

IC Minutes 04/08/22

Northland Pioneer College

Instructional Council (IC)

04/08/22

Meeting Minutes

[Agenda Packet](#)

[Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Ruth Creek, Allison Landy, Brian Gardner, Dawn Johnson, Wei Ma, Gary Santillanes as proxy for Renee Freese, Rickey Jackson, Susan Hoffman, Rachel Arroyo-Townsend

Advisory Members Present:

Michael Solomonson, Cassie Dows, Josh Rogers, Michael Broyles, Donna Krieser, LaTonya Motley

Guests:

Alexander Henderson, Lia Keenan, Raeann Brittain, Harshika Bhatt, Shandiin Deputee

1. Roll Call
2. Approval of 03/25/22 IC Minutes (02)– Pat Lopez – (action)
 - a. **MOTION** by Allison Landy to approve the 3/25/22 IC meeting minutes
 - b. **SECOND** by Rachel Arroyo-Townsend
 - c. **ABSTAIN** by Rickey Jackson and Gary Santillanes as proxy for Renee Freese
 - d. **APPROVED** by majority vote
3. IC Subcommittees (action)
 - a. AS (03) – Shandiin Deputee – (action)
 - i. +/- grades should have a standardized system across the college.
 1. The committee will investigate whether Jenzabar has +/- grades capability.
 2. These +/- grades would translate to GPA computations and that is what needs to be standardized.
 3. This may already be a standard across colleges that use +/- grades.
 4. The computation for +/- grades is standardized throughout universities.
 5. Research was done at all in-state colleges but also at surrounding state colleges.

6. Universities at the undergraduate level do use +/- grades, but no other community colleges do.
 7. Jenzabar does have the capability but there are a lot of things that need to be considered before deciding on this.
 - a. There needs to be a lot more fact-finding done before this is voted on.
 - i. What changes will it cause in grade tables?
 - ii. Financial aid impact
 - iii. Scholarship impact
 - iv. Effects on Early College
 8. Regular grades are not standardized across the college right now.
 9. +/- grades can be used to motivate students who may be on the verge of a higher grade.
 - ii. **TASK** – to review the comments from IC, conduct further research, and take this recommendation to Faculty Association for their feedback – AS Subcommittee
 - iii. **MOTION** by Allison Landy to accept the AS subcommittee report
 - iv. **SECOND** by Susan Hoffman
 - v. **DISCUSSION**
 1. There was agreement around the use of D grades as put forth by the subcommittee, especially the differentiation between college Ds and high school Ds.
 2. Students need to appreciate the importance of grades.
 3. If we choose to approve the +/- grades, we may want to implement this transition organically during an ERP adoption.
 - vi. **APPROVED** by unanimous vote
 - vii. **MOTION** by Allison Landy to continue offering D grades
 - viii. **SECOND** by Ruth Creek
 - ix. **APPROVED** by unanimous vote
 - x. **MOTION** by Rachel Arroyo-Townsend to table the +/- grade discussion until AS returns with more research information at a future meeting
 - xi. **SECOND** by Dawn Johnson
- b. BA/BS ad hoc (04) – Allison Landy – (action)
- i. Looking for IC's input on the degrees we should offer. At the moment, the committee believes it should at least include BA and BS or BAS degrees.
 - ii. The difference between the BA/BS degrees and a BAS is that the former only allows 64 transfer credits from a community college where a BAS allows the transfer of up to 75 credits.
 - iii. BAS degrees at ASU and NAU were designed specifically to accept the AAS degrees coming in from community colleges.
 - iv. Emails have been sent out to see what other degrees need to be offered. The main consideration for that is workforce need would need to be proven.
 - v. We need to keep BA/BS/BAS as options so that proposer can consider what would be best for graduate programs in their field.
 - vi. It is critical for proposers to know their field and what graduate programs are looking for in graduate candidates when designing their bachelor's degree.
 - vii. We need to have the flexibility within our disciplines for the proposer to decide which degree (BA/BS/BAS) they want to choose.

