

IC Minutes 05/06/22

Northland Pioneer College

Instructional Council (IC)

05/06/22

Meeting Minutes

[Agenda Packet](#)

[Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Ruth Creek, Allison Landy, Magda Gluszek as proxy for Brian Gardner, Dawn Johnson, Shannon Motter as proxy for Wei Ma (Wei came in halfway through meeting), 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, Elizabeth Oliphant, Lia Keenan, Raeann Brittain, Harshika Bhatt, Tamara Osborne, Susan Jensen

1. Roll Call
2. Approval of 04/22/22 IC Minutes (02) – Pat Lopez – (action)
  - a. Clarification was requested on 4.f.ii.5.a.i. - General Education refers to courses on the Gen Ed course list and not only AGECE.
    - i. Change minutes to say, “General Education refers to the courses on the General Education course list and not only to AGECE as there are programs that require students to take general education courses that are not necessarily AGECE courses.”
  - b. **MOTION** by Susan Hoffman to approve the 4/22/22 meeting minutes
  - c. **SECOND** by Wes King
  - d. **APPROVED** by majority vote
3. IC Subcommittees (action)
  - a. AS – none
  - b. ASK (03) – Allison Landy – (action)
    - i. **MOTION** by Susan Hoffman to accept the ASK subcommittee report

- ii. **SECOND** by Rachel Arroyo-Townsend
- iii. **DISCUSSION**
  - 1. A question was posed as to whether a subcommittee chair should be in-person or whether they could be fully remote.
    - a. There was some indication that a remote subcommittee chair would be acceptable.
    - b. There was hesitation voiced as to whether that would be acceptable or not based on not knowing what the scope of this group is.
    - c. There was also a comment made that NPC has people on campus, which is something other colleges do not, so any chance we have to choose someone in-person we should take.
    - d. A counterpoint was made that we do have several faculty members on staff who are strictly online and would need to have the option of online assistance in this area.
  - 2. A question was asked regarding how many departments did not submit reports this year.
    - a. While a number was not given, members were directed to the [ASK SharePoint site where the reports are kept](#).
- iv. **ABSTAIN** by Allison Landy
- v. **APPROVED** by majority vote
- c. BA/BS Ad Hoc (04) – Allison Landy – (action)
  - i. On the second page of the report, the Bachelor of Applied Management (BAM) is missing from the report as one of the possible types of bachelor's degrees. This needs to be added.
  - ii. It is important for this group to be thinking about bachelor's degree programs before the next academic year.
  - iii. The group is currently going through the process of vetting the ECD program through various areas including two k12 principals, one from Apache county and one from Navajo county.
  - iv. Two new prefixes will be coming forward:
    - 1. EDP-Educator Preparation
    - 2. MTE-Math department prefix
  - v. A question was posed as to whether there was a course regarding state and federal laws pertaining to education included in the program.
  - vi. The program Request to Proceed as well as the request for new prefixes will be coming to IC most likely at the first meeting after the IC Retreat.
  - vii. The HLC requirements clearly state that you cannot actively recruit for the program before it is approved.
  - viii. The Business department has received 136 survey responses, the vast majority in favor of their degree.
  - ix. **MOTION** by Susan Hoffman to accept the BA/BS Ad Hoc subcommittee report
  - x. **SECOND** by Rickey Jackson
  - xi. **ABSTAIN** by Allison Landy
  - xii. **APPROVED** by majority vote
- d. DE (05) – Elizabeth Oliphant – (action)
  - i. **MOTION** by Rachel Arroyo-Townsend to accept the Dual Enrollment subcommittee report

