

IC Minutes 03/24/23

Northland Pioneer College  
Instructional Council (IC) Meeting Minutes

[Agenda Packet](#) • [Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Xander Henderson, Eleanore 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, Frank Orona, Joshua Rogers, Cassie Dows, AJ De La Cruz

Guests:

Allison Landy, Melody Niesen, Gary Santillanes, Jodie Humphrey, Josh Jeffery, Tamara Osborne, Raeann Brittian, Lia Keenan

1. Roll Call
2. Approval of 03/10/23 IC Minutes (02) – Pat Lopez – (action)
  - a. **MOTION** – Xander Henderson
  - b. **SECOND** – Renee Freese
  - c. **APPROVED** – Unanimous approval
3. Updates
  - a. DEI – none
  - b. SSA – none
  - c. TAS – none
  - d. DII – Verbal – Wei Ma
    - i. Early College committee met with Blue Ridge Principal & Math Department Chair to set expectations of sequencing & placement in efforts to resolve concerns brought up by Academic Standards & others.
    - ii. “In-House” Quality Matters Workshop was a success! 11 Graduates
    - iii. Five nominations for the Innovation of the Year Award 2022-2023. The winner will be recognized in Fall Convocation & Spring 2024 National League for Innovation conference.
    - iv. Library: Laptops purchased with CARES fund are being delivered to campuses & centers (20 per campus, 10 per center). NCP Libraries plan to start checking-out laptops the week of April 10<sup>th</sup>. Instructors may also check-out as many as needed. Dr. Mike will send out information to all Faculty.
      1. Check-out will only be for the day, onsite campus use only. First come, first served. Carrier bag & charger included. Return 15-mins before the end of library’s business day. Marketing will be done once laptops are available for checkout (email, flyers, NPC website)

- v. Two groups (Testing Task Force & LinkedIn Learning Implementation Team) are strategizing on LinkedIn Learning & Testing Services
    - 1. Planning to meet with Student Success Alliance & Faculty Association and bring an update to the 04/28/23 IC Meeting
- 4. Curriculum
  - a. ACRES
    - i. Updates – Michael Broyles – (information)
      - 1. 3035 Project Update
        - a. All 127 courses are in ACRES.
      - 2. Missing Program Strike-throughs in ACRES
        - a. All strike-throughs for all programs are in ACRES.
        - b. Associates of: Arts, Gen. Studies, and Science, need to be searched by department (general education).
        - c. Three programs look different on strike-through vs in the catalog, have contacted associated deans about the issue.
    - ii. Instructions for Course Forms Discussions (03) – Michael Broyles – (discussion)
      - 1. Voting on the 2023-2024 edition will be held on 04/28/23 meeting.
      - 2. Item 1 – Support for changing name, plus year of approval.
      - 3. Item 2 – Many are not in favor of placing restrictions on 300+ level course due to difference of course instruction (educational vs technical degree).
      - 4. Item 3 – Incremental curriculum reports are now required to get sent to the IC Assistant under the understanding that they'll archive said document and make publicly available.
      - 5. Item 4 – Change the single example to several course descriptions. Discussion of course content vs student outcomes was brought up. Support to continue to have a suggested 50-word limit but not have it required.
        - a. **TASK – Rewrite instructions** – Michael Broyles
      - 6. Item 5 – Literacy/Critical Inquiry may need clearer definition or verbiage change for non-AGEN courses under AZTransfer. Support to require wording in '24-'25 ACRES form. '23-'24 form will remain optional.
        - a. **TASK – Will bring back edited ACRES form next year** – Michael Broyles
      - 7. Item 6 – How should the description and action wording be addressed not just to students but to proposers (context experts). Focus should be guidelines not requirements. Support to change 'one action verb' to 'one idea' to not be restrictive.
        - a. **TASK – Write new instructions in such a way to guide proposers on pedagogical considerations for crafting course outcomes. Due 04/14/23 to Michael Broyles.**
          - i. Task for: Wei Ma, Allison Landy, Xander Henderson, Eleanore Hempsey
          - ii. Suggestion to give 3 examples with one verb, 1 with two verbs
      - 8. Item 7 – There was strong support for program modifications to originate from faculty in the division/discipline. Counter: if a Gen-Ed change happens it will affect other programs and thus programs

affected should be involved in the change via an in-session discussion. General support that the rule that program proposals must originate from faculty in that department is staying in the *Instructions for Course Forms*.

