

IC Minutes 12/10/21

Northland Pioneer College

Instructional Council (IC)

12/10/21

Meeting Minutes

[Agenda Packet](#)

[Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Ruth Creek, Allison Landy, Brian Gardner, Dawn Johnson, Eleanore Hempsey, Wei Ma, Shannon Motter as proxy for Wei Ma (after the DII Update), Renee Freese, Rickey Jackson, Rachel Arroyo-Townsend

Advisory Members Present:

Cassie Dows, Michael Solomonson, Josh Rogers, Michael Broyles, Donna Krieser, Curtis Stevens, Rebekah Wilson

Guests:

Alexander Henderson, Tamara Osborne, Jeremy Raisor, Lia Keenan, Susan Hoffman, Melody Niesen, Judy Yip-Reyes, Ruth Zimmerman, Diane Joe, Susan Jensen, Rebecca Hunt

1. Roll Call
2. Meeting Processes – Pat Lopez – (information)
 - a. In person meetings will be held in the Symposium at SCC starting on January 14th.
 - b. If you live within the district, please make every effort to be there in person (both voting and advisory members).
 - c. If you cannot make it, please notify Pat as much in advance as possible.
 - d. When you do come in person, please bring a device with you for voting.
 - e. Please reserve the chat for voting and use your voice for all contributions.
 - f. Please use the hand raise feature and keep your videos on where possible.
 - g. Try to manage worktime around curriculum evaluation.
 - i. Set aside a couple of hours each week for this work, including the Holiday break as faculty is still on contract during this time.
 - h. ACRES work guidelines:
 - i. Programs are voted on in committee.
 - ii. Turn the comments on so that you can see what others have contributed; read and respond where appropriate.

- iii. If you click on the Help link in ACRES, it will open the Instructions for Course Forms in ACRES.
 - iv. If you are confused by something, please feel free to reach out to Pat Lopez or Michael Broyles, or even another long-term IC member who may be able to clarify for you.
 - v. What is ACRES for?
 - 1. It is to ensure articulation with other institutions.
 - 2. It is to document what we say we are going to teach.
 - 3. There is an element of what goes into our catalog.
 - 4. There is a historical value of understanding of what went into the decisions that were made.
 - 5. When you go into “My Forms” page, you can sort by submission date to see the oldest form to the newest form.
 - a. This can be done under settings in the top right-hand corner.
- 3. Approval of 11/12/21 IC Minutes (02) – Pat Lopez – (action)
 - a. **MOTION** by Wes King to accept the 11/12/21 IC meeting minutes.
 - b. **SECOND** by Renee Freese
 - c. **ABSTAIN** by Allison Landy, Ruth Creek, Wes King
 - d. **APPROVED** by majority vote
- 4. Updates
 - a. DEI (03) - Judy Yip-Reyes - (information)
 - i. Focusing on Rehumanizing Conflict-will continue with this theme in the spring.
 - ii. Looking for suggestions on topics for the spring, please email to dei@npc.edu.
 - iii. A request was made that the Land Acknowledgement statement for the handbook could be added as an IC agenda item when it is ready so that it can be discussed and possibly added to syllabi.
 - b. SSA (04) - Rebecca Hunt & Josh Rogers - (information)
 - i. SSA has an Ad-Hoc group forming that will start the process of implementing the plan laid out in the documentation provided.
 - ii. President Hazelbaker is the chair of the Ad-Hoc group.
 - iii. There is a retreat in the works to kick-off this process.
 - c. TAS Update – Curtis Stevens - (information)
 - i. Science Connected classrooms
 - 1. Completed the science connected classrooms today, so they will be available for use in the spring.
 - ii. Connected classrooms technology checks and training
 - 1. Wenting Weng and LaTonya Motley will be helping with these.
 - 2. Training on the CISCO technology will be held on December 20th - Wenting Weng
 - 3. There is also a training video for the CISCO technology on the eResource site – LaTonya Motley
 - 4. Another CISCO technology training and system checks will occur on January 11th - Wenting Weng & Curtis Stevens
 - iii. Respondus testing room setup
 - 1. WMC M5 has a Respondus testing lab setup with 18 computers.
 - d. DII Update (05) – Wei Ma - (information)
 - i. This update will be a regular feature of the Update IC meetings moving forward.

