving that credit to the unrestricted electives list.
 2. Ken **MOVED** to approve the BUS AAS Medical Office Technologies program modification; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. BUS – Multiple Programs – Replace BUS 115 with BUS 206 – Request to Proceed (also discuss new MAT wording) – Tracy Chase and Jennifer Bishop
 1. BUS 140 & 141 will also need changed to ECN prefix. Since this involves more than one program, each program modification should be done separately. In addition, BUS Department should get with Hallie regarding cleaning up MAT language.
 - iv. COS AAS, CAS, CP – (in ACRES) – Ryan Rademacher
 1. This program modification will bring MAT language current with new IC recommendations.
 2. Ken **MOVED** to approve the COS AAS, CAS, CP program modification; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 - v. AGS – Request to Proceed – Eric Henderson

1. Eric noted that the AGS belongs to the institution and does not fall under a specific division. Discussion included: 1) possibly broaden communications (for the 2nd course) to include SPT 110; 2) various options were discussed for mathematics; 3) we are not currently teaching FRE and GER; 4) should Navajo LAN be added? 5) should CIS choice be broadened? 6) should SPT 120 be under a separate category or under communications? 7) statement that says “While an AGS degree does not totally fulfill all AGEC transfer requirements...” is not exactly true. You can easily fulfill the AGEC requirements for most transfer degrees by choosing the right electives. Possibly change language to “Depending upon courses selected, you may be able to complete an AGEC...” 8) should studio ART be added?
2. Ken **MOVED** that Eric may proceed with changes to the AGS degree; **SECOND** by Carol.
 - a. **DISCUSSION** – make degree broader, especially with MAT and communications.
 - b. Motion **APPROVED** by unanimous vote.
3. **Task:** IC members should e-mail their recommended changes for the AGS degree to Eric.
4. **Task:** Eric will ask the Deans to contact their Department Chairs regarding recommended changes to the AGS degree, so that they can be discussed at a Deans’ Meeting.
- vi. General Education Changes – Eric Henderson
 1. Discussion included: 1) add BIO 241 as AS degree; 2) studio ART; 3) if classes are added, possibly delete others.
- d. Program Deletions – none
- e. Program Suspensions – none
- f. Misc. Curriculum
 - i. Film and Digital Video (FDV) – Request to Add New Department – Eric Henderson
 1. Request is for a new FDV prefix/program.
 2. Ken **MOVED** to approve the new prefix (department) for FDV; **SECOND** by Pat.
 - a. **DISCUSSION** – SPT prefix will not change and a number of the courses will be cross-listed with FDV.
 - b. Pat **MOVED** to **AMEND** the motion (listed above) to include approval to proceed with new FDV program, as well as prefix (department); **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.
 - ii. There was a general discussion regarding who should make the changes to course descriptions when minor editorial changes are needed. There were different views regarding how this should be handled:
 1. Have Marketing & Public Relations bring a list of their suggested changes to IC for their approval.
 2. Return the course to the originator for needed changes, so that they have the final say in the matter.
 - iii. Add Ethnic/Gender Awareness Block to Modification to Existing Course Form (as seen on New Course Form) – Eric Henderson

1. Consistency between course forms is helpful.
 2. Pat **MOVED** that we create a new block for the Modification to Existing Course Form to include Ethnic/Gender Awareness; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 3. **Task:** Wei will create a new block for the Modification to Existing Course Form (in ACRES) to include Ethnic/Gender Awareness.
- iv. AAS Degrees Communication Section – Should it be handled similar to the way we are now handling MAT? – Eric Henderson
1. There was discussion regarding creating a list for communications for the AAS degrees (similar to what IC recently did with MAT).
 2. Ken **MOVED** that we create a catalog list for communications; the CAS degrees would continue to include only ENL 101; the list for the AAS degrees will consist of ENL 102, ENL 109, SPT 110, SPT 120 for the communications component; the list will be printed in the catalog and individual degree programs can reference the list (just as we do for General Education Courses); verbiage to be used in the communications component will be “select any course under the Communications General Education List (for AAS Degrees)”; if any courses are to be excluded, the verbiage will be “select any course under the Communications General Education List (for AAS Degrees) EXCEPT for SPT 110” (**SPT 110 here used as an example** – all classes to be excluded will be listed); **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 3. For AAS Programs that we currently have pending in ACRES, Hallie has IC’s permission to work with the Department Chair and Dean to clean up the communications language.
 4. Program modifications must be completed in order to put this new verbiage into effect.
- V. Old Business Not Related to Curriculum
- a. Proposal – HR Notify NPC of Personnel Changes 11-18-14 – Pat Lopez
 - i. Pat presented her Recommendation to HR, College-wide Notification of Personnel Changes (dated 11-18-14). Discussion followed.
 - ii. Ken **MOVED** that Pat proceed with sending this recommendation through College Council/Employee Relations; **SECOND** by Rickey.
 1. **DISCUSSION** – even if we cannot have the name of the person leaving the college, it would be helpful to at least have a list of open positions. There were concerns whether there could be liability issues. When key employees leave, it impacts instruction.
 2. Motion **APPROVED** by majority vote.
 3. Pat **ABSTAINED**.
 - iii. **Task:** Pat will send the proposal regarding notification of personnel changes to College Council/Employee Relations.
- VI. New Business Not Related to Curriculum – none
- VII. Other – none
- a. IC Proxy Policy – Ryan Rademacher
 - i. At least five days’ notice (if possible) (contact Ryan R. and Hallie) is needed when IC voting members are unable to attend a meeting; and, proxy must be named.

- b. Instructional Impact of Possible Changes to SCC?
 - i. There was a general discussion regarding the possible upcoming changes to the SCC campus and discussion seemed to center around: 1) impact to students and instruction, including library services, tutoring, etc. – could instructional implications be modified? 2) timing/reconstruction occurring on schedule – potentially disrupting students/faculty mid-semester; 3) shared governance concerns; 4) further reliance on distance education, especially with Information Services (IS) being short staffed; 5) affects NPC in a fundamental way.
 - ii. **Task:** IC Members were encouraged to submit suggestions (regarding possible changes at SCC) to Ryan R. and Pat, so they can coordinate with the Faculty Association and direct this information to Dr. Swarthout or the District Governing Board (DGB).
 - iii. IC Members were also urged to attend the DGB meeting next Tuesday.
- c. IS Director Search Committee
 - i. Mark would like recommendations from IC for a faculty member to serve on the IS Director search committee.

VIII. Adjournment

- a. Ken **MOVED** the meeting be adjourned; **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.

Approved by IC 01-23-15