

IC Minutes 04/14/23

Northland Pioneer College Instructional Council (IC) Meeting Minutes

[Agenda Packet](#) • [Task List](#)

Voting Members Present:

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

Advisory Members Present:

Luann Crosby, Frank Orona, Joshua Rogers, Cassie Dows, AJ De La Cruz

Guest:

Jodie Humphrey, Josh Jeffery, Tamara Osborne, Lia Keenan, Chato Hazelbaker, Harshika Bhatt, Magda Gluszek, Lori Hendershot, Marletha Baloo, Susan Jensen, Morgan Hancock, Ruth Zimmerman, Shanna Kukla, Jorge Meza, Frank Pinnell, Chole Fagotti, Jennifer Merritt, Stacy Ashcraft

1. Roll Call
2. Approval of 03/24/23 IC Minutes (02) – Pat Lopez – (action)
 - a. **MOTION** – Xander Henderson
 - b. **SECOND** – Rachael Arroyo-Townsend
 - c. **APPROVED** – vote passed
3. IC Subcommittee – taken out of order
 - a. AS
 - i. Report (03) – Xander Henderson – (action)
 1. Plagiarism Software (Turnitin)
 - a. **MOTION** – Eleanore Hempsey, recommend NPC funds be allocated to licenses for Turnitin
 - b. **SECOND** – Rachel Arroyo-Townsend
 - c. **DISCUSSION** – Question if the site allows access for students and faculty (yes). Direct detailed questions to Ryan Jones, HELP department.
 - d. **APPROVED** – unanimous
 - i. **TASK** – Send recommendation to Dr. Mike for allocating funds to site licenses for FA2024 – **Pat Lopez**
 - ii. **TASK** – Bring back “Allocation of Funds for Plagiarism Software” in the October meeting – **AJ De La Cruz**
 2. 60-Credit associate degree
 - a. Point was brought up that we’d be in alignment with 120-hr bachelor, 60-hr associate across AZ if approved.

- b. **MOTION** – Wes King, reduce the minimum credits for associate degrees to 60 credits.
 - c. **SECOND** – Rachel Arroyo-Townsend
 - d. **DISCUSSION** – Concerned for Nursing degrees exceeding 60-credits. Rebuttal that 60-credits is a floor, not a max.
 - e. **APPROVED** – majority
 - i. **TASK** – inform VPLSS on IC’s recommendation to lower the minimum number of credits for associate degrees – Pat Lopez.
- 3. **MOTION** – Eleanore Hempsey, accept the AS Report
- 4. **SECOND** – Michelle Prentice
- 5. **APPROVED** – unanimous
- ii. Charges and Composition for 2023-2024 – (action)
 - 1. Charges
 - a. Finding of IC historical documents (Placement Handbook, SOP, etc.) was brought up. Due to this, several charges of AS have been changed.
 - b. Placement Handbook is to be placed in the AA to the VPLSS, not the IC AA. Current AA to the VPLSS is Pam Domiguez.
 - 2. Composition
 - a. No changes
 - 3. **MOTION** – Eleanore Hempsey, approve charges and composition of AS
 - 4. **SECOND** – Jeremy Raisor
 - 5. **DISCUSSION** – Subcommittee Chair(s) are voted on by the subcommittee itself. If an IC Chair is a Subcommittee Chair, they are to step down before the start of their IC Chair term. The current Subcommittee Chair is to ease the transition of leadership of a subcommittee, prior to stepping down as Chair.
 - 6. **APPROVED** – majority
- b. ASK – postponed to April 28th meeting
- c. BA/BS/BAM AdHoc – postponed to April 28th meeting
- d. DE – postponed to April 28th meeting
- e. LT
 - i. Report (04) – Harshika Bhatt – (action)
 - 1. CC1 upgrade, CC2 upgrade on Christmas break of 2023. MAT-152, MAT-189 and MAT-211 peer-reviews. Updating SharePoint to facilitate course reviews. A recommendation that the Distance Education Guidelines (DEG) draft eventually becomes a webpage for
 - a. **TASK** – Read the DEG draft. Be prepared to provide feedback at the 04-28-23 meeting and possibly finalize the draft – All IC members
 - 2. **TASK**- Linking all subcommittee SharePoints to IC’s – Pat Lopez & AJ De La Cruz
 - 3. ITCS is sponsoring testing of tech for faculty to provide feedback (EdPuzzle and Kahoot). Reach out to ITCS for a set up license, if you don’t already have one. If feedback and request is deemed sufficient, licenses will be able for FA2023.

