

IC Minutes 01/27/23

Northland Pioneer College  
Instructional Council (IC) Meeting Minutes

[Agenda Packet](#) • [Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Xander Henderson, Eleanor Hempsey, Wei Ma, Renee Freese, Jeremy Raisor, Susan Hoffman, Rachel Arroyo-Townsend, Ruth Creek, Michelle Prentice

Advisory Members Present:

Michael Solomonson, Michael Broyles, Donna Krieser, Luann Crosby, Josh Rogers, Pam Dominguez as proxy for Cassie Dows

Guests:

Allison Landy, Susan Jensen, Shanna Kukla, Melody Niesen, Rachel Channell, Lia Keenan, Jodie Humphrey, Ruth Zimmerman, Lorie Hendershot, Tabitha Stickel, Michael Jacob, Cathleen Burson, Kathleen Berlyn, Frank Orona, Tamara Osborne, Elizabeth McKey

1. Roll Call
2. Approval of 01/13/23 IC Minutes (02) – Pat Lopez – (action)
  - a. **MOTION** by Wes King to accept the 1/13/23 IC meeting minutes
  - b. **SECOND** by Rachel Arroyo-Townsend
  - c. **APPROVED** by unanimous vote
3. Updates
  - a. DEI – none
  - b. SSA – Melody Niesen – (information)
    - i. Removing obstacles to student success
      1. Late fees have been removed.
      2. Dropped for non-payment date pushed back.
      3. Offering the “this class is on us tuition waiver”.
      4. Two one-stop shop pilots (LCC and SCC).
    - ii. Identify pathways
      1. Programs have been grouped into areas of interest, based on CCRC recommendations.
      2. Most program maps have been completed.
      3. Development of Faculty Advising pilot started in FA22.
    - iii. Proposed a Student Success course to Leadership council. The course was put on hold for the new Arizona AGEC requirements.
    - iv. Co-requisite model for ENL and MAT is being piloted.
    - v. Improved Career Exploration tools for students.
  - c. TAS – none

- d. DII (03) – Wei Ma – (information)
  - i. Library Services is working with AS/EPP and CTE/BUS database needs for the four-year programs.
  - ii. Early College is planning High Schools Partners' Convocation on March 1 at SCC.
  - iii. Potential partnership with AAECCHS.
  - iv. Additional funding of \$120,000 for the Open Textbook Grant.
  - v. FIPSE funded projects are on track to implement TargetX, DualEnroll, Ad Astra, Student Readiness Course and College Immersion Year.
  - vi. Faculty Mentoring is ready for SP23.
  - vii. Additional ISW courses will be added to SP23 schedule.
    - 1. The course that is being proposed to replace ISW, IPD275 made it to IC level in ACRES.
  - viii. HyFlex pilot continues.
  - ix. The first draft of the 2025-2026 Academic Calendar will be taken to [Shared Governance groups and high school partners](#) in February, following IC guidelines. Wei will bring feedback to IC in March.
- 4. Curriculum
  - a. ACRES – none
  - b. New Programs
    - i. Request to Proceed – Bachelor of Arts in Elementary Education (04) – Cathleen Burson – (action)
      - 1. The purpose of this program is to help our communities.
        - a. Recruit teachers, due to a teacher shortage.
        - b. Build a program that supports our current and future teachers.
        - c. Our county has 60 positions open; statewide over 9,600.
        - d. The program will be implemented in fall 2024.
      - 2. In the process of developing the upper division courses through the Early Childhood program.
        - a. In the Arizona Department of Education, we have their standards, curriculum, and guidance. We have been proactive in looking at the legislation and creating new reading classes. Some K-12 Teachers are unaware of the changes to come.
        - b. There could be possible modifications to the AAEE as we review the course content and make shifts and changes.
          - i. Modification(s) will be made next academic year or the year following.
        - c. We align everything with the Arizona Department of Education so we can be competitive.
      - 3. Proposal to create a new prefix Educating Exceptional Students (EES)
        - a. For students that are remedial, but also gifted.
      - 4. The department is working closely to make a plan of study. We can proceed and create a strong bachelor's degree in Elementary Education.
      - 5. Michael Broyles stated this is part of a statewide effort in many community colleges in response to the teacher shortage.
        - a. NPC has taken a leadership role in rural community colleges in developing this program.

