Instructional Council Meeting
10/13/23, In-Person, SCC LC101 8:30-11:30 a.m.
Click to Join if outside District
Meeting minutes

1. Roll Call
   a. Voting
      i. Xander Henderson (Chair)
      ii. Rachel Arroyo- Townsend (Vice-Chair)
      iii. Elizabeth McKey
      iv. Eleanore Hempsey
      v. Susan Hoffman
      vi. Pat Lopez
      vii. Renee Freese
      viii. Jeremy Raisor
      ix. Melody Niesen
      x. Michelle Prentice
      xi. Kurry Klingel (as proxy for Wes King)

   b. Non Voting
      i. Donna Krieser
      ii. Kate Hahn
      iii. Andi DeBellis
      iv. Brian Burson
      v. Catherine Buckhorn
      vi. Cathleen Burson
      vii. Frank Orona
      viii. Judy Yip- Reyes
      ix. Kathleen Berlyn
      x. Luann Crosby
      xi. Lia Keenan
      xii. Michael Broyles
      xiii. Michael Jacob
      xiv. Michael Solomonson
      xv. Shandiin Deputee
      xvi. Shanna Kukla
      xvii. Tabitha Stickel
      xviii. Tonya Thacker
      xix. Josh Jeffery
      xx. Mark Carmisa
      xxi. Deb Stuart
      xxii. Ryan Jones
      xxiii. Janalda Nash
      xxiv. Allison Landy

2. Approval of 09/22/23 IC Minutes – Xander Henderson – (action)
    a. Rachel Arroyo- Townsend motion to approve
    b. Susan Hoffman second
    c. Approved
3. IC Subcommittees (action)
    a. AS
        i. Allocation of Funds for Plagiarism Software per 04/14/23 Meeting – person – Shandiin Deputee (action)
            1. As the link was not included and Shandiin was not present, this item will be postponed until next meeting
        ii. Donna Krieser- advisors asked if they could update policy for placement testing- voucher is for 3 tests and is good for one year. Voucher is for 3 tests, but if they fail 3 times or take many classes, they have to wait a year to take more tests- proposing that students can pay out of pocket to take more tests.
            1. Discussion- retaking may be fruitless, if they could not pass the first time, why would another attempt so soon change the results?
            2. Students can take classes within that year, but still not be able to take the test
            3. Maybe they can pay to take the test but only after proven attempt to improve the score- classes, practice sites
                a. Pat Lopez motioned to take to AS subcommittee and return
                b. Eleanore Hempsey second
                c. Approved
    b. ASK –
        i. ASK Report 10-13-23_Michael Broyles.docx- Michael Broyles (Action)
            1. ASK created internal goals to be more efficient and effective. Need update of co-curricular assessment as there were no co-curriculars due to the pandemic. Subcommittee is assuming it will be a 2-year process. There was also some discussion about revisiting the ASK archives to determine what historical work has been done on creating a definition for co-curriculars.
                i. Eleanore motioned to accept the report
                ii. Rachel second
                    1. Discussion- need to update definition of co-curricular. This is needed for HLC. Co-curriculars are not just clubs, but field trips/ speakers/ activities- including staff and faculty- anything that is non-credit, but they need to have educational value and meet the college's mission
                    2. Approved
    c. BA/BS/BAM AdHoc – none
    d. DE – none
    e. LT – Technology Evaluation Process.docx- Andi DeBellis (action)
        i. New ERP may affect other technology used in classes, so LT has proposed a new procedure for integrating new technology

1. Pat motioned to postpone as the completed proposal was not available to IC in advance.
2. Eleanore- Second
3. Approved
   a. Question: Who is the new head of TAS as referenced in this proposal?
      i. Org Chart was placed in SharePoint and located here- [42555 (npc.edu)](npc.edu)

f. PD – none

4. Curriculum
   a. ACRES –
      i. Request for Michael Broyles to Submit a Modification for PHL 150 (Comparative World Religions) Michael Broyles, Melody Niesen (action)
         1. World religions now has a SUN number, but there is not direct equivalency at ASU because it is too comprehensive. Michael and Gary Santillanes will be reassessing the university syllabi to get a direct equivalency at all 3 state universities. Michael Broyles is the instructor for this course at NPC, but as he is not a member of the Arts and Sciences faculty, he technically cannot propose changes to the curriculum
            a. Eleanore- motion for Michael Broyles to propose changes to PHL 150 even though he is not a member of the Arts and Sciences faculty
            b. Pat- second
            c. Approved
   b. New Programs – none
   c. Program Modifications –
      i. [NPC AJS strike-through NEW 10082023 Alt3_Mark Camisa.docx,](#) [NPC AJS RTP 10082023_Mark Camisa.docx,](#) Mark Camisa (action)
         1. The proposed change to AJS- initial plan was for students to attend police academy. The proposal is to open it to students who do not want to pursue law enforcement by adding a second CP which would lead into CAS and AAS.
         2. Point of order- vote is to proceed on proposal not the ~~new program~~ modification
            a. Pat motion to approve request to proceed
            b. Michelle second
            c. Approved
      ii. [AS Credit hour redesign_Eleanore Hempsey.docx-](#) Eleanore Hempsey- (action)
         1. Associate of Science requires block of 8 science credits but need an additional 6 math/science. All but one science course are 4 credits and so students need to take more credits than necessary to fill the current requirements. Propose to change additional science classes to a range of 6-9 credits so students can more easily achieve the credit goals without wasting time/ cost. This change will also help prepare for the AGEC redesign
            a. Jeremy- motion to approve request to proceed

