

IC Minutes 12/09/22

Northland Pioneer College  
Instructional Council (IC) Meeting Minutes

[Agenda Packet](#) • [Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Xander Henderson, Eleanore Hempsey, LaTonya Motley 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, Cassie Dows, Marletha Baloo

Guests:

Allison Landy, Susan Jensen, Shanna Kukla, Melody Niesen, Rachel Channell, Mark Camisa, Chloe Fagotti, James Gil, Lia Keenan, Lynn Johnson, Tamara Osborne, Josh Jeffrey, Jodie Humphrey, Michael Jacob, Ferryn Sam, Ben Sandoval

1. Roll Call
2. Approval of 11/18/22 IC Minutes (02) – Pat Lopez – (action)
  - a. **MOTION** Xander Henderson to approve the 11/18/22 IC meeting minutes
  - b. **SECOND** Wes King
  - c. **ABSTAIN** by LaTonya Motley for Wei Ma
  - d. **APPROVED** by majority vote
3. Updates
  - a. DEI
    - i. Fall edition of [Every Voice News](#) has been posted
  - b. SSA
    - i. One of the next major SSA agenda items will be around standardizing 60 credit degrees within our institution
    - ii. Dr. Hana Lahr, member of the community college research team at Columbia, will be our Convocation speaker this spring.
      1. She will talk about the next steps, concrete actions to move forward with Guided Pathways work.
  - c. TAS – none
  - d. DII – none
4. Curriculum
  - a. ACRES
    - i. 3035 Project Update and Reminder – Michael Broyles – (information)

1. All remaining 3035 forms (48) have now been submitted and are at the IC level for voting.
2. On the forms that do not have a faculty expert, IC members can leave feedback for a future faculty member, however, if you are feeling overwhelmed, this is a task that could be skipped in consideration of time if you have thoroughly reviewed the form for any technical mistakes.

b. New Programs

i. Request to Proceed – Bachelor of Applied Management (03) – Rachel Arroyo-Townsend – (action)

1. This will be a 90/30 degree: 90 lower division, 30 upper division
2. Students will be able to bring in all 60-64 credits of an Associate degree regardless of what they graduated with.
3. Students will be required to take 26 credits of lower division business core classes that are already established here.
4. Will be creating 14 upper divisions courses, some of which will be specific for the different emphases.
5. The Business department is already looking to the future for expanding this degree through the addition of different emphases which will not require bringing a new program through IC.
  - a. This also opens the possibility to expand to offer an administration degree for AJS students.
6. This is a fix for the loss of credits not only for transferability but also for applicability.
7. **MOTION** by Susan Hoffman to approve the Request to Proceed for the Bachelor of Applied Management
8. **SECOND** by Wes King
9. **DISCUSSION**
  - a. Clarification was given that this option of adding emphasis rather than creating new degrees will keep NPC from having to get an HLC site visit for approval but will still require IC and DGB approval.
10. **ABSTAIN** by Jeremy Raisor, Rachel Arroyo-Townsend
11. **APPROVED** by majority vote
12. Request to extend BAM form deadline – Rachel Arroyo-Townsend – (action)
  - a. Requesting an extension for ACRES form submission deadline from January 27th to February 10th due to the amount of paperwork in order to keep to the timeline for submitting to HLC this summer.
  - b. IC may need to consider allowing form submissions for a two-year out cycle after the current AY timeline to allow for the expanded curriculum development activities as this will most likely be an ongoing issue as we continue to build an expand a variety of programs.
  - c. This is something we should look at in the future; however, we need to take the slow and steady approach to ensure that this does not cause any issue for things such as catalog production.

