

Northland Pioneer College
Instructional Council (IC)
11/13/20
Meeting Minutes

Voting Members Present:

Pat Lopez, Gary Santillanes, Ruth Creek, Brian Gardner, Rickey Jackson, Dawn Johnson, Wes King, Eric Bishop, Mike Solomonson, Renee Freese, Wei Ma

Non-Voting Members Present:

Jessica Clark, Jeremy Raisor, Josh Rogers, Scott Estes, Rebekah Wilson, Michael Broyles, LaTonya Motley, Cassie Dows

Guests:

Allison Landy, Kurry Klingel, Denise Rominger, Magda Gluszek, Amelinda Webb, Kevin Jones, Lia Keenan, Jennifer Bishop, Susan Hoffman, Judy Yip-Reyes, April Horne, Tamara Osborne, Elizabeth Oliphant, Francis Norris, Susan Jensen, Deena Gillespie, Robert Johnson

- I. Roll Call
- II. Approval of 10/23/20 IC Minutes – Pat Lopez – (action)
 - A. **MOTION** to approve the 10/23/20 meeting minutes by Eric Bishop
 - B. **SECOND** by Wes King
 - C. **APPROVED** by unanimous vote
- III. IC Subcommittees – (action)
 - A. Academic Standards – No report
 - B. Assessment of Student Knowledge – Allison Landy
 - i. Committee will be able to provide feedback for those who want it
 - a. **MOVED** to accept the ASK report by Eric Bishop
 - b. **SECOND** by Ruth Creek
 - c. **APPROVED** by unanimous vote
 - C. Dual Enrollment - No report but composition update
 - i. Jeff Strong had to step down from the chair position, Jennifer Bishop has agreed to take that position-no concerns were voiced from voting members on her taking this position while still acting in an administrative position until a new CHRO is hired
 - ii. Information from lawyer states: “Based on the statutory language, there is no requirement that the faculty members on the advisory committee be only instructors in the DE subjects, or that all of the DE subjects are represented by a faculty member on the committee. The requirement is that they be full-time faculty members that teach in the disciplines offered at the College. So, my understanding would be as long as they teach full time College courses at the College, they can be on the committee and you do not need to hire a full-time content-area faculty

member to be on the committee just because you offer said content-area as a DE course.”

- iii. **TASK – Pat Lopez will ask Interim President Swarthout to officially appoint Jennifer Bishop as the chair**
- iv. Committee will review current charges, decide what charges they think are most essential at this point, and decide what the composition should be going forward
- v. Committee will review the Instructional Innovation mission and how that aligns with Dual Enrollment committee mission
- D. Learning Technologies – Amelinda Webb
 - i. Question was asked about Qualtrics being available just to Institutional Effectiveness or if it could be available to faculty as well
 - a. Qualtrics is available for all employees, they just need to contact Institutional Effectiveness to setup an account.
 - ii. **TASK – Pat Lopez to request another faculty appointee to LT by FA**
 - iii. **MOTION** to accept the LT report by Eric Bishop
 - iv. **SECOND** by Dawn Johnson
 - v. **APPROVED** by unanimous vote
- E. Professional Development – Magda Gluszek
 - i. Request to put Charge B – “Work with the new CHRO to explore tuition and certification fee reimbursement options” on hold until a new CHRO is hired. The council agreed that this would be best
 - ii. **TASK – Dr. Clark will survey CAOs across the state for how they compensate for in-house training.**
 - iii. **MOTION** to accept the PD report by Michael Solomonson
 - iv. **SECOND** by Wes King
 - v. **ABSTAINED** by Ruth Creek
 - vi. **APPROVED** by majority vote
- IV. Curriculum
 - A. ACRES
 - i. MAT 103/BUS 133 – Eric Bishop – (discussion)
 - a. MAT 103
 - I. Concern expressed with the process in which this change was submitted for approval
 - II. Curriculum is a faculty-led process
 - III. Need to be able to show that it was originated by a faculty member/chair and then goes through the approval process with the chair (if necessary) and the dean
 - b. BUS 133
 - I. Needs to originate from BUS dept not CCP
 - A. BUS 133 actually is housed in CCP
 - B. Should come from the department that it is prefixed out of
 - II. Issue with the same person approving all the way through
 - A. This was done out of necessity, but process does need to change
 - ii. **TASK – Pat Lopez to mark these two forms as not approved per IC discussion on process; no content changes needed**