- viii. Something to consider would be: If a proposer is proposing a BA, is it expected that the AGECA should be built into the degree?
 - 1. As we move forward, IC should think about what should be required/expected ahead of time.
- ix. ADE does not care what the bachelor's degree type is, but the math requirements do matter and so for the ECD bachelor's degree the proposer would like for the AA and AAS degree to be built in a way that the bachelor's does not require additional math requirements.
- x. It might not matter in some degree disciplines, but for science, it does matter what courses are taken.
- xi. BAS degrees tend to be in areas that ADE consider CTE areas, so they are more practitioner degrees getting students ready to go into the field.
- xii. Set of Recommendations:
 - 1. These came from the HLC Standard Practices
 - 2. The minimum accepted practice according to HLC is to include 30 credits of Gen Ed curriculum.
 - a. It does not specify what discipline or whether they are lower or upper divisions.
 - b. Committee recommends:
 - i. We adopt that standard practice of 30 Gen Ed credits for all of our bachelor's degrees.
 - ii. Leaving the program of study, the flexibility to decide what Gen Ed credits those are and if they want to require more than 30, but never less.
 - 3. Two different definitions/standards of designations
- xiii. **MOTION** by Susan Hoffman to accept the BA/BS report
- xiv. **SECOND** by Wes King
- xv. **DISCUSSION**
 - 1. This is a massive undertaking to go through in such a short amount of time, we need to make sure we have the appropriate resources.
 - 2. Other colleges who are doing this have a lot more funding and have created positions specifically to carry out the creation of these programs, so they do not have to do it on top of any other duties.
 - 3. The initial aspect of the feasibility study that will cover the legislative requirements that are not currently covered in the feasibility study will be added as an addendum.
- xvi. **ABSTAIN** by Allison Landy and Rachel Arroyo-Townsend
- xvii. **APPROVED** by majority vote
- xviii. **MOTION** by Susan Hoffman to accept the recommendations as listed in the BA/BS report
- xix. **SECOND** by Wes King
- xx. **DISCUSSION**
 - 1. We need to recognize the distinction between the General Education terminology as it is used at NPC (which emphasizes breadth rather than depth) versus as it is used by HLC to designate all liberal arts courses: for us, this list of courses is relatively short.

- xxi. **ABSTAIN** by Allison Landy and Rachel Arroyo-Townsend
- xxii. **APPROVED** by majority vote
- c. ASK – none
- d. DE – none
- e. LT (05) – Harshika Bhatt – (action)
 - i. The committee recommends that we continue with Moodle until we have a decision on Jenzabar.
 - 1. The group is still working on the LMS matrix but just wants to be able to narrow down the options based on the Jenzabar decision.
 - 2. This moves this down the road quite a bit as implementation of a new ERP will take some time.
 - 3. It might be a better idea to do research based on the assumption that any ERP we go with should be able to work with the current LMS options.
 - 4. LT will have the research done and laid out as what our preferences are even with layouts such as option a, b, and c that would give us flexibility in the choosing of the LMS once the ERP choice is made.
 - ii. Distance Education Guidelines Draft ([link in LT report](#)) – (discussion)
 - 1. Major changes that have been made:
 - a. Updated the terminology within the document to align with what the terminology is across the college
 - b. Corrected broken links and added links to other resources
 - c. Changes in forms being used that are in Appendix B
 - 2. Comments made on the DE Guidelines:
 - a. The language in the 20/21 version was clearer than the 22/23 proposed version.
 - b. There seems to be a conflation of distance education and online education.
 - c. The Definitions section should come directly after the purpose of the document as it does in all our procedures.
 - d. Some of the definitions are not actually definitions, but explanations of the benefits of that form of learning.
 - e. The language that has been added to 1.2 Distance Ed says LTC is acting as a Shared Governance body, but it is not a Shared Governance body and so this is incorrect.
 - f. Cannot say “policies and procedures” because policies are designed by the District Governing Board and procedures are designed by the college.
 - g. We may need to rethink the whole distance education paradigm (i.e., IC approving DE Guidelines as it is a college document not an IC document), especially with the new HLC guidelines from the latest HLC conference.
 - h. This seems to fall under the ITCS purview.
 - i. We cannot do away with this document as we have needed it especially for grants in the past.
 - 3. It would be best for IC members to look at this document over the next two weeks and provide feedback.