b. Rachel second
    i. Discussion: Academic Advising sometimes has to use a loophole to move credits around for Associate of Science to fill in electives. This will make the degree requirements more transparent for all.
c. Approved
d. Program Deletions – none
e. Program Suspensions – none
f. Misc. Curriculum –
    i. AGEC Redesign Categories and Criteria - Final.pdf - Mike Solomonson VPLSS (Information)
        1. Dr Mike, Deans Niesen, Raisor and Dr Broyles are having faculty content experts look-at existing AGEC courses/ degrees to see if they align with AZ Transfer Steering Committee
        2. Discussion: Why is Early Childhood not included in the list? This is not an inclusive list and is an externally written document, not NPC. Early College and other Gen Ed inclusive programs are not excluded.
        3. To get AGEC a student needs to complete an Associates or have their transcript marked that AGEC is completed for student to get full credit upon transfer to state university. For community college to community college, that is up to school discretion
        4. One university requires fewer natural science credits than are required for AGEC, but all schools agree that the AGEC will apply to Gen Ed classes but may not fulfill all their degree requirement classes.
        5. Foreign language is part of the communication block of credits
        6. The minimum credits of each category add up to 31 credits, but the total requirement is 32-35… to allow flexibility for individual student programs that may require more or less credits
    ii. Curricular Update- Michael Broyles (information) CEG (asu.edu), 10-13-23 - Curricular and CEG Numbers Update.pptx
        1. Blank cells on course equivalency guide have several reasons on the web site, usually an error in data
        2. Working for the last 3 years on updating all records to prevent blank cells to help students on this web site, all goals are met at 88% reduction.
        3. Brainstorming session for Leveraging the Course Equivalency Guide Nov 9, 10-11am found on eResource site
5. Old Business (not related to curriculum)
6. New Business (not related to curriculum)
    a. Course Improvement Survey – Judy Yip-Reyes – (action if needed)
        i. Since 2018 surveys have been offered in Moodle- we are not collecting data in dual enroll classes as most teachers don't use Moodle. This also impacts some CTE classes as they also don't use Moodle.
        ii. Proposing DEI/ belonging items in surveys
            1. Discussion: Do surveys belong to Faculty association, VPLSS or IC to use data and make sure all students have a chance to give feedback? Historically it has been an IC issue. IC assists with data collection, but data may not be implemented well by faculty

2. DEI questions need to be worded in such a way to not cause student upset or emotional responses- would these questions replace existing questions or be additional to existing questions- consult Belonging Committee?

3. VPLSS and Faculty association will "spread the word" on this topic and IC will resume this topic after the next FA meeting as an action item with proposed changes to the survey process

4. Judy will bring it to the Faculty Association in November to see how faculty would like to proceed in getting survey to all students. She will do more research on DEI and consult with the Faculty Association and report back in the November meeting.

 b. OER Grant moving forward- Andi DeBellis - <mark>(action)</mark>

  i. Rural Arizona 3-year grant and we are on the 3rd year. There is an opportunity for a 4th year, but what can we do with this information once the grant is over? Ask for an OER taskforce to go over how to proceed using OER in our classrooms

  ii. [What is OER? - Open Educational Resources - LibGuides at Northland Pioneer College](#)

  iii. [What is Open Access. - Open Access - LibGuides at Northland Pioneer College](#)

  iv. [Subject Specific Repositories - Open Educational Resources - LibGuides at Northland Pioneer College](#)

  v. [Procedure 3110 - Course Material Adoption June 2023.docx (sharepoint.com)](#)

  vi. Discussion: Dr Ma and LaTonya Motley need to be brought back into this discussion as they are the heads of the division and department. We are at the end of the Grant, but there is no plan for sustainability and the use of OER may decline. These OER materials can help our students with their access to courses and belonging on campus. Why cannot DII and LT do this on their own- why is a taskforce needed? This conversation goes beyond DII, it needs to have faculty and other departments involved.

   1. Elenore motion to create taskforce, with an end date May 24

   2. Rachel second

   3. Rachel motion to postpone the prior motion until Dr Ma or LaTonya is brought into the conversation

   4. Renee second

   5. Approved

7. Announcements & Reporting of Previous Tasks- none
8. Future Agenda Items - none to report
9. Adjournment – <mark>(action)</mark> - the meeting was adjourned