

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, Cathleen Burson, Allison Landy, Lia Keenan, Andi De Bellis, Janalda Nash, Kristina Jensen, Debra Stuart

1. Roll Call
2. Approval of [09/08/23 IC Minutes](#) (02)– Xander Henderson – (action)
 - a. **MOTION** – by Wes King to approve the 09/08/23 IC minutes
 - b. **SECOND** – Renee Freese
 - c. **APPROVED** – majority
3. IC Subcommittees
 - a. LT – Duties & Composition – Andi De Bellis – (action)
 - i. [22-23 Charges & Composition](#) (03), Draft
 - ii. [23-24 Charges & Composition](#) (04), Approved
 1. LTC Chair request to reinstate, 23-24 Proposed Charge-G be given back to LTC as part of shared governance. Last year, there was some oversight on IC’s and ITCS’s behalf.
 - a. *Charge G: “Ensure the Instructional Council stays well-informed related to Learning Management System (LMS) and Enterprise Resource Planning (ERP) updates/changes. By working with TAS and ITCS to get updates on Moodle versions. By continuing to evaluate potential replacements for Moodle”*
 2. **MOTION** – by Pat Lopez to instate said charge previous charge into this year’s current charges
 3. **SECOND** – Michelle Prentice
 4. **APPROVED** – majority
 - a. **TASK** – Update LTC 23-24 charges – Xander Henderson
 - b. ASK – [Report Names](#) (05) – Michael Broyles – (action)
 - i. Changing the name of reports to define and explain the leave of expectations . Due to the change, it will change Charge A for ASK, hence IC will need to vote

- a. *Current Charge A: “Communicate and coordinate with the institution about ASK activities and events, including Planning Day, Reading Day, and Dialogue Day.”*
 - b. *Proposed Charge A: C Communicate and coordinate with the institution about ASK activities and events, and due dates, including Planning Report due date, the Implementation Report due date, and Dialogue Day.*
 2. **MOTION** – by Elenore Hempsey to accept the change to the ASK Report Name to Implementation Report and thus change Charge A as stated in the document
 3. **SECOND** – Melody Niesen
 4. **DISCUSSION** – Recommendation of checking the catalog due the language appearing there as well. Inclusion of the word ‘assessment’ because of the use of the report. The reason for the Implantation of finding as going to be implemented.
 - a. Reiteration of support of assessment due to departmental orientation. However, is understanding of the purpose Subs
 - b. ASK did consider Assessment but had discomfort of name.
 5. **AMEND** – Eelanore Hempsey moves to change the name from ‘Implementation Report’ to ‘Finding and Implementation Report’, Charge A is to be changed accordingly
 6. **SECOND** – Melody Neisen
 7. **DISCUSSION** – The understanding is the finding of data and a implementation is two parts. Suggested to be given back to the ASK Subcommittee for consideration. Change can come for next year because of deadlines for some type of report. Upon further brainstorming of names for the report, the suggestion of the ‘Findings Report’ was proposed.
 8. **AMEND** – Eelanore Hempsey, moves the accept ‘The Findings Report’ as the new name and change the charge accordingly.
 9. **SECOND** – Melody Neisen
 10. **APPROVED** – majority
4. Updates
 - a. DEI – none
 - b. SSA – none
 - c. TAS – none
 - d. DII – none
 5. Curriculum
 - a. ACRES – Michael Broyles – (information)
 - i. Suggestion to start working on pending curriculum to stay ahead. Approx 50 will be incoming.
 - b. New Programs – none
 - c. Program Modifications
 - i. [RTP-Early Childhood Education](#) (06) – Allison Landy – (action)
 1. Correct of Pre-requisite of this program. Tended to write exceptions. As seen in ACERS, courses are on hold due to current corrections happening.
 2. Will impact three courses in ECE, but will have cross-college impact

3. Regarding the concern of non-usage of 100. 208, etc. is being talked between the Curriculum Coordinator and Registrar.
 - a. **MOTION** – by Pat Lopez to approve the RTP as written
 - b. **SECOND** – Susan Hoffman
 - c. **DISCUSSION** – A future point was brought up in regard to the historical use of various class section numbers; whether to create new prefixes for these classes or the recycle currently-unused numbers. The consider with using recycled numbers comes with accreditation. Some institutions may not accredit these courses if a student has not completed the program. If the student does complete the degree, accreditation is not an issue.
 - d. Registrar & CIO were asked to see if new ERP will cause issues with recycled numbers. Registrar mentioned that there shouldn't be issues with using old numbers.
 - e. The Council, at this time, is in agreement to create new course numbers rather than creating a new prefix.
 - f. **APPROVED** – majority
- ii. [RTP-Bachelor's Degree in Elementary Education](#) (07) – Allison Landy – (information)
 1. Knowing the adjustment of AA course, this for none stackable
 2. Why this is an amendment and not a AAEE? Because the modification is coming from the Bachelors not the AAEE and ED Professions CP
 3. Couple years (FEB) ago Amendments to RTPs as voted by IC
 - a. [IC Minutes 021122.pdf](#) (4.f.ii, pg 6-7)
 - 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. Clerical change IC Calander to correct N&AH to move Allied Health to report with CTE deadlines. Nursing & NAT will report as normal.
9. Future Agenda Items
10. Adjournment – (action)