- iii. **TASK** – Rickey Jackson to work with the appropriate people to correct the process of how courses are housed, making sure the prefix matches the department prefix that it is housed under
 - iv. **TASK** – Michael Broyles to work with Eric Bishop to come up with language for the Instructions on Course Forms on how and by whom these forms are originated
 - B. New Programs – none
 - C. Program Modifications
 - i. Early Childhood Studies AAEC AAS CP – Allison Landy – (action)
 - a. **MOTION** to accept the program modification by Eric Bishop
 - b. **SECOND** by Brian Gardner
 - c. **DISCUSSION**
 - I. AAS strikethrough document needs to remove “transferrable” from the explanation of the 9 credit electives
 - II. **TASK** – Allison Landy will reword the elective language on ECD - AAS strikethrough document
 - III. **TASK** – Eric Bishop to work with Michael Broyles to add language addressing use of “transferrable” in the Instructions for Course Forms
 - d. **ABSTAIN** by Rickey Jackson
 - e. **APPROVED** by majority vote
 - D. Program Deletions
 - i. BUS-Accounting Specialization – Kurry Klingel – (action)
 - a. **MOTION** to delete program by Brian Gardner
 - b. **SECOND** by Ruth Creek
 - c. **ABSTAIN** by Eric Bishop
 - d. **APPROVED** by majority vote
 - ii. BUS-Modern Office Technologies – Kurry Klingel – (action)
 - a. **MOTION** to delete program by Rickey Jackson
 - b. **SECOND** by Dawn Johnson
 - c. **ABSTAIN** by Eric Bishop
 - d. **APPROVED** by majority vote
 - E. Program Suspensions – none
 - F. Misc. Curriculum
 - i. Proposed Changes to ACRES and ACRES Forms – Michael Broyles – (action)
 - a. Minor detail that was forgotten on the submitted document was that if the change to New Course form is accepted, that it should also be applied to the Course Modification form for consistency
 - b. **TASK** – Michael Broyles to inquire of AZ Transfer what is required in regards to changes as far as being submitted to ACETS
 - c. **MOTION** to accept the proposed changes to ACRES and ACRES Forms by Gary Santillanes
 - d. **SECOND** by Eric Bishop
 - e. **APPROVED** by unanimous vote
 - ii. New Number Request Form – Michael Broyles – (information)
 - a. Moved to December meeting for time’s sake
- V. Old Business (not related to curriculum)
 - A. Course Improvement Surveys: Routing of Results – Judy Yip-Reyes – (action)

- i. Current process when results are received:
 - a. Download results from Moodle
 - b. Prepare results report
 - c. Send to Deans for review
 - d. Deans to distribute the results to faculty members
- ii. **TASK** – Institutional Effectiveness dept to change the routing of course improvement surveys to go to both deans and faculty
- iii. **MOTION** to distribute course improvement surveys to deans and faculty at the same time by Michael Solomonson
- iv. **SECOND** by Rickey Jackson
- v. **APPROVED** by unanimous vote
- B. LMS recommendation – Jess Clark (action)
 - i. **MOTION** to not accept the recommendation due to having too many members from DII (a non-academic dept) as voting members by Eric Bishop
 - ii. **SECOND** by Gary Santillanes
 - iii. **DISCUSSION**
 - a. The initial problem that was being discussed here is to stop the issue of random items sneaking into the Moodle shells that might not be relevant or might cause issues
 - I. Moodle represents a classroom and faculty should have the say over the class
 - II. Faculty do not want to ignore experts when it comes to the LMS, they just don't want major changes made to it without their input or agreement
 - b. No other division or department has two members on the committee
 - I. Scope creep – overtaking the job descriptions of Instructional Designer and Faculty in Ed Tech
 - c. Concern on the third point with faculty members not present during the summer
 - I. There is a need for someone being able to make decisions while faculty is off for the summer in case of emergency
 - II. Emergency meetings can be held to address such cases
 - III. Things need to be planned properly in order to be able to operate for sixty days during the summer when faculty is off contract
 - iv. **ABSTAIN** by Wei Ma
 - v. **NAY** by Rickey Jackson
 - vi. **APPROVED** by majority vote
 - vii. **MOTION** to discuss new recommendation at the next meeting
 - viii. **DISCUSSION**
 - a. Smaller working group to sit down to have a discussion
 - b. **TASK** – Jess Clark to meet with LT to discuss new proposal
 - ix. **MOTION** dies due to lack of SECOND
- VI. New Business (not related to curriculum)
 - A. DEI Update – Elizabeth Oliphant - (information)
 - i. Meet once a month
 - ii. Last meeting was on Universal Design for Learning by LaTonya Motley

iii. Projects

- a. Ryan Jones has taken on the idea of building DEI into Professional Development
- b. Will be speaking with LC to keep diversity, equity, and inclusion in mind when hiring new president
- c. Shandiin Deputee held a virtual talking circle by partnering with Indian Health Services in Winslow
- d. Michael Collier, Allison Landy, Deann Davis (from Summit Hospital), and Katie Matott are putting together a seminar on grief and how grief and trauma affect children and young adults

VII. Announcements & Reporting of Previous Tasks

VIII. Future Agenda Items

- A. New Number Request Form – Michael Broyles – (information)
- B. LMS Management discussion after LT meets with Jess Clark

IX. Adjournment – (action)

- A. **MOTION** by Ruth Creek
- B. **SECOND** by Dawn Johnson

Not Approved