- b. Michael Broyles asked his NAVIT students last year “what are the major issues facing Arizona. The students’ answer was “the high turnover within the school systems”.
  - c. The idea is if we get qualified teachers from inside the community, they are less likely to leave.
- 6. Classes will be offered in-person and online.
  - a. This is a teacher preparation program; we will not be able to “student teach” outside of our district.
- 7. Student to teacher ratio is an issue in K-12 schools.
  - a. Teachers need to know how much our schools really spend on our students.
- 8. **MOTION** by Eleanor Hempsey to accept Request to Proceed – Bachelor of Arts in Elementary Education.
- 9. **SECOND** by Xander Henderson
- 10. DISCUSSION
  - a. Dr. Mike Solomonson wanted to manage expectations with timelines. At the Cabinet level, they have approved the Bachelor in Early Childhood Education but have not necessarily committed to other Bachelor programs.
    - i. Allison Landy mentioned this was a trajectory that the DGB heard and wanted to see move forward. The DGB supported in the early conversations. The DGB were interested in the Secondary and Special Education degrees.
    - ii. Superintendents also expressed that they would even like the **future bachelor’s** degrees to **lead to** a dual teaching certification in both elementary and special education.
    - iii. NAVIT’s Superintendent, Matt Weber, was supportive of the certificate, associate, and bachelor’s program for a truly grow your own model.
- 11. **APPROVED** by unanimous vote
  - ii. Feasibility Study – Bachelor of Allied Management in Business (05) – Rachel Arroyo-Townsend – (action)
    - 1. Xander was concerned with the wording, students cannot apply for this program unless they take 90 credits of lower division courses.
      - a. This would be a concern for financial aid students that are not enrolled in a degree program.
        - i. The student has to show that they are enrolled in an eligible program.
      - b. Suggested wording, students be able to apply to the BAM program with their completion of their AAS (64-credits) and the 26 credits of lower division courses be part of the program.
    - 2. Xander was concerned with *MAT152 OR recommended MAT211* as General Education requirements.
      - a. Xander suggested deleting “OR recommended”.
    - 3. The catalog mockup does not follow the format of having the total credits listed for the BAM degree: it is split into Lower Division Core-26

- Credits, but should be 90 Credits, and BAM Upper Division Core-30 Credits should be 120 Credits.
- a. Rachel Arroyo-Townsend is aware of the error and will be correcting the mockup.
4. The standard by HLC and IC is 30 Credits of General Education in the bachelor's degree.
    - a. The way the program is built, a student with less than 30 credits of general education, which is a requirement, would need to add another year to get those credits. It's not built into the program.
      - i. Our AAS degrees have various levels of credit hours of general education, and they come in with their knowledge base from their industry not a business knowledge base. The program is structured so they must have that business foundation.
      - ii. The map does not allow for those classes that are not in their AAS degree. The general education classes need to be built into the map.
        1. The map should have blanks to allow for any required classes needed that were not met on the AAS.
        2. The map could add a summer semester.
  5. This degree is a pathway for students who don't have a pathway.
    - a. GCU is the only other school that offers a pathway.
      - i. At the universities, a lot of our credits are used as electives.
  6. BAM is to build upon a wide range of associates degrees.
  7. In ACRES, *Number of Credit Hours in the Program* should be 120 credits. The credits shown should be the totality of the program.
    - a. How do we put that on the Strikethrough clearly?
      - i. Show a CP, CAS, AAS-up to 64 credits, Bachelors 120 credits. You would have room to get either general education or lower division core classes to meet the 90 credits. Once the student meets the 90 credits of lower division, the student would start the 30 credits of upper division courses.
      - ii. We are building a clear 4-year pathway for our students.
  8. The program needs to have admission, selection, and graduation requirements and a map.
  9. The program should not be promoting NPC HyFlex since it is a pilot and we do not have the data back.
    - a. It would be better to express the courses will be offered connected, live, or recorded without calling it NPC Flex or NPC HyFlex.
  10. Xander mentioned two paths.
    - a. Path 1 you have completed your general education requirements.

