Northland Pioneer College
Instructional Council (IC)
1/22/21
Meeting Minutes

Voting Members Present:

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

Non-Voting Members Present:

Michael Broyles, Cassie Dows, Donna Krieser, Josh Rogers, Shannon Motter, Lia Keenan, Jeremy Raisor, Scott Estes

Guests:

Kurry Klingel, Ryan Jones, Judy Yip-Reyes, Rebekah Wilson, Jessica Clark, Amelinda Webb, Tamara Osborne, Susan Jensen, Daphne Brimhall, Harshika Bhatt, Janice Childers, Elizabeth Oliphant, Melody Niesen, Susan Hoffman. Lori Carmona, Allison Landy

1. Roll Call
2. Approval of 01/08/21 IC Minutes – Pat Lopez – (action)
    a. **MOTION** by Eric Bishop to approve the 01/08/21 minutes
    b. **SECOND** by Wes King
    c. **DISCUSSION**
        i. TASK- Jess Clark will remind ALLNPC to bring any errors found in the NPC catalog to IC for review and correction, if deemed necessary
    d. **ABSTAIN** by Brian Gardner
    e. **APPROVED** by majority vote
3. Curriculum
    a. ACRES
        i. Course approval process – Pat Lopez – (discussion)
            1. Need to clarify the process under the circumstances of:
                a. Course has six votes, but a comment comes after those votes that will improve the course before being forwarded onto VPLSS
                b. Comments are made before the course has six votes, but the six votes come in after the fact without taking into consideration the comments made and before being forwarded onto VPLSS
                c. Provisional voting
                d. Notifying IC of a voting restart
        ii. **MOTION** by Gary Santillanes to formalize ACRES approval process that when a substantive comment comes in, at any point, the voting is halted regardless of where it is in the voting process as long as it has not yet been moved forward to the VPLSS by the IC Chair

  iii. **SECOND** by Eric Bishop
  iv. **DISCUSSION**
    1. Need to define "substantive comment" that could halt the voting
      a. Substantive - lab calculations, credit calculations, topics, outcomes, course descriptions
      b. Non-substantive – incorrect punctuation, misspellings
      c. IC chair can decide whether changes need to be resubmitted for votes or can be made as it sits
    2. Course Approval Process
      a. Remember to change your view to "show comments" before voting in ACRES
      b. If a substantive comment comes in, at any point before the course is forwarded on to the VPLSS, voting halts
      c. Commenter and originator to attempt to resolve the issue
        i. If an agreement on changes is made, then originator will notify Dept Chair & Dean of the changes
        ii. If an agreement cannot be made between these two parties, then the course will come before IC to decide
      d. When voting in ACRES, limit your input to Approve, Deny, or comments to be considered (it would also be helpful if other voting members could comment as to whether they agree or disagree with the comment made)
  v. **APPROVED** by unanimous vote
b. New Programs
c. Program Modifications
d. Program Deletions
e. Program Suspensions
f. Misc. Curriculum
  i. Instructions for Course Forms in ACRES
    1. Discuss – Who Can Originate a Proposal – Michael Broyles – (action, if ready)
      a. Creating/modifying/deleting a course
      b. Creating/modifying/deleting a program
      c. **MOTION** by Eric Bishop that adjunct and full-time faculty in the department for which a program/prefix is housed can originate course creation/modification, but program creation/modification origination must come from full-time faculty, with IC having the ability to grant exception to this
      d. **SECOND** by Ruth Creek
      e. **APPROVED** by unanimous vote
    2. Discuss – Program Approval Routing Chain – Jess Clark – (action not necessary)
      a. Dr. Swarthout clarified that it is not necessary to wait for DGB meeting minutes to be approved, once approved at the meeting the program is approved
    3. Discuss – Transferability language – CEG vs. AGEC vs. Gen Ed – Michael Broyles – (action, if ready)