- ii. **SECOND** by Dawn Johnson
- iii. **DISCUSSION**
  - 1. A suggestion to include the successes and challenges of the faculty liaison process and what recommendations can be made to the college around those successes and challenges.
  - 2. Appreciation was given to the DE subcommittee as we are receiving more positive feedback than we have ever had before from our high school partners, which is thanks to our Faculty Liaisons.
- iv. **ABSTAIN** by Shannon Motter as proxy for Wei Ma
- v. **APPROVED** by majority vote
- e. LT – none
  - i. [Distance Education Guidelines Document](#) – Harshika Bhatt – (action)
  - ii. The suggestion was made that we accept the DE Guidelines as they are presented with the understanding that there are numerous changes that still need to be made.
  - iii. The group would like the opportunity to come back to the document next year to continue to update it.
  - iv. A suggestion was made that we continue using the 21/22 version of this document until it can be edited to an acceptable version.
  - v. A counterpoint was made that while the document is problematic due to numerous issues, including incorrect definitions, it is necessary for HLC requirements and grant applications and presumably better than it was without the edits made thus far. Accepting the changes made thus far would be beneficial going forward until the group is able to further edit it.
  - vi. Suggestions were presented that the document be completely rewritten with the end-user in mind.
    - 1. LT should be tasked with researching who this document is for, what it is for, what the requirements are, and then rewrite it with that target audience and scope in mind.
    - 2. This document should be narrow and designed to satisfy the stakeholders, i.e., HLC, grant applications
      - a. HLC wanted a technology plan, so if TAS has a technology plan, this document may not be needed for HLC.
    - 3. This document has evolved over time, but it started as a document that tried to explain how the first online classes at NPC would be handled at the very dawn of online courses in the early 2000s.
    - 4. This document now serves a different purpose.
  - vii. A request was made for the changes to be documented/tracked for the group to know what is being altered.
  - viii. **MOTION** by Allison Landy to accept the Distance Education Guidelines (with the correction noted regarding Tech Hubs being housed under Library as opposed to TAS) as presented with the understanding that they need to be completely revised in the next academic year.
  - ix. **SECOND** by Rachel Arroyo-Townsend
  - x. **ABSTAIN** by Ruth Creek
  - xi. **APPROVED** by majority vote

- xii. **MOTION** by Allison Landy to charge the LT group with rewriting the Distance Ed Guidelines with the following recommendations:
  - 1. Ensure and review other places where modalities are defined. Ensure correctness and alignment
  - 2. Guidelines need to be written in collaboration with other parts of the college
  - 3. Scope is limited to a document that is a useful resource, rather than a rewriting of all policy and procedure related to distance education at the college.
- xiii. **SECOND** by Susan Hoffman
- xiv. **DISCUSSION**
  - 1. Note that the recommendations are not exclusive and other things may need to be changed.
  - 2. A revision of this document was requested by the end of the Fall 22 semester.
- xv. **MOTION AMENDED** to specify that a draft of the DE Guidelines be presented to IC by the December 2022 meeting.
- xvi. **SECOND** by Susan Hoffman
- xvii. **ABSTAIN** by Shannon Motter as proxy for Wei Ma
- xviii. **APPROVED** by majority vote
- f. PD (06) – Magda Gluszek – (action)
  - i. Nine applications have been approved for faculty development. Still not seeing a lot of demand due to the pandemic.
  - ii. Currently the group is short of one faculty member after losing Steve Mills from the membership.
  - iii. Magda requested that the second charge, that includes the Human Resources leadership, be put on hold until that position is filled.
  - iv. **MOTION** by Allison Landy to accept the report from Professional Development subcommittee
  - v. **SECOND** by Dawn Johnson
  - vi. **ABSTAIN** by Ruth Creek
  - vii. **APPROVED** by majority vote
- 4. Curriculum
  - a. ACRES
    - i. Adding Baccalaureate Degree Types to ACRES Program Forms (07) – Michael Broyles – (action)
      - 1. The change being suggested is to add BA, BAM, BAS, and BS to the checklist of program types.
        - a. The Art department was consulted, but a BFA is not currently being considered; more degree types can be added as needed going forward.
    - ii. **MOTION** by Wes King to approve the options added to the ACRES forms for bachelor's degrees.
    - iii. **SECOND** by Ruth Creek
    - iv. **APPROVED** by majority vote
  - b. New Programs – none