4. **MOTION** – Jeremy Raisor to approve report without the DEG and supporting documentation.
5. **SECOND** – Wes King
6. **ABSTAIN** – Ruth Creek
7. **APPROVED** – majority
- ii. Distance Delivery Technology - Chato Hazelbaker - (discussion)
 1. Acting as the CIO, Chato asked that LT be charged with making a recommendation regarding what is needed in the way of instructional technology resources. These guidelines/recommendations should only cover the needs of faculty and students. The considerations of long-term solutions should be kept in mind and the comparison of technology should be avoided.
 2. LTC and DII will be the ones aiding in the final decision of which technologies to move forward with.
 3. Approximately \$2,000 are spent per setting up a connected classroom. This may not be sustainable in the long-term because of the change in technology.
 4. Camera Setup
 - a. Students express discomfort with cameras focusing on them. Some students quit attending due to this.
- iii. Charges and Composition for 2023-2024 – (action)
 1. Concern of where ITCS and LTC duties lay was brought up.
 2. Changes to charges and composition were made on the working draft. A discussion of better usage of ITCS was brought up. Voting postponed.
 3. **TASK** – Invite ITCS Chair and Instructional Designer for 04/28/23. Input on vote for LTC's Charges and Composition– **Pat Lopez**
- f. PD
 - i. Report (05) – Magda Gluszek – (action)
 1. **MOTION** – Wes King, accept PD report
 2. **SECOND** – Jerney Raisor
 3. **ABSTAIN** – Ruth Creek
 4. **APPROVED** – majority
 - ii. Charges and Composition for 2023-2024 – (action)
 1. Charges
 - a. The Science department brought up good suggestions for PD. Application of dept and not just faculty convocations but also team bonding among colleagues, etc. Suggestion to bring notice/presentation at the beginning of the year.
 2. Composition
 - a. No changes
 3. **MOTION** – Rachel Arroyo-Townsend, approve charges and composition
 4. **SECOND** – Eleanore Hempsey
 5. **ABSTAIN** – Ruth Creek
 6. **APPROVED** – majority
4. Curriculum
 - a. ACRES – none
 - b. New Programs
 - i. BAM Feasibility Study (06) – Rachel Arroyo-Townsend – (action)

1. Industry degree. Direct to work. pg.: 3-4, 7, 10-11
2. Designed as a stackable degree.
 - a. Practical way to enhance their credentials for work. Any accredited associate degrees and CTE degrees are eligible for BAM. If any students are under the credits, that will be handled case by case. Similar with out-of-state. No one in AZ has a program like this so we'd be pioneers in this type of degree.
 - b. Math requirements were lowered for the degree. MAT109 is pre-req for MAT112, to flex gen-ed for math. (pg 142, catalog)
3. Planning on work with CTE Chairs, Advising and Allied Health coordinator(s) to align courses, degrees and pathways for students
 - a. Pathway examples given: Welding, Surgical Tech, Fire Science
4. **MOTION** – Wes King, approve BAM Feasibility Study
5. **SECOND** – Renee Freese
6. **ABSTAIN** – Jermey Raisor and Rachel Arroyo-Townsend
7. **APPROVED** – majority
- ii. BAM Program Strikethrough (07) – Rachel Arroyo-Townsend – (information, discussion if needed)
 1. Comment that there is a lack of physical & biological science in GE degree requirements. Some structural issues were brought up.
 2. Business electives (0-12), zero should be removed as Jenzabar only takes 1+ credit entries.
- c. Program Modifications – none
- d. Program Deletions – none
- e. Program Suspensions – none
- f. Misc. Curriculum – none
5. Old Business (not related to curriculum)
 - a. 2023-2024 IC Chair Nominations and Elections – Pat Lopez – (action)
 - i. Current nominee: Xander Henderson
 - ii. New Nominations: None
 - iii. Voting
 1. Xander Henderson: unanimous
 - b. 2023-2024 IC Vice-Chair Nominations and Elections – Pat Lopez – (action)
 - i. Current nominees: Eleanore Hempsey and Rachel Arroyo-Townsend
 1. Eleanore Hempsey withdrew nomination
 - ii. New Nominations: None
 - iii. Voting
 1. Rachel Arroyo-Townsend: unanimous
6. New Business (not related to curriculum)
 - a. IC Membership and Composition for 2023-2024 in light of N&AH restructure (08) – Pat Lopez – (discussion)
 - i. N&AS and AH are going to be under being CTE. Per Produces 2125, 2 faculty minimum of N&NAT. Nursing Program is to be represented at the same level as other programs.
 - ii. Per approval of Dean of Nursing (Ruth Zimmerman), only one representative of N&NAT will be in IC 2023-2024.
 1. This will be a standard 3-year term for the incoming committee member. Exception of Procedure 2125 is to be revisited in SP2024.

7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
9. Adjournment – (action)