- a. Comments from IC need to be in by 4/22/22 and we will then vote on the changes at the May meeting.
- 4. **TASK** – to add link and deadline to the task list for all IC members – Harshika Bhatt and Cassie Dows
- 5. **MOTION** by Allison Landy to accept the LT Report
- 6. **SECOND** by Wei Ma
- 7. **DISCUSSION**
 - a. An update from the Testing Ad Hoc group recommendation was requested at one of the next two meetings as it is a current task assigned to that group.
 - b. The Core Supported Technology list has been updated recently; the date of the last updates had not been changed. Also, a request was made for the updates/changes in the future to somehow be denoted whether with bolding or color differences or other formatting.
- 8. **ABSTAIN** by Ruth Creek
- 9. **APPROVED** by majority vote
- f. PD – none
- 4. Curriculum
 - a. ACRES – none
 - b. New Programs – none
 - c. Program Modifications – none
 - d. Program Deletions – none
 - e. Program Suspensions – none
 - f. Misc. Curriculum
 - i. Writing Tasks for IC (06) – Michael Broyles – (action/discussion)
 - 1. General Education/Discipline Studies – (action)
 - a. There are some minor changes here that can be made as related to the use of Communications as opposed to English and the capitalization of Mathematics and Communications.
 - b. However, it was suggested that we hold off on making major changes as were suggested until the overhaul of the General Education definition.
 - c. This was only brought up due to the issue revolving around Discipline Studies.
 - d. Proposing to add a definition to the catalog regarding Discipline Studies for now, but eventually deciding what to do with it.
 - e. **TASK** – to bring this edit back to the next meeting for voting – Michael Broyles
 - 2. Prerequisites/Satisfactory Placement – (discussion)
 - a. We need the phrase indicating that satisfactory placement is a minimal placement test score.
 - b. Perhaps moving some of that language around would clarify and make it read more smoothly.
 - c. Including the link to the Placement Handbook or a good description of where to find it would be appropriate.
 - 3. Literacy and Critical Inquiry – (discussion)
 - a. No feedback was given on this topic.

4. Tips for IC Voting Members – (discussion)
 - a. Michael will be doing comprehensive rewrites for clarity and other reasons and is looking for feedback from IC.
5. **TASK** – to review these edits to the *Instructions for Course Forms in ACRES* and make any comments/suggestions for consideration at the next meeting – All IC members
6. Any comments should be in by close of business on Tuesday. You can access the subdocuments through the links on the agenda packet Writing Tasks section.
- ii. Clarification of concurrent, co-requisite, and dual definitions (07) – Rickey Jackson (discussion)
 1. There is confusion caused by and clarification needed on the terminology of “concurrent requisite”, “co-requisite”, and “concurrent enrollment” with regards to dual enrollment.
 2. Draft definition of Dual Enrollment (still needs to be approved at the Policies & Procedures committee level) - DE course is a college-level course found in the NPC catalog, taught in the high school setting by the high school teacher who has been determined qualified to teach at the college level by NPC.
 3. Draft definition for Concurrent Enrollment – Concurrent Enrollment course is a college-level course in which a high school student enrolls and is taught by a college faculty member for which they earn both high school and college credit.
 4. We encounter confusion with the terms “concurrent enrollment” (which is Early College terminology) and “concurrent requisite” (which is curricular terminology).
 5. The problem comes in where “concurrent” is used in two vastly different ways which causes problems.
 6. The 099 courses will be taken concurrently with ENL 101 or with math courses, and there needs to be clarification on the definition and use of concurrent requisite.
 7. It may be that our use of the terms is the problem and not the definition of the terms themselves.
5. Old Business (not related to curriculum)
 - a. 24/25 Academic Calendar (08) (09)– Wei Ma – (action)
 - i. The only change made to this new version was returning the Wednesday before Thanksgiving to an instructional day.
 - ii. There should be at least two full business days after classes end before final grades are due.
 - iii. Registration confirmed that there should be two business days between the end of the semester and the due date for final grades.
 - iv. The final grades due date for 24/25 Spring semester should be May 14th and for Summer semester, final grades will be due July 30th.
 - v. **MOTION** by Rachel Arroyo-Townsend to approve the 24/25 calendar with the minor changes to the final grades due date being moved to two business days after the end of the semester.
 - vi. **SECOND** by Rickey Jackson
 - vii. **ABSTAIN** by Wei Ma