a. Michael is in the process of developing a training for Terminology and will adapt it to address the three different ways that General Education is used within NPC and Arizona; will present at a later time
4. Discuss – Cross-listing General Education Courses in the Instructions for Course Forms in ACRES – Michael Broyles – (action, if ready)
    a. Tries to address the adoption of a cross-listed course on a general education program
    b. For example, if a course is listed on the gen ed approved class list, and it is then deemed as a cross-listed course under another prefix, this is saying that the new course is automatically added to the gen approved class list
    c. Need to decide why we cross-list courses and how it can be simplified
    d. Cross-listing shouldn't be done totally based on funding issues alone
    e. TASK-Michael Broyles will work on this to bring back to IC in a future meeting
ii. ATF Meeting Documents – Michael Broyles – (Discussion)
    1. Task from IC to collect and analyze relevant ATF meeting documents which have been added onto SharePoint
    2. Universities have outside influences on their curriculum and articulation. These influences may not even be considering community colleges.
        a. Two examples are school administrations and the Arizona Board of Regents (governing board for the three in-state public universities)
    3. Some ATFs seem to work smoother than others
        a. This is not just an NPC issue as other community colleges feel the same tension.
        b. This needs to be revisited in the future
        c. Re-emphasized the ongoing effort to consider how to form good relationships with the universities.
            i. Goal: to make sure they know that community colleges are not their competition and good relationships benefit us mutually
        d. Suggestions made:
            i. Remind the universities of their statutory obligations to community colleges
            ii. Send the same people to ATF every year to establish and consolidate relationships
iii. Arizona State University Assessing Courses from "Spring and Beyond" – Michael Broyles – (Information)
    1. Be aware that there are some courses that ASU is now accepting, but as of a certain point based on when it is taken by the student. For courses that are assessed by ASU from spring onward, the limitations in NPC's Jenzabar require it to be marked as transferable to ASU starting the following fall.

        2. The language on AZ Transfer is confusing due to the difference between NAU and U of A's rules vs ASU rules on accepting courses based on the date taken

        3. This will continue to happen as Michael continues to work through the courses

4. Old Business (not related to curriculum)
   a. Progress on Joint Recommendation for Moodle Oversight – Amelinda Webb (on behalf of LT) – (discussion)
      i. Informal update-LT met with VPLSS and will be submitting a formal written recommendation with next LT subcommittee report, but wanted to give an update in case IC has input that they would like to add as LT works on that recommendation
      ii. Summer emergency changes issue
         1. Potential recommendation-volunteers for emergency quorum to be called if necessary and would be compensated for any work that would be performed
            a. If changes were made over the summer, these would be brought to LT at the first fall meeting of LT upon return
         2. Potential recommendation-allowing the Faculty in Ed Tech to make necessary decisions upon
         3. Recommendation to move the name from Moodle Oversight to Joint Collaboration in Making Decisions Regarding Moodle (JCMDRM)
         4. Suggest was made to differentiate between maintenance and operations vs. how LMS is used by faculty
   b. DEI Update – Elizabeth Oliphant
      i. Recording of Melody's presentation on Intersectionality will be available on the DEI Moodle page
      ii. Judy Yip-Reyes had the idea to record a welcome video from DEI for new employees to learn about the group
      iii. Michael Broyles will present at next month's meeting on Music in Academic Settings; time of meeting is TBA
   c. SSA Update – Ryan Jones & Melody Niesen
      i. Will reschedule to another meeting due to lack of time
   d. TAS Update – Scott Estes
      i. SSO and Usernames
         1. TAS wants to change everyone's user names to match your email address for consistency purposes
         2. There are some systems that will remain independent, for example PayDay
5. New Business (not related to curriculum)
6. Announcements & Reporting of Previous Tasks
7. Future Agenda Items
   a. STU Courses
   b. SSA Update
8. Adjournment – (action)
   a. **MOTION** by Gary to adjourn

b. **SECOND** by Ruth
c. **APPROVED** by unanimous vote