- d. **MOTION** by Susan Hoffman to approve the request to extend the BAM form deadline
- e. **SECOND** by Xander Henderson
- f. **MOTION AMENDED** by Susan Hoffman to extend the BAM form deadline to February 10, 2023
- g. **SECOND** by Xander Henderson
- h. **MOTION AMENDED** by Susan Hoffman to extend the BAM form deadline to be at IC level by the February 24, 2023
- i. **SECOND** by Xander Henderson
- j. **ABSTAIN** by Rachel Arroyo-Townsend, Jeremy Raisor
- k. **APPROVED** by majority vote
- ii. Request to Proceed – Physical Health & Performance (04a & 04b) – Lynn Johnson – (action)
  - 1. A question was posed regarding what the benefit was of taking both Sports Nutrition (HPE 135) and Nutrition (HES 145) vs. taking the Intro to Statistics (MAT 125 which is being replaced by MAT 160)
    - a. The CP portion of this program was designed to meet the HS Sports Medicine students where they are at, but also provide a pathway for them to continue after graduation.
    - b. Sports Nutrition is part of the HS credit which is why that is included in the CP
    - c. While this was developed specifically for the HS students, however, there is intention to open it up to the public as well.
    - d. There is an intention to expand to offering PTA and CoDA programs.
    - e. HES 190 Human Body in Health and Disease is a 4-credit class that would be a good substitution for the HES 145 Nutrition course; however, redundancy with BIO 201 and 202 is possible
    - f. A suggestion was made to look at the courses and course sequences to see what is already in place that might be utilized for these proposals as there seems to be a lot of overlap.
    - g. It was suggested that replacing BIO 205 with BIO 182 would be beneficial as BIO 182 would be more applicable to a pre-professional bachelor's degree.
    - h. Taking a psych class might be a good idea for working toward a mind/body connection
    - i. A suggestion was made that N&AH should be consulted along with the science department possibly to ensure that there is as little overlap as possible and to ensure that we are utilizing what we already have in place where possible.
    - j. Concern was expressed regarding the jump between the CP and the AAS, adding a CAS into the pathway might be beneficial.
      - i. It was noted that the CAS doesn't have value outside of the college but is a useful scaffolding within the college that may help give the student the confidence to continue to the Associate degree.

- ii. A suggestion was made that we change the name Certificate of Applied Science to something that will mean something outside the college.
  - iii. It is best to hold off on renaming the CAS until Michael Broyles has gone through ACRES to ensure that all programs are included there.
- k. There should be more consistency in the nomenclature we are using with this program, Health & Physical Education, Physical Health & Performance, and Sports Medicine
  - i. Suggestion was Physical Health & Performance be the program name with the Health & Physical Education be the department name/prefix (HPE)
- l. It may be beneficial to add a blurb about the Sports Medicine CP as there already are blurbs about both the Personal Training & Rehabilitation CP and the Physical Health and Performance AAS.
- m. There have been some discussions with NAVIT, however, there is still some uncertainty as to whether this will be an offering through NAVIT mainly because several schools already have a Sports Medicine program and there is no desire to compete with them.
  - i. This is a JTED/CTED approved/aligned program.
  - ii. This is also aligned with what other institutions are doing
- 2. **MOTION** by Eleanore Hempsey to approve the RTP for the Physical Health & Performance Program
- 3. **SECOND** by Rachel Arroyo-Townsend
- 4. **ABSTAIN** by Jeremy Raisor
- 5. **APPROVED** by majority vote
- iii. Request to Proceed – Behavioral Health Studies (BHS) (05a & 05b) – Rachel Channell – (action)
  - 1. This is modeled closely after Maricopa's program
  - 2. Rachel has reached out to the Ed Prep program as the CFS prefix was established a few years ago with the intention of moving into a program of study that included infant/toddler mental health services and childhood mental health consultation.
    - a. Suggestion to replace Intro to Psych (PSY 101) with Developmental Psych (PSY 240) or Survey of Child Development (ECD 250)
      - i. There is a section on the strikethrough that allows for emphasis of a type through elective groupings such as:
        - 1. Early Childhood Mental Health
        - 2. Developmental Disability
        - 3. Addiction and Substance Use
        - 4. Community Health
        - 5. Criminal Justice and Forensic Science
    - b. Another suggestion was that we ensure cross-divisional conversations take place for many reasons, but one being that

we not create so many new courses without looking at what is already offered to see what will fit.

