

Northland Pioneer College
Instructional Council (IC) Meeting Minutes

[Agenda](#) [Recording](#) [Task List](#)

Voting Members Present:

Xander Henderson, Rachel Arroyo-Townsend, Liz McKey, Michelle Prentice, Eleanore Hempsey, Susan Hoffman, Wes King, Pat Lopez, Renee Freese, Jeremy Raisor, Melody Niesen

Advisory Members Present:

Michael Solomonson, Luann Crosby, Frank Orona, Josh Rogers, Michael Broyles, Donna Krieser, Michael Jacob, AJ De La Cruz

Guest Present:

Kate Hahn, Debra Stuart, Josh Jeffery

1. Roll Call
2. Approval of [04/28/23 IC Minutes \(02\)](#) – Xander Henderson – (action)
 - a. **MOTION** – by Pat Lopez
 - b. **SECOND** – Melody Niesen
 - c. **APPROVED** – unanimous
3. IC Housekeeping – Xander Henderson – (information/discussion)
 - a. [IC Calendar \(03\)](#)
 - b. [Membership Updates \(04\)](#)
 - c. [IC Member Roles & Responsibilities \(05\)](#)
 - i. Discussion of ETP, explain of ECE curriculum.
 - ii. Suggestion of ACRES is for 2 hours a week to rev pending curriculum
 - d. [General Meeting Procedure \(06\)](#)
 - e. [Roberts Rules of Order Folder \(07\)](#) – Michael Broyles – (information)
 - i. Laying foundation for new members in the 3-5 years
 - ii. Benefits of use are to track mins, provide clarity and collaboration
 - iii. Clarity of Tabling and Postponing
 - iv. Amending (clarity of voting of amendments)
 1. Amended items need to be voted on then motion can be voted on
 - v. Making a motion is not a vote. Discussion can be done before and after the motion
 - vi. If any questions arise for those issue, [defer](#) to IC Chair
 - f. [Item Submission \(08\)](#)
4. IC Subcommittees
 - a. [Charges and Composition \(09\)](#) – Xander Henderson – (information)
 - i. Review of C&C
 - ii. Mention of FA for filling of membership, IC Chair duty
 - iii. Discussion of Senate Bill 1717
 - b. [Chair Duties and Responsibilities for IC \(10\)](#) – Xander Henderson – (information)

- c. AS
 - i. [Procedure 3105 \(11\)](#) – Xander Henderson – (information)
 - 1. Update shared link via transcript, Sept. 22nd
 - 2. Explanation of procedure of how procedures are approved via the college
 - 3. Address of CLEP from a student perspective and effect of this Procedure
 - 4. PLA (under AZTransfer) consideration because of lack of procedure
 - a. ATF spec for PLA
 - b. CALE.org guidelines (national)
 - d. ASK – none
 - e. BA/BS AdHoc – none
 - f. DE – none
 - g. LT – none
 - h. PD – none
- 5. Curriculum
 - a. ACRES – none
 - b. New Programs – none
 - c. Program Modifications – none
 - d. Program Deletions – none
 - e. Program Suspensions – none
 - f. Misc. Curriculum – none
- 6. Old Business (not related to curriculum) – none
- 7. New Business (not related to curriculum) – none
- 8. Announcements & Reporting of Previous Tasks
 - a. AZ Transfer committee approved for the AGECE (Arizona General Education Curriculum) redesign
 - i. May come to IC
- 9. Future Agenda Items
 - a. Definition of discipline studies and General Education – Allison Landy
- 10. Adjournment – (action)