9. Item 8 – separate agenda item (4.f.i.)
  10. Item 9 – Directed to Registrar, keep wording
  11. Item 10 – Hybrid needs to assign a percentage. Pandemic changed the nature of hybrid work. Strong support for not requiring the designation of "hybrid" for topics and for removing the percentage rule in the *Instructions for Course Forms*.
  12. Item 11 – Change title to *Instructions for Cross-listing Course* thus changing the table of context. Point was brought up on how to have a paper trail & describe how to uncross-list courses.
    - a. **TASK – Write instructions for uncross-listing** – Michael Broyles
    - b. New Programs – none
    - c. Program Modifications – none
    - d. Program Deletions – none
    - e. Program Suspensions – none
    - f. Misc. Curriculum
      - i. Discipline Studies Revisited (04) – Michael Broyles – (discussion/action if needed)
        1. Previous task: How should we see this on a strike-through? Title meaning changes from degree to degree. Gen-Ed degree is the only degree that provides options under DS. Others use DS as a distinction from math and language/communication on the General Education Course List. Concern was brought up about HLC credits. Suggestion to put DS as a subcategory of Gen-Ed and update credits to reflect the change.
          - a. **MOTION** – Xander Henderson moves to have Discipline Studies as a subcategory of General Education on strike-throughs and modify organically as proposals come before IC.
          - b. **SECOND** – Wes King
          - c. **DISCUSSION** – Point was made that this may cause an issue with BA programs. Will be dealt with when time calls for it.
          - d. **APPROVED** – unanimous approval
5. Old Business (not related to curriculum) – none
6. New Business (not related to curriculum)
  - a. 2023-2024 IC Calendar (05) – Pat Lopez – (action)
    - i. Move November 10<sup>th</sup> morning meeting to November 17<sup>th</sup> afternoon (Veteran's Day observation, LC meeting)
    - ii. **MOTION** – Eleonore Hempsey to accept Calander with amendments
    - iii. **SECOND** – Wei Ma
    - iv. **DISCUSSION** – **TASK – Add DII to calendar aligned with N&AH and A&S deadlines** – AJ De La Cruz
    - v. **APPROVED** – unanimously
  - b. 2023-2024 IC Membership (06) – Pat Lopez – (discussion)
    - i. A concern was brought up that A&S may have a majority of votes 2023-2025, as well as there will be a high turnover in May 2025.
    - ii. Members Electing to continue their terms:

1. Rachel Arroyo-Townsend: Yes
  2. Ruth Creek-Rhoades: No, ending term one year early (replacement pending)
  3. Michelle Prentice: Yes
  4. Eleanore Hempsey: Yes
  5. Susan Hoffman: Yes
  6. Wes King: Yes
  7. Pat Lopez: Yes
  8. Xander Henderson: Yes
  9. Renee Freese: Yes
  10. Jeremy Raisor: Yes
  11. Wei Ma (end of term, 05/2023) – replacement to be named by VPLSS council
- c. 2023-2024 IC Chair and Vice-Chair Nominations – Pat Lopez – (discussion)
  - i. Chair
    1. Eleanore Hempsey nominated Xander Henderson
    2. Wes King nominated Eleanore Hempsey
      - a. Eleanore Hempsey declined
  - ii. Vice-Chair
    1. Eleanore Hempsey nominated Eleanore Hempsey
    2. Wes King nominated Rachel Arroyo-Townsend
7. Announcements & Reporting of Previous Tasks
  - a. **TASK** – Invite President Hazelbaker to IC Meeting – Pat Lopez – (information)
    - i. Will be joining 04/14/23 meeting to discuss Distance Delivery Technology (ZOOM, Webex, etc.) – **COMPLETED**
8. Future Agenda Items
  - a. Vote on Chair and Vice-Chair Nominations 04/14/23
9. Adjournment – (action)