- c. Program Modifications – none
  - d. Program Deletions – none
  - e. Program Suspensions – none
  - f. Misc. Curriculum – none
5. Old Business (not related to curriculum)
- a. 22/23 IC Calendar (08) – Pat Lopez – (action)
    - i. It has been the practice of IC to hold meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays in accordance with the rest of the college following these enumerated types of meeting dates.
    - ii. We have an issue with November 11<sup>th</sup>, which is Veteran’s Day, and thus we need to shift it to November 18<sup>th</sup> which conflicts with Leadership Council, so either Leadership Council or Instructional Council will need to move to the afternoon.
    - iii. A suggestion was made to try and return to a pre-pandemic gathering in the connected classrooms at each campus/center for the alternating (currently strictly virtual) meetings.
    - iv. The last meeting is optional and always falls on the Friday before Commencement.
      - 1. The decision was made to do away with that last meeting altogether.
    - v. One issue with the decision to rotate department deadlines is that there are numerous 3035 forms to be approved in Arts and Science, and so IC needs to be intentional about staying up-to-date with ACRES.
    - vi. **MOTION** by Allison Landy to adopt the 22/23 IC calendar with the corrections made
    - vii. **SECOND** by Rachel Arroyo-Townsend
    - viii. **APPROVED** by majority vote
6. New Business (not related to curriculum)
- a. Subcommittee charges & composition (09) – Pat Lopez
    - i. BA/BS/BAS Ad Hoc – (action)
      - 1. Looking at membership/composition due to having already addressed charges at the last IC meeting.
      - 2. Since this group is an ad hoc group, it might be more appropriate to focus on membership as opposed to composition.
      - 3. There is a faculty vacancy currently that needs to be filled due to Kevin Jones’ retirement.
      - 4. **TASK – to capture all committees in need of new members – Cassie Dows**
      - 5. **MOTION** by Susan Hoffman to accept the BA/BS Ad Hoc group membership & charges
      - 6. **SECOND** by Ruth Creek
      - 7. **DISCUSSION**
        - a. A question was posed as to whether it would be okay for the chair of this group to no longer be a faculty member and not a part of IC.
          - i. There were no objections.
        - b. Another question was posed regarding the Statutory Language that is left open.

- i. Add in the correct statutory language, [HB1453](#)
  - c. **TASK** – to add the Statutory Language to the Charges & Comp document – Cassie Dows
- 8. **ABSTAIN** by Allison Landy
- 9. **APPROVED** by majority vote
- ii. Dual Enrollment – (action)
  - 1. Charges
    - a. **MOTION** by Allison Landy to accept the suggested charges for Dual Enrollment group
    - b. **SECOND** by Dawn Johnson
    - c. **DISCUSSION**
      - i. A suggestion was made by April Horne via Michael Solomonson that the chair of Dual Enrollment be a two-year appointment to allow sufficient time to learn the role and be productive as a chair.
      - ii. Concern was expressed regarding the usefulness of the d.) charge relating to the broadening of the scope of this group.
        - 1. A change was made to say, “Explore the scope of this group as it relates to other Early College matters.”
        - 2. If the statute doesn’t direct that broadening, we need to be careful about adding the other Early College programs.
      - iii. Corrected Early College Coordinator to the correct Director of Early College Programs
      - iv. Changed the c.) charge to say, “Continued development and evaluation of the Faculty Liaison Program.”
    - d. **MOTION AMENDED** to accept the charges as now redefined with the changes made
    - e. **SECOND** by Dawn Johnson
    - f. **ABSTAIN** by Wei Ma, Renee Freese
    - g. **APPROVED** by majority vote
  - 2. Composition
    - a. Remove EDU from the CCP/EDU entry
    - b. Adding Educator Preparation (EDP)
    - c. N&AH have requested to be removed from composition due to not currently having any Dual Enrollment instructors for their division.
    - d. Remove excerpt at the end of the first bullet in Voting Members relating to faculty liaisons.
    - e. **MOTION** by Wes King to approve the Dual Enrollment composition
    - f. **SECOND** by Susan Hoffman
    - g. **ABSTAIN** by Wei Ma, Renee Freese
    - h. **APPROVED** by majority vote
- iii. Learning Technologies – (action)

