

Northland Pioneer College
Instructional Council (IC)
12/11/20
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, Rachel Arroyo-Townsend, Jorge Meza, Lia Keenan, Jennifer Bishop, Debbie Myers, Judy Yip-Reyes, April Horne, Rochelle Smith, Susan Jensen, Shannon Motter, Amelinda Webb

- 1) Roll Call
- 2) Approval of 11/13/20 IC Minutes – Pat Lopez – (action)
 - a) **MOTION** by Rickey Jackson to approve
 - b) **SECOND** by Michael Solomonson
 - c) **APPROVED** by unanimous vote
- 3) Curriculum
 - a) ACRES
 - i) Please note that SPT 155 is a course deletion, but as the notes on that course deletion states, SPT 156 and SPT 157 need to be approved before SPT 155 can be voted on for deletion.
 - ii) Voting members need to review ACRES about once a week, and read the information thoroughly before voting.
 - b) New Programs – none
 - c) Program Modifications
 - i) BUS Medical Office Administration Specialization AAS CAS – Rachel Arroyo-Townsend – (action)
 - ii) Reason for splitting up the CP from the AAS/CAS is that there are two different CIP codes for these programs.
 - (1) **MOTION** by Michael Solomonson to approve
 - (2) **SECOND** by Wes King
 - (3) **DISCUSSION**
 - (a) The reason this was split into two was because CP program deals with more medical office work while the AAS or CAS are more focused on the medical side as opposed to the office side. Rachel Arroyo-Townsend would like to get approval from the Dept of Education to be able to teach it through NAVIT.

- (b) Concern was shared that this separation would be steering away from the pathway of these programs building off one another, but this was not the consensus as the CP is still listed in the catalog as a required piece of the CAS. There is still a pathway despite being listed as different CIP codes.
 - (4) **ABSTAIN** by Eric Bishop
 - (5) **APPROVED** by majority vote
- iii) BUS Medical Office Administration Fundamentals CP – Rachel Arroyo-Townsend – (action)
 - (1) **MOTION** by Gary Santillanes to approve
 - (2) **SECOND** by Ruth Creek
 - (3) **ABSTAIN** by Eric Bishop
 - (4) **APPROVED** by majority vote
- iv) Construction Technology AAS CAS CP – Jorge Meza – (action)
 - (1) **MOTION** by Rickey Jackson to approve
 - (2) **SECOND** by Gary Santillanes
 - (3) **ABSTAIN** by Wes King
 - (4) **APPROVED** by majority vote
- v) Request to Proceed – General Education Program – Rickey Jackson – (action)
 - (1) When there are modifications to course work within the general education program, then a modification must be done. Need to make changes as courses are approved/not approved
 - (2) Just looking for permission to proceed with change to General Education Program based on the voting that takes place in ACRES
 - (3) No new courses will be added to the Request to Proceed if it is approved this meeting
 - (a) **MOTION** by Eric Bishop
 - (b) **SECOND** by Gary Santillanes
 - (c) **DISCUSSION**
 - (i) Course proposals that need to still be approved: HIS 114, SPT courses. All others have been approved.
 - (d) **ABSTAIN** by Michael Solomonson, Rickey Jackson, Pat Lopez
 - (e) **APPROVED** by majority vote
- d) Program Deletions – none
- e) Program Suspensions – none
- f) Misc. Curriculum
 - i) Proposed CIP Codes – Michael Broyles – (action)
 - (1) **MOTION** by Eric Bishop to accept proposed CIP code changes
 - (2) **SECOND** by Rickey Jackson
 - (3) **DISCUSSION**
 - (a) Reason for the change was that Jenzabar and ACRES had different CIP codes
 - (b) Speculation is that if a CIP code was put into ACRES and Jenzabar had an older CIP code listed, the older one might not have gotten changed as it should or it could be clerical errors
 - (4) **APPROVED** by unanimous vote
 - ii) New Number Request Form – Michael Broyles – (information)
 - (1) Request that we think through what really needs to be on the form
 - (2) Dr. Broyles will work with the form, change Department Coding to Course Prefix, add reminder that info on the form is subject to change