- ii. Working with four faculty members on the HyFlex pilot that will happen this spring.
- iii. After some concerns were voiced by the deans, VPLSS Council asked DII to put together a survey for the faculty testing needs and feelings on the inequality of testing services college-wide.
- iv. Working on Open Pedagogy pilot with several faculty members, in collaboration with the Arizona State Open Textbook Consortium; NPC is a part of the Consortium.
 - 1. Fifteen different courses from A&S and CTE have agreed to pilot this.
- v. RUS/DLT and FIPSE grants will assist with infrastructure and instructor readiness for our high school programs.
 - 1. The DLT grant will allow the TALON classrooms to be upgraded to fully functional CISCO classrooms. Now we will have more instructional satellite sites located at our 16 participating high schools.
- vi. LinkedIn Learning is ready for rollout at Spring Convocation.
- vii. ALLY currently has six faculty members piloting and that will also be touched on at Spring Convocation and training conducted on Division Day.
- viii. In January, a draft will be prepared on the 2024/2025 Academic Calendar. It will be reviewed by Shared Governance groups and will be brought to IC in March for a vote. If necessary, modifications will be made and by April, the approved version will be sent to DGB for final approval.
- ix. NPC is a member of the League of Innovation for Community Colleges and nominations are always requested from members. It will open the first week of January, so be looking for an email asking for those nominations.
- x. Newsletters will continue to come out monthly to keep the college updated on what the division is working on.

5. Curriculum

- a. ACRES
- b. New Programs
- c. Program Modifications
 - i. Deadline Exception Request (Amendment to original Request to Proceed for BUS: Entrepreneurship CAS/AAS) (06) – Rachel Arroyo-Townsend – (action)
 - 1. A comment was made that this should not be a necessary step since IC already approved the Request to Proceed, the proposer should have the ability to make changes to it as deemed fit as they move through the modification process, things are bound to show up that the proposer did not foresee.
 - a. There was some disagreement voiced that IC does need to be aware of the scope of the changes being made.
 - b. IC Members might recognize additional ramifications that the proposer does not.
 - 2. These deadlines came about because IC was overwhelmed by numerous program changes coming through all at the deadline.
 - 3. We may need to adjust our procedures and deadlines to accommodate such issues.
 - 4. There was agreement that IC may need to be made aware of changes, but disagreement as to how changes need to be communicated to or acted upon by IC.

5. After some debate regarding the necessity of the amendment it was decided that IC does need to be aware of the scope of the changes being made.
 6. **TASK** to bring back Request to Proceed language on the *Instructions for Course Forms in ACRES* to include bringing amendments to IC. – Michael Broyles
 7. CTE will be bringing this back to IC regarding the deadline for CTE program changes and why it needs to be changed.
 8. **MOTION** by Rickey Jackson to make an exception to the deadline for the Request to Proceed for CTE division
 9. **SECOND** by Brian Gardner
 10. **NAY** by Allison Landy
 11. **ABSTAIN** by Rachel Arroyo-Townsend
 12. **APPROVED** by majority vote
- ii. Request to Proceed
1. BUS: Entrepreneurship (CAS/AAS; Amendment to original Request to Proceed) (06) – Rachel Arroyo-Townsend - (action pending action on 5.c.i.)
 - a. **MOTION** by Allison Landy to approve the amendment to original Request to Proceed
 - b. **SECOND** by Ruth Creek
 - c. **ABSTAIN** by Rachel Arroyo-Townsend
 - d. **APPROVED** by majority vote
 2. MDA (AAS) (07) - Renee Freese - (action)
 - a. These changes are like the business changes proposed by the Business department at the last meeting.
 - b. BUS 114 is a better fit for MDA than CIS 105.
 - c. BUS 231 is like CIS 105 so this change will give a wider range of information.
 - d. A question was raised regarding the transferability of CIS 107 as that is being used to replace CIS 105 in programs discussed at the last meeting. The concern came up as to whether BUS 114 would be transferable to the universities in place of CIS 105.
 - i. This course was developed using Pima Community College's exact course outcomes because it is a direct transfer to U of A as of right now. If enough community colleges put BUS 114 into their curriculum, ASU and NAU will accept it as direct transfer (there are other colleges that are implementing this change as well).
 - ii. MDA and TMP are direct to work programs.
 - e. **MOTION** by Allison Landy to approve the Request to Proceed for the MDA program modification
 - f. **SECOND** by Rachel Arroyo-Townsend
 - g. **DISCUSSION**
 - i. BUS 231 does not have a course prerequisite, but it does have a skill prerequisite of 20 words/minute or greater.