- viii. **APPROVED** by majority vote
- b. Academic Calendar Guidelines ⁽¹⁰⁾ – Wei Ma – (action)
 - i. A lot of language clean-up was done along with the only substantial changes which were to add the Wednesday before Thanksgiving back as an instructional day and to specify the semester start dates for Spring to accommodate the exception that occurs in the calendar every five years.
 - ii. **MOTION** by Rachel Arroyo-Townsend to accept the Academic Calendar Guidelines as amended.
 - iii. **SECOND** by Dawn Johnson
 - iv. **DISCUSSION**
 - 1. Wei will also add in the language regarding two full business days before final grades are due to the guidelines.
 - v. **ABSTAIN** by Wei Ma
 - vi. **APPROVED** by majority vote
- 6. New Business (not related to curriculum)
 - a. Moving last IC meeting from May 13 to May 6 – Pat Lopez – (action)
 - i. In-person Commencement in Holbrook would cause issues for Advisory members of IC to be absent, but it would interfere
 - ii. **TASK – to request Paul Hempsey if it is possible to move the Policies and Procedures meeting to the afternoon of May 6th – Pat Lopez**
 - iii. **MOTION** by Allison Landy to table this item until such a time that we have a response from Paul Hempsey
 - b. IC Membership for 22/23 ⁽¹¹⁾ – Pat Lopez – (discussion)
 - i. Faculty from N&AH needed to replace Brian Gardner
 - ii. Faculty from EDU/CCP needed to replace Dawn Johnson
 - 1. We also need to look at changing EDU/CCP as that will no longer be in existence as of July 1, 2022.
 - 2. There is no delineated language regarding EDU/CCP, so the language may not be problematic.
 - iii. Faculty at large needed to replace Allison Landy who will no longer be faculty in 22/23.
 - iv. Pat Lopez will continue as Chair until the end of her three-year Chair term but will continue as an A&S member until May 2025.
 - v. Replace Rickey Jackson with Jeremy Raisor in the dean position per VPLSS.
 - vi. Wei Ma has been on this group for a long time and brings great institutional memory to the group, however, there was question as to the amount of curriculum that comes from his division and whether he should remain a voting member or be moved to an advisory member.
 - vii. Remove the Department Chair of ITCS from the advisory members.
 - viii. Remove the Course Schedule and Records Specialist from advisory members.
 - ix. Suggestion was made to remove the Director of Library Services from the group, but Wei Ma asked for time to discuss this with the current director, Shannon Motter, as there are upcoming discussions regarding Learning Commons.
 - x. Regarding the Registrar position, there is a lot of conversation around the entrance group, but there is no clear understanding as to what is happening with that position.

- xii. Consider moving the Dean of Instructional Innovation from voting member to advisory member.
 - xiii. **TASK** – to communicate with Faculty Association regarding the replacement of Brian Gardner – faculty in N&AH position and Dawn Johnson – faculty at large – Pat Lopez
- c. 22/23 IC Calendar (12) – Pat Lopez – (action)
 - i. **MOTION** by Allison Landy to table the 22/23 IC Calendar
 - ii. **TASK** – to schedule the last meeting of IC for a date other than the day before Commencement – Pat Lopez
 7. Announcements & Reporting of Previous Tasks
 8. Future Agenda Items
 9. Adjournment – (action)