- 4) Old Business (not related to curriculum)
 - a) DEI Update – Allison Landy – (information-agenda add-in approved by IC at beginning of meeting)
 - i) Reminder, survey went out regarding the Convocation speaker.
 - (1) Want to see if there are questions for that speaker that might be inclusive in DEI subject matters
 - (2) Want to figure out some ways that we might include DEI in our curriculum decisions
- 5) New Business (not related to curriculum)
 - a) Instructional Meeting Decorum – Rickey Jackson – (discussion)
 - i) Sharing as a way of keeping up with decorum to review together to ensure expedience and structure
 - ii) It is helpful to have the moderator be able to pull the group back in.
 - iii) Formal discussion doesn't squash conversation and discussion, but it keeps us productive and on point
 - iv) **TASK**-Cassie to add the new Robert's Rules of Order Cheat Sheet to the IC SharePoint
 - v) Need to find a balance between formality and informality
 - vi) Need to focus on helping the chair getting a motion, second and then move onto discussion to not draw out too long and overtaken by guests and presenters
 - vii) Need to remember that we are better in person
 - viii) Preparing ahead of time, knowing what you would want to make a motion on and be ready to do so once the subject has been announced
- 6) Announcements & Reporting of Previous Tasks
 - a) Reword the elective language for ECD AAS – Allison Landy – Still in progress
 - i) **TASK**-Cassie to work with Allison on reviewing the recording
 - b) Survey CAOs across the state for how they compensate for in-house training – Jess Clark – Complete
 - c) LT and VPLSS to meet and discuss new recommendation for LMS oversight – Jess Clark & Amelinda Webb – Still in progress
 - d) Change the routing of course improvement surveys to go to Dean and Faculty member – Judy Yip-Reyes – Still in progress
 - e) Inquire of AZ transfer what is required in regards to changes as far as being submitted to ACETS-complete
 - f) Where forms should originate from-Still in progress
 - g) Mark MAT 103 and BUS 133 as not approved – Pat Lopez – completed
 - i) Please vote on these as soon as possible, if you have already voted, these have changed and need you to vote again
 - h) Request another faculty appointee to LT by FA – Pat Lopez – completed
 - i) Inez Schaechterle has agreed to join LT
 - i) Request Dr. Swarthout to officially appoint Jennifer Bishop as chair of the Dual Enrollment committee – Pat Lopez – completed
 - i) Jennifer Bishop is now the chair of the Dual Enrollment committee
 - j) Make sure the prefix matches the department prefix that course is housed under – Rickey Jackson – Still in progress
 - k) **TASK**-Cassie to add column to task list for status update and fix mixed up language on form.
- 7) Future Agenda Items
 - a) LMS recommendation still to come back at a later date

- b) Changes to and discussion of course forms will be coming incrementally to future meetings – Michael Broyles
 - c) ATF summary to be added as discussion item – Michael Broyles
 - d) TAS would like to have an opportunity to speak to IC regarding updates or questions – Scott Estes
 - i) For instance, TAS is currently redoing Moodle in order for students to bypass MyNPC and log straight into Moodle.
 - (1) Concern is there will probably be some situations where students will be affected during Spring semester. Faculty need to be aware that they may need to send out reminders to students regarding this and if they have trouble, that they direct them on to Support.
 - (2) TAS will send a letter regarding this to students and to AllNPC.
 - ii) **TASK** – Cassie to add IT Matters -TAS update on the agenda-standing item on the agenda on the meetings where LT is not reporting
 - e) TAS is streamlining the process of logging into Moodle so they don't have to go through myNpc to log in
- 8) Adjournment – (action)
- a) **MOTION** by Michael Solomonson to adjourn
 - b) **SECOND** by Gary Santillanes
 - c) **APPROVED** by unanimous vote