- ii. The description right now says that it is a pre-certification course, but this will be looked at next year for changes as it is not truly a pre-certification course. It is more of a basic understanding of office documentation without certification prep. This is the main difference between the CIS course and the BUS course.
 - iii. BUS 108 – Keyboard and Documentation Preparation which is a very basic ‘Introduction to Computers’ course.
 - 1. Efforts are being made to run this through the CCP division.
 - 2. Once completed, students could then take BUS 231.
 - h. **ABSTAIN** by Renee Freese
 - i. **APPROVED** by majority vote
- 3. TMP (AAS) (08) - Renee Freese - (action)
 - a. This change will simply add BUS 114 as another option to the additional requirements list
 - b. **MOTION** by Brian Gardner to approve the Request to Proceed for TMP program modification
 - c. **SECOND** by Ruth Creek
 - d. **ABSTAIN** by Renee Freese
 - e. **APPROVED** by majority vote
- d. Program Deletions
- e. Program Suspensions
- f. Misc. Curriculum
 - i. Articulation Task Force (ATF) Meeting Documents (09) – Michael Broyles - (information)
 - 1. AZTransfer is starting to provide statewide [updates via video](#).
 - 2. They have done a complete overhaul of their website.
 - 3. An update to the [Community College Course Equivalency Guide](#) (CC CEG) was pushed through by NPC advisors, faculty, and Curriculum Coordinator as the liaison. This change reflects on updates to the universities’ data, but not Maricopa’s yet. This has been out of date since 2019.
 - 4. Positive outcomes: continuous improvement in NPC’s voice on a statewide level, which gives our students and rural students in general a greater voice.
 - 5. Common topics discussed:
 - a. AGECE restructure/reimagining that the steering committee is going through; expect requests for feedback from stakeholders coming soon.
 - b. Expect a question on whether the new AGECE will emphasize direct equivalency rather than just equivalency.
 - c. University General Studies/Education changes
 - d. Construction of the ATF itself; in terms of discipline division; matrices division, etc.

- e. Upper-level course transferability/Aligning bachelor's programs to the universities
- f. Geology & Physics ATF - OER discussion regarding the lack of peer reviews on these resources. This might be forthcoming at the Religious Studies ATF.
- g. A lot of discussion and re-emphasis on [Policy 105](#), especially the recent amendment that happened this year, which clarifies that modality cannot be taken into consideration regarding transferability due to one ATF trying to say that Dual Enrollment classes would not be considered transferable.
 - i. It brought up a range of issues revolving around the credentials of instructors.
 - ii. HLC will penalize colleges if they are not vetting their DE instructors' credentials well.
- h. Michael will be working next year to standardize the note format to make it easier for the Lead Members.
- ii. 3035 Project Update – Michael Broyles - (information)
 - 1. CTE
 - a. 24 CTE courses are in as part of the 3035 updates; these were ATO, DRF, WLD, and INA; pending these are approved there will be 6 courses remaining from FRS and Michael will work with Jon Wisner in the spring to get these completed.
 - 2. CCP/EDU
 - a. One course is upcoming that Michael is working on with Anthony Hill. They will be meeting about it in a few weeks.
 - 3. NAH
 - a. One course that Renee Freese is currently working on.
 - 4. A&S
 - a. We have 9 weeks to get these to IC level.
 - b. Primary importance is to get all Gen Ed courses updated this year.
 - c. Most ECD courses are updated. Just one more to come through soon.
 - d. Michael is working to collaborate with the content experts on the courses that are still outstanding.
 - i. Prefixes where there is no content expert
 - 1. Rickey Jackson is discussing with Chairs how to handle this.
 - 2. These courses include FRE, GER, HUS, LAN, MUS, and SPT.
 - 3. We do need the courses digitized in ACRES, because it sets up an easier transition for future faculty that may be hired to reassess the curriculum.

4. Michael will note when the prefix and the content expert do not match up.
 - ii. List of Gen Ed courses was shared with A&S, but Michael will send it to IC as well.
- iii. Records Cleanup Update - Michael Broyles - (information)
 1. Michael has a three-to-five-year plan to clean up both internal and external records. This is currently on schedule to complete on time.
 - a. State and Internal curriculum records
 - b. The goal by the end of SP24 is to get all internal records and external records to a maintenance level.
 2. Progress update
 - a. Will do this every semester going forward; there will be repetition in other groups as well, but it will help refocus when needed.
 - b. AGECE data with AZTransfer is at maintenance level; only needs to be changed as Program changes occur going forward.
 - c. ATF data regarding memberships and curriculum is up to date and at maintenance level. This includes the ATFs that we do not have a program for.
 - d. As of Spring of last year, we have seen a 25% reduction of blank cells in the CEG. Would like to get that down to under ten by the end of the cleanup.
 - e. Michael has been sent five boxes of curriculum records of unknown origin, so he may be reaching out with questions and requests for assistance soon.
 - f. If we have our records in order and clean, that will foster the appreciation of our voice as an institution statewide. It will give us great leverage on the state level and will be great for our students. Should also help with student retention.
6. Old Business (not related to curriculum)
7. New Business (not related to curriculum)
8. Announcements & Reporting of Previous Tasks
 - a. Pat Lopez is working on drafting the Subcommittee Chair Duties & Responsibilities as well as a time commitment estimation.
 - b. Eleanore Hempsey will be stepping away next semester as she takes her sabbatical.
 - i. Susan Hoffman will be filling in for her on IC during her absence.
9. Future Agenda Items
 - a. Possible Cross-Listing discussion – Rachel Arroyo-Townsend
 - b. Deadline conversation – Allison Landy
10. Adjournment – (action)