IC Minutes 11/18/22

Northland Pioneer College

Instructional Council (IC) Meeting Minutes

Agenda Packet • Task List

Voting Members Present:

Pat Lopez, Ferryn Sam as proxy for Wes King, Ruth Creek, Xander Henderson, Eleanore Hempsey, Raeann Brittain as proxy for Wei Ma, Renee Freese, Jeremy Raisor, Susan Hoffman, Rachel Arroyo-Townsend, Michelle Prentice

Advisory Members Present:

Michael Solomonson, Michael Broyles, Donna Krieser, Luann Crosby, Frank Orona, Josh Rogers

Guests:

Allison Landy, Evgeniy Kulakov, Susan Jensen, Cathleen Burson, Judy Yip-Reyes, Shanna Kukla, Melody Niesen

1. Roll Call

2. Approval of 10/28/22 IC Minutes (02) – Pat Lopez – (action)
   a. **MOTION** by Xander Henderson to approve the 10/28/22 IC minutes
   b. **SECOND** by Rachel Arroyo-Townsend
   c. **APPROVED** by unanimous vote
3. IC Subcommittees
   a. AS (03) – Xander Henderson – (action)
      i. **MOTION** by Rachel Arroyo-Townsend to accept the AS report
      ii. **SECOND** by Eleanore Hempsey
      iii. **DISCUSSION**
          1. A correction was made to change "Proctoring Task Force" to "Testing Task Force"
      iv. **MOTION AMENDED** by Rachel Arroyo-Townsend to accept the AS report with the suggested correction
      v. **SECOND** by Eleanore Hempsey
      vi. **APPROVED** by unanimous vote
   b. ASK (04) – Michael Broyles – (action)
      i. **MOTION** by Eleanore Hempsey to accept the ASK report
      ii. **SECOND** by Jeremy Raisor
      iii. **DISCUSSION**
          1. The subject of the ASK calendar was brought up, specifically regarding Dialogue Day coming before the Reading Day Reports are due. This subject will be brought back in the spring.

2. The committee does need to look at how we document and disseminate conclusions to research to the college.

c. BA/BS/BAM (05) - Allison Landy – (action)
   i. **MOTION** by Eleanore Hempsey to accept the BA/BS/BAM report
   ii. **SECOND** by Xander Henderson
   iii. **DISCUSSION**
      1. A suggestion was made to share the challenge of turning on the bachelor's degree functions in Jenzabar with the ERP Selection Committee.
         a. Cross-departmental meetings have been started between BA/BS/BAM ad hoc, TAS, and Rec/Reg
         b. Michael Jacob is part of the ERP Selection Committee, and he is leading the discussion revolving around that function in Jenzabar
   iv. **APPROVED** by unanimous vote

d. DE (06) – Lorie Hendershot – (action)
   i. **MOTION** by Xander Henderson
   ii. **SECOND** by Michelle Prentice
   iii. **DISCUSSION**
      1. Directed self-placement seems to be a crossover issue for both AS and DE
   iv. **ABSTAIN** by Raeann Brittain for Wei Ma
   v. **APPROVED** by majority vote

e. LT Report (07) – Ruth Creek – (action)
      1. The DGB approved a 3-year renewal for the Moodle vendor as it was cheaper than doing only one year.
      2. Distance Guidelines reboot is in process; structuring after the HLC guidelines document
         a. The working draft is online for anyone to comment on.
         b. Hoping to have the final draft ready for IC to vote on at December's meeting.
         c. There is mention of prospective students and their ability to view the curriculum via advising web pages, but after searching, no web page was found that details "a clear description of the program, including curriculum, learning outcomes, and appropriate measures of student success, e.g. graduation rates, licensure passage rates by state employment in the field, progression of higher degrees, disaggregated by modality."
         d. The impression of this transparency issue is that it is somewhat aspirational, however, it is not a bad idea to be thinking about a system for providing this information.
         e. Regarding modalities, we have NPCFlex and NPCSync pilots in place that can be referred to in this document.
         f. **TASK** – to reach out and request that Judy Yip-Reyes ask the HLC liaison for some clarity on this issue at their next regularly scheduled meeting – Pat Lopez
         g. US DOE has passed regulations that require post-secondary institutions to provide program information to prospective

students. This is why HLC is including the requirement in its guidelines document.