- c. Concern was posed regarding the ½ credit classes that are listed on the strikethrough document for this RTP.
  - i. EMT 104 is a standard that has been inherited and is used to be able to provide training at the smallest increment the college can offer.
    - 1. It represents 8 hours of training that is frequently done outside a degree pathway.
    - 2. It does make including these in a degree pathway difficult unless pairing it with something else that will make up for the missing ½ credit.
    - 3. Suggestion was to beef up the BHS Fundamental Nonviolent De-escalation course to a full credit and then make the CPR/First Aid course a prerequisite of some sort.
- d. A question was posed as to what math course advisors should suggest for the CAS.
  - i. MAT 142 or higher is required to transfer to university at this time.
  - ii. MAT 142 or 152 should be listed due to transferability; however, it was suggested that Statistics be a required course as people in these professions are making decisions that should be data driven.
    - 1. There is a Psych Statistics course that might be a better option.
  - iii. As a lower-level entry position, the statistics piece wouldn't be as necessary as these positions wouldn't be the ones making the decisions, however, it could be an advisory suggestion for those wanting to continue in the field.
  - iv. Some of these issues could be corrected with degree maps.
- e. It was suggested that Technical Writing and Public Speaking would be great options for the Communications requirements.
- 3. **MOTION** by Eleanore Hempsey to approve the RTP for the Behavioral Health Studies program
- 4. **SECOND** by Michelle Prentice
- 5. **DISCUSSION**
  - a. Attention to nomenclature would be appreciated for the program description (behavioral health program should be behavioral health studies program for consistency).
- 6. **ABSTAIN** by Jeremy Raisor
- 7. **APPROVED** by majority vote
- iv. Feasibility study for our Administration of Justice CP, CAS, and AAS degree (06a & 06b) – Mark Camisa – (action)

1. This is targeted at those currently completing the Police Academy as well as those completing at other academies around Arizona.
  - a. Some work has been done in creating courses that would be part of a new pathway in the future that would be targeted to someone who would like to work towards becoming a paralegal.
2. Something to note from the survey were comments regarding scheduling and possibility of city/county funding for schooling.
  - a. If there could be some fixed scheduling allowing for the officers to still work their shifts, while taking classes, the different departments might be able to secure funding for the professional development in order to boost retention.
3. Concern was raised regarding the 36 credits that come from the Police Academy which is not under the control of NPC.
  - a. NATC works much like NPC Friends & Family in that it is associated, but not directly related.
  - b. Jon Wisner, who oversees the NATC, is an NPC employee and he also oversees the adjunct faculty who work in the academy.
  - c. For clarification, NATC is both the facility and the organization that coordinates NPC's Police Academy, which is titled Northeast Arizona Law Enforcement Training Academy (NALETA).
  - d. The next phase of this program will be focusing on the 36 credits from NALETA and breaking them into specific classes that could then be duplicated at NPC for those who are not looking to become police officers and thus do not want to go through the academy.
4. Some new AJS courses have shown up in ACRES recently but are not listed on the strikethrough and a question was asked as to why that was.
  - a. Currently there are two pathways slated for AJS; one for those wanting to become police officers and one that would be more for a paralegal.
    - i. There is a Dispatch class as well as an Ethics class in ACRES that will be part of those pathways even though only one pathway is being built right now.
    - ii. AJS 106 – Dispatch Certification is simply a course and has nothing to do with the CP being built.
    - iii. This is a public course to help people work in the Dispatch offices for police departments as there is currently a shortage of dispatch workers.
5. **MOTION** by Eleanore Hempsey to approve the Feasibility Study for the AJS program
6. **SECOND** by Xander Henderson
7. **DISCUSSION**
  - a. There was some concern about the several instances where comments were made regarding possible conditionality of scheduling.