1. Change the d.) charge to say, "Rewrite the Distance Education Guidelines document per approved motion from 5/6/22 meeting."
2. A question was posed as to what charge e.) means.
  - a. This was evaluating the software and technology
  - b. This came about in order to have a group of instructors to evaluate technology in order to ensure that not just TAS was evaluating and dictating what technology could be used.
  - c. Change e.) to say, "Assist in the evaluation of Instructional technology software and hardware for potential adoption."
    - i. Two sub-bullets were added to this charge as follows:
    - ii. -By developing a mechanism for evaluating new instructional technology
    - iii. -By regularly testing the existing technology
  - d. This task is too big and too important of a task to deal with in the short time left in the meeting. It would be beneficial to bring this back next academic year at the IC retreat.
  - e. Notes were added to the charges to be considered at the first IC meeting in the fall.
3. **TASK** – to add the LT Subcommittee charges & composition to the IC Retreat Agenda in the fall – Cassie Dows
4. **MOTION** by Allison Landy to table this subcommittee's charges & composition until the IC Retreat meeting in the fall
5. **SECOND** by Ruth Creek
- iv. Professional Development – (action)
  1. A suggestion was made that the b.) charge seems like it should be part of the developing a comprehensive benefits package.
    - a. Develop a recommendation for tuition and certification fee reimbursement.
      - i. If the certification is required as part of their job, then these funds should not be used for it.
      - ii. There was an instance where this charge became necessary to ensure there was no conflict of interest in paying for these types of fees.
      - iii. There is wording in the application currently that states it cannot be used to increase salary.
  2. **TASK** – to take the issue of Professional Development intentions to Leadership Council for direction – Pat Lopez
  3. Add charge of "Review Professional Development Application to make sure it is clear in terms of its current scope.
  4. Remove the charge of "Work with the new Chief Human Resources Officer to explore tuition and certification fee reimbursement options."
  5. **MOTION** by Allison Landy to accept the Professional Development charges & composition as written
  6. **SECOND** by Rachel Arroyo-Townsend
  7. **ABSTAIN** by Ruth Creek
  8. **APPROVED** by majority vote
- b. 22/23 IC Membership (10) – Pat Lopez – (action)

- i. The composition of the IC membership is in Procedure 2125, as such any changes made would need to be made there.
- ii. This review was for membership only.
- iii. Eleanore Hempsey has agreed to renew her term.
- iv. **MOTION** by Rachel Arroyo-Townsend to approve the IC membership for 22/23 AY
- v. **SECOND** by Allison Landy
- vi. **DISCUSSION**
  - 1. This will include the removal of the ITCS chair triggering the Procedure change.
  - 2. **TASK – to update Procedure 2125 regarding the composition of Instructional Council – Pat Lopez**
    - a. A request was made that the addition of faculty working on bachelor's degrees be included in the discussion of this procedure change.
- vii. **APPROVED** by majority vote
- c. Meeting Date Coordination with Leadership Council – Pat Lopez – (discussion)
  - i. Just a brief touch on the need to coordinate the shared governance and other meetings collegewide in order to forestall issues relating to conflicts caused by holidays, etc. (perhaps in a Master Calendar).
- d. Bachelor's Degree Implementation Timeline Considerations – Michael Broyles – (information)
  - i. **TASK – to bring back more information on this degree implementation timeline once more research has been done – Michael Broyles**
  - ii. Clarification was given that the application to HLC cannot officially proceed until DGB approves the program, but HLC might take six to nine months to review the application.
    - 1. This might mean that we are not able to start it in the fall.
    - 2. Note that spring implementation has been taken off the table due to financial aid considerations, particularly with audits.
      - a. That does not mean that something will not start in the spring.
      - b. When a degree program is proposed as a Fall 2023 implementation, it may not have HLC approval to start that semester, so it will not begin until Spring 2024, but it will be proposed for the Fall of 2023.
- 7. Announcements & Reporting of Previous Tasks
- 8. Future Agenda Items
  - a. Hybrid modality definition should be revisited at the retreat.
- 9. Adjournment