 h. As a participant of NC SARA with our distance education requirements, we also must go through annually and meet the reciprocity agreement guidelines in order to accept students from out of state into our programs.

  i. NC SARA are ultimately the ones that are responding to those federal mandates most closely.

  ii. Most recent review was done this fall with Jeremy Raisor and Wei Ma.

  iii. The biggest issue with this will come if we get to the point where we are offering programs online that have industry credentials or licensing that would then potentially apply outside of the state.

  iv. Transparency with students is key in this type of situation so that they are aware the license or credential will not be valid where they live.

  v. However, this is not high on the HLC peer reviewers' lists for looking into so there is time to get this ironed out.

 i. Did advisors get the access to ACRES that they had requested last year?

  i. There are some that currently have access, but it is assigned by the supervisor.

  ii. Advisors can request ACRES access from Josh Rogers.

 3. **MOTION** by Jeremy Raisor to accept the LT report

 4. **SECOND** by Rachel Arroyo-Townsend

 5. **ABSTAIN** by Ruth Creek

 6. **APPROVED** by majority vote

 ii. LinkedIn Learning plug-in for Moodle testing – ~~(action)~~

  1. During recent meeting with the Moodle vendor, it was decided that there will be a separate testing server that will allow for testing things such as this plug-in without affecting the version of Moodle that is used by faculty, **so this action item is no longer needed**.

 f. PD – none

4. Curriculum

 a. ACRES – none

 b. New Programs

  i. BAS in Early Childhood Education – Allison Landy – (action if ready)

   1. **MOTION** by Xander Henderson to approve BAS in Early Childhood Education program

   2. **SECOND** by Michelle Prentice

   3. **APPROVED** by unanimous vote

 c. Program Modifications

  i. Request to Proceed – Cosmetology Program Desc. CP CAS AAS (08a & 08b) – Chloe Fagotti – (action)

   1. **MOTION** by Eleanore Hempsey to approve the Request to Proceed – Cosmetology Program Desc. CP CAS AAS

2. **SECOND** by Rachel Arroyo-Townsend
3. **DISCUSSION**
    a. There is a problem with the number listed on the RTP for Advanced Skin Care III, it is not COS 246, but COS 236.
    b. Program overview still says 1600 hours.
    c. Current students will be expected to complete COS 236 for this AY. If they wait until next AY, they will not be required to take COS 236 as this change will have gone into effect if approved.
    d. Contact hours in Cosmetology refer to clock hours due to licensing requirements.
        i. The hours were re-calculated to be sure that they were correct, and they were not.
        ii. Change from 1500 hours to 1510 hours in the program overview for accuracy.
    e. These ACRES forms also need to specify a differentiation between clock hours and Carnegie hours.
    f. Jeremy Raisor, Michael Broyles, Chloe Fagotti, and Ferryn Sam have been discussing changes that need to be made.
4. **MOTION AMENDED** by Eleanore Hempsey to approve the Request to Proceed – Cosmetology Program Desc. CP CAS AAS with a correction of COS 246 to COS 236 on the RTP.
5. **SECOND** by Rachel Arroyo-Townsend
6. **ABSTAIN** by Jeremy Raisor
7. **APPROVED** by majority vote

d. Program Deletions – none
e. Program Suspensions – none
f. Misc. Curriculum
    i. Preparatory Discussion for the AGEC Redesign (09) – Michael Broyles – (information/discussion)
        1. The draft of the change criteria should be released soon. It is believed that as soon as it is voted in, it will be sent to institutions.
        2. The spring meeting is on February 2nd, so it is expected no sooner than February.
        3. One of the changes is that ENL 109 – Technical Writing would be an alternative to ENL 102 – Composition II. ABOR will require that if a student completes their AGEC, the universities must accept that course as a block transfer, however, if they do not complete an AGEC degree, the university they transfer to may require they take Composition II instead of accepting ENL 109 – Technical Writing.
        4. With our general education degrees, and any other degree that has ENL 102 as a requirement the question is whether it is best for our students to allow ENL 109 – Technical Writing instead of ENL 102 – Comp II within those degree programs.
            a. Ryan Jones expressed support for allowing students to take ENL 109 because that might be beneficial for their careers, and he also expressed disagreement with the universities in not considering the career opportunities that might be attractive to community college students.