- i. This is due to officers who sign up for classes at a certain time, but the course is then changed to another time, it leaves the officers in the lurch with having to change their schedule yet again.
    - ii. This could possibly be avoided by having the organization promise a certain number of students for the class to make and not be cancelled.
      - 1. This could work as long as we realize that these decisions need to be made early on when classes are being planned.
    - b. Most of the courses would be taught by Mark Camisa supplemented with adjunct faculty.
    - c. The current completion rate for the program is approximately 70%.
      - i. The projected net income from the program would likely be a range, and not the maximum amount noted in the feasibility study that assumes a 100% POST completion rate.
  - 8. **ABSTAIN** by Jeremy Raisor
  - 9. **APPROVED** by majority vote
- c. Program Modifications
  - i. ~~Medical Office Administration – Rachel Arroyo-Townsend – (action if ready)~~ (not ready due to necessary courses lacking approval)
  - ii. ~~Entrepreneurship – Rachel Arroyo-Townsend – (action if ready)~~ (not ready due to necessary courses lacking approval)
  - iii. ~~Management & Leadership – Rachel Arroyo-Townsend – (action if ready)~~ (not ready due to necessary courses lacking approval)
  - iv. Cosmetology CP CAS AAS – Chloe Fagotti – (action)
    - 1. The reason for the change is decreasing the minimum hours required for the program per the state certification.
    - 2. The strikethrough in ACRES still says “Draft” at the top in error, but this will be corrected once approved.
    - 3. **MOTION** by Wes King to approve the Cosmetology CP CAS AAS program modification
    - 4. **SECOND** by Rachel Arroyo-Townsend
    - 5. **ABSTAIN** by Jeremy Raisor
    - 6. **APPROVED** by majority vote
  - v. General Education – James Gil – (action if ready)
    - 1. This is the change from MAT 125 to MAT 160.
    - 2. **MOTION** by Jeremy Raisor to approve the General Education program modification
    - 3. **SECOND** by Rachel Arroyo-Townsend
    - 4. **ABSTAIN** by Xander Henderson
    - 5. **APPROVED** by majority vote
- d. Program Deletions – none
- e. Program Suspensions – none
- f. Misc. Curriculum

- i. Request for new prefix for Behavioral Health Studies (BHS) – Jeremy Raisor – (action)
  - 1. **MOTION** by Xander Henderson to approve the BHS prefix
  - 2. **SECOND** by Michelle Prentice
  - 3. **ABSTAIN** by Jeremy Raisor
  - 4. **APPROVED** by majority vote
- ii. Request for department chair permissions in ACRES (Behavioral Health Studies and Health & Physical Education) – Jeremy Raisor – (action if desired)
  - 1. There is not currently a chair for the BHS & HPE departments.
  - 2. The request is that IC designate a chair from one of three options:
    - a. Subject matter experts (also the proposers)
    - b. CTE dean
    - c. SBS department/N&AH division representatives
      - i. This would be Jeremy's preference since there will be close collaboration with these groups on building the courses.
  - 3. **MOTION** by Eleanore Hempsey to accept option "c." SBS dept/N&AH division representative to function as department chair for the BHS and HPE departments in ACRES
  - 4. **SECOND** by Wes King
  - 5. **ABSTAIN** by Jeremy Raisor
  - 6. **APPROVED** by majority vote
- iii. ~~RTP – New Prefix IPD to replace EDU for ISW courses (07) – LaTonya Motley – (action)~~ (Removed from agenda as the RTP is not required)
- iv. AGECE Redesign Update – Michael Broyles – (information)
  - 1. AZTransfer Steering Committee may be extending the statewide implementation of the new AGECE to allow for more feedback and/or they may be extending the implementation date for community colleges.
- 5. Old Business (not related to curriculum)
- 6. New Business (not related to curriculum)
- 7. Announcements & Reporting of Previous Tasks
  - a. **TASK** – to get into ACRES and evaluate curriculum – ALL IC VOTING MEMBERS
- 8. Future Agenda Items
  - a. Michael Broyles will be bringing ATF research in January.
- 9. Adjournment – (action)