

Northland Pioneer College
Instructional Council (IC)
09-23-16

Voting Members Present: John Chapin, Janice Cortina, Ruth Creek-Rhoades, Amber Gentry, Rickey Jackson, Susan Jamison (proxy for Deb McGinty), Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk
Non-Voting Members Present: Cindy Hildebrand, Stan Pirog, Jeremy Raisor, Mark Vest and Hallie Lucas (recorder)
Guests: Amy Grey, Eric Henderson and Everett Robinson

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

- I. Roll Call
- II. Approval of 09-09-16 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 09-09-16; **SECOND** by Rickey.
 - i. Motion **APPROVED** by majority vote.
 - ii. Janice **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. None Scheduled
- IV. Curriculum
 - a. ACRES
 - i. SOC Course Changes (Memo 09-09-16) – Eric Henderson
 1. Eric went over the proposed SOC course changes as reflected in his presented memo of 09-09-16. He noted that: 1) course number on SOC 120 may be changed to SOC 101; 2) revised some topics and outcomes to make the more general; 3) new SOC classes will be added to the general education curriculum.
 - b. New Programs - none
 - c. Program Modifications - none
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum
 - a. Curriculum Specialist – Mark Vest
 - i. The idea of proposing a curriculum specialist position seems to be well received by the Deans and by IC. Discussion included: 1) help guide faculty members through the curriculum process; 2) represent NPC at general education ATFs; 3) two specialists (with overlapping, two-three year terms); 4) load release; 5) other, rural community colleges should have similar job descriptions.
 - ii. John **MOVED** that we create an ad hoc committee to develop a job description for potential curriculum specialists; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.

- iii. **Task:** Ken, Ryan R. and Ryan J. will work together to create a job description for a proposed curriculum specialist position and will bring it to IC for review.
- VI. New Business Not Related to Curriculum
- a. Procedure 2625 – Amy Grey & Ryan Rademacher
 - i. A big thank you goes to the Academic Standards Subcommittee for working on Procedure 2625, making it more streamlined and user friendly.
 - ii. Mark indicated that the questions for the college attorney, in the comments section of the document, have all been answered.
 - iii. Current procedure has actually been put to the test, prompting discussions and a rewrite.
 - iv. Slight typo was noted (and will be corrected): Article II, 1 – “misconduct” should not be crossed out.
 - v. Pat **MOVED** that we approve the 09-11-16 revisions to Procedure 2625; **SECOND** by Ryan J.
 - 1. **DISCUSSION** – there was a considerable amount of discussion regarding Article I, 8 where it reads “violations of ethical standards”.
 - 2. Pat **AMENDED** her **MOTION** to accept changes to 09-11-16 revisions of Procedure 2625 with the removal of the word “ethical” in Article I, 8; **SECOND** by Ken.
 - a. **DISCUSSION** – since there is, at times, a gray area between academic and non-academic issues, this change in verbiage provides some leeway to handle each situation.
 - b. Motion **APPROVED** by unanimous vote.
 - 3. **Task:** Ryan R. will make the changes to Procedure 2625, as determined by today’s IC meeting and will take it to Faculty Association for review.
 - b. Report for Academic Misconduct Violations (Version 09-11-16) – Amy Grey & Ryan Rademacher
 - i. The word “ethical” will need to be removed in the first paragraph of this document, as well.
 - ii. Ken **MOVED** to approve the Report for Academic Misconduct Violations Version 09-11-16 with the removal of the word “ethical” from the first paragraph; **SECOND** by Ryan J.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. Training for Faculty will be a key factor if/when the procedure is changed.
 - iv. **Task:** Mark and Ryan R. will create a best practices guide for reporting academic misconduct (when Procedure 2625 is invoked) and will bring it to IC for review.
 - 1. **Task:** After the Report for Academic Misconduct Violations has been changed, as determined from today’s IC meeting, and after it is approved by Faculty Association, Ryan R. will send the Word document to Everett.
 - a. **Task:** Everett will then create a fillable PDF of the Report for Academic Misconduct Violations.
- VII. Other
- a. Distance Education Guidelines – Ruth Creek-Rhoades
 - i. The Learning Technology Subcommittee has been instructed to revise the Distance Education Guidelines. Since that document was written as an implementation plan, which has basically been accomplished, they were given approval to create a new document that includes best practices and information

regarding training. Once completed, they will bring the document to IC for review.

- b. AZ Transfer Meeting (State) – Mark Vest
 - i. Mark reported on the recent AZ Transfer Meeting that he attended; he noted that the term “credit for prior learning” should now be called “prior learning assessment”. Discussion followed and that it is apparent that NPC will need to adopt a broader, more comprehensive policy. In addition, it might be helpful for ATFs to come forward with proposals as to how they would like this handled in their discipline.
- VIII. Adjournment – Ryan Rademacher
- a. Ken **MOVED** the meeting be adjourned; **SECOND** by John.
 - i. Motion **APPROVED** by unanimous vote.

Approved by IC 10-14-16