- b. Path 2 you have not completed your general education requirements.
      - i. Look at the AAS with the minimum general education credits and add however many slots to make the required 30 credit hours.
- 11. Students wanting to potentially transfer to a graduate school is why those general education classes are so important.
  - a. Graduate schools look at transcripts.
- 12. Michael Broyles will be assessing/editing the feasibility study template next year.
  - a. Send your feedback to Michael Broyles.
- 13. The degree has 47% of business courses.
  - a. The ad hoc committee did not put a minimum or maximum number of discipline credits required as part of a major.
  - b. A general education course can be a business class.
    - i. If you have good rationale, you can make the case that a specific business class is a general education class.
  - c. The 30 credits of general education do not have to be on the AGEC list.
- 14. The feasibility study is not persuasive.
  - a. The executive summary mentions recruiting students outside of our district which is in contradiction to the law that allows us to create bachelor's degrees.
  - b. Under *PRODUCT/SERVICE MARKETPLACE*, you are appealing to two different types of students.
    - i. The first group are already employed, and the second group are self-employed. It does not seem realistic that the latter group would want to spend thousands of dollars and two-years going back to get their bachelors.
  - c. The student and community survey had good responses. The Business/Employer Survey had only 29 responses.
  - d. The *Market Data* section needs more content. The bullet points under that section are skills and qualifications. Industry growth and growing occupations need to state in Navajo and Apache Counties.
  - e. Number your tables in the text.
- 15. **MOTION** by Xander Henderson to table the consideration of the Feasibility Study – Bachelor of Allied Management in Business.
- 16. **SECOND** by Eleanor Hempsey
  - iii. IC guidance on BHS program deadline extension – Rachel Channell – (action, if needed)
    - 1. No action needed.
  - c. Program Modifications – none
  - d. Program Deletions – none
  - e. Program Suspensions – none
  - f. Misc. Curriculum
    - i. AGEC Redesign Feedback (06) – Michael Broyles – (information)

1. Michael Broyles will be collecting the AGEC Redesign feedback for our institution. Send Michael your feedback by March 1. Feedback as an institution is the preferred method. Your feedback will be anonymous.
  2. AzTransfer is an important community building institution in collaboration with other colleges.
  3. The questions for your feedback:
    - a. Is there any aspects of the criteria of the categories that are missing?
    - b. Is there any aspects of the criteria of the categories that shouldn't be in there?
    - c. Make sure everything is stated clearly for people across colleges and for students essentially.
  4. You can give feedback individually that will be due March 31. That will not be anonymous.
  5. New AGEC goes into effect FA2025.
    - a. Start working on the changes in your General Education programs in FA2023.
    - b. The request to proceed for the new General Education programs should be in FA2024.
  6. In the AGEC, courses must address the AAC&U Essential Learning Outcomes.
    - a. Knowledge of Human Cultures and the Physical & Nature World.
    - b. Intellectual and Practical Skills
    - c. Personal and Social Responsibility
    - d. Integrative and Applied Learning
  7. Category Criteria will take two forms.
    - a. Courses in this category will...
      - i. This heading means that a course must satisfy this criterion in order to be included in the category.
    - b. Courses in the category may...
      - i. This heading means that this criterion is optional and may apply to some but not all courses in the category.
5. Old Business (not related to curriculum)
- a. Instructional Council Chair Duties & Responsibilities (07) – Pat Lopez – (action)
    - i. Second bullet point strikethrough *being as transparent as possible*.
    - ii. Seventh bullet point strikethrough *Ensures that IC business takes place in committee; avoids meeting privately with the VPLSS on matters related to IC removed*.
    - iii. Add as the first bullet point to read *Leads the Council with transparency by:*
    - iv. Add three sub bullet points to read
      1. *ensuring that most of the IC business is conducted during regular meetings*
      2. *attending meetings with members of the President's Cabinet joined by other IC members (such as the vice chair and/or the curriculum coordinator, or designee)*
      3. *Informing IC on any meetings held with members of the President's Cabinet and reporting back after the meeting*

4. **MOTION** by Eleanor Hempsey to accept the updated Instruction Council Chair Duties & Responsibilities.
  5. **SECOND** by Xander Henderson
  6. **APPROVED** by unanimous vote
6. New Business (not related to curriculum)
  - a. IC operations Spring 2023 – Pat Lopez – (information)
    - i. Cassie Dows has resigned. She has agreed to come back for 19 hours a week until the end of February.
    - ii. Members are asked to direct communications to Pat Lopez until an assistant to IC can be hired and trained
7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
  - a. IC to discuss how we document how labs are taught across the college in different disciplines, which will hopefully help address the load issue in CTE.
  - b. Discussion in using AI software
9. Adjournment – (action)