      b. Melody Niesen agreed that Technical Writing would serve some of our students better than Comp II.

      c. There is no solid understanding of how the other NPC English faculty feel regarding this matter.

      d. Lexile ratings put technical manuals for the trades above medical school textbooks. It is a disservice to those trades to presume that it is less than Comp II.

      e. It was the university representatives that were largely against this change to accept ENL 109 in the English ATF.

      f. The ABOR requirements could be a guide, but the universities are not required to follow them.

            i. There are university representatives on the Steering Committee that will have a vote on the AGEC, but they are outnumbered by the community colleges.

            ii. The final decision is made by the AZTransfer Steering Committee, and they can deviate from what ABOR has said and still the universities will take the AGEC transfer.

      g. AGEC is being put into one AGEC, no longer split up, but NPC can do anything above the base requirements as long as students have the opportunity to meet those requirements.

            i. Feedback from deans, chairs, and faculty is important on how NPC moves forward with these changes.

      h. Allison Landy voiced a concern that NPC walk cautiously forward in making decisions where we have 'greater than' expectations as we need to be very careful about decisions we make, like 64 credit degrees vs. 60 credit degrees, in terms of how well we want students to apply their credits.

5. The next change would be to the Natural Sciences, taking an 8-credit requirement to a 6-8 credit requirement.

      a. This would eliminate the need for a lab science.

      b. The only way that an NPC student could achieve the bare minimum of 7 credits would be by taking BIO 181 – Intro to Bio and Human Genetics.

      c. The science labs are an important part of general knowledge that aren't always readily available experiences for children especially in rural areas such as ours.

      d. Experiencing the sciences rather than being lectured to is an important part of understanding science.

      e. During the meeting, the newest AGEC draft was checked and showed Natural Sciences at 8 credits.

5. Old Business (not related to curriculum) – none

6. New Business (not related to curriculum)

    a. Expanding the Program Implementation Year (10) – Michael Broyles – (discussion)

        i. Looking for feedback on whether this would be beneficial, how to do it, and where it would not be beneficial

        ii. What is the rationale for delaying implementation?

            1. If there was a need for a program to be approved in order to get some sort of exterior accreditation or certification, but that exterior

accreditation or certification will take longer than we have to implement the program.

2. A follow-up question was posed as to whether this would result in some requests for modification to programs that have already been approved by IC, for example, having to modify a program that has not even been implemented yet, to which the answer was yes.

3. The amenable solution would be to keep the implementation schedule as is, but the individual divisions and departments don't necessarily have to enroll students within that implemented program.

4. Rec/reg requires changes to be implemented in the fall
   a. This is regarding program modifications, not new programs.
   b. The reason is that they configure the system for the academic year. Implementing a modification mid-year would cause the need for a different configuration than the one that was implemented at the beginning of the AY.
   c. This will mess with the college catalog, the degree audits, etc.

5. The plan for the BAM was to get through IC and then try to get to DGB by April/May and then to HLC about June/July and with a 6–8-month turnaround from HLC, that would put a site visit in early 2024. This doesn't leave much time for advertising and getting that process going.
   a. The exception would be for approving this after the due date for CTE program approval seeing as how it is not a program for this next academic year (FA23), but in fact, the year following the next academic year (FA24).
   b. It would need to be approved this academic year.

6. Reasoning behind wanting to get through IC and have it put in the system for implementation in FA24 was so that there would be time to get everything done without having to rush, and time to make any necessary changes that may come up while still having a strong program.

7. It is going to be necessary to have a more in-depth timeline discussion, possibly with the President's Cabinet, due to the first three bachelors' programs requiring onsite visits which makes this a budgeting issue as well as a timeline issue.

8. It might be more efficient to have specific requests for extensions, such as the BAM program extension, requested at the time of submitting the Request to Proceed.

7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
9. Adjournment