

Instructional Council Meeting
10/27/23, WebEx Meeting, 8:30-11:30 a.m.

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Meeting Minutes

[Instructional Council Meeting-20231027 1511-1 - Webex](#)

1. Roll Call

a. Voting Members

- i. Xander Henderson
- ii. Rachel Arroyo-Townsend
- iii. Liz McKey
- iv. Michelle Prentice
- v. Eleanore Hempsey
- vi. Wes King
- vii. Pat Lopez
- viii. Renee Freese
- ix. Jeremy Raisor
- x. Melody Niesen
- xi. Susan Hoffman

b. Advisory Members

- i. Michael Solomonson
- ii. Kate Hahn
- iii. Luann Crosby
- iv. Frank Orona
- v. Michael Broyles
- vi. Donna Krieser
- vii. Michael Jacob

c. Guests

- i. Allison Landy 
- ii. Brian Burson
- iii. Cathleen Burson
- iv. Donna Krieser
- v. Shandiin Deputee
- vi. Kathleen Berlyn
- vii. Dinah Gaddie
- viii. Tabitha Stickel
- ix. Brian Burson
- x. Kate Reeve
- xi. Jeffrey LeFevre
- xii. Evgeniy Kulakov
- xiii. Janalda Nash
- xiv. Lia Keenan
- xv. Desirae Silvers

2. Approval of [FA-IC Minutes 101323.docx](#) IC Minutes – (action)

- a. Eleanore Hempsey motion to accept minutes
 - b. Michelle Prentice second
 - i. Discussion
 - 1. Allison Landy was present
 - 2. Wes King had Kurry Klingel as proxy
 - ii. Approved
3. Updates
- a. AS
 - i. [Academic Standards Committee SEP23 Report Shandiin Deputee.docx \(sharepoint.com\)](#) - Shandiin Deputee (action)
 - 1. AS met this month and talked about items listed- Action item is permission to revise procedures for CLEP- at prior IC meeting they asked for clear direction on how to proceed on how one takes a CLEP exam. Use AZ Transfer guidelines with the direction of Dr Broyles. Can we accept CLEP as credit or not? See procedure 3105 up for vote
 - a. Eleanore Hempsey motion to accept committee report
 - b. Pat Lopez seconds
 - i. Approved
 - ii. [Procedure 3105 - Credit by Departmental Exami Shandiin Deputee.docx](#) - Shandiin Deputee (action)
 - 1. AS committee is urged to use prior IC meeting minutes as a guideline of what substantive changes need to be made to the procedure
 - 2. Discussion on how credit by exam is used across the institution, different ATF have policies on how they accept ATF and therefore different from department to department
 - 3. Wording needs to be broad to encompass that policies are different from department to department and how things are worded in the catalog. Possibly change to procedure to change catalog or vice versa
 - 4. Suggestion of future item on agenda regarding incomplete grading
 - 5. Motion to amend to add a 6th charge relating to revise 3105 procedure
 - a. Susan Hoffman motion
 - b. Eleanore Hempsey second
 - i. Discussion: this will still follow procedure 2100 anyone at the college can suggest a procedure revision and a body is responsible of that revision- IC the correct body for that and this is a good place to start that revision with the AS subcommittee
 - ii. Placement handbook is not onerous at this time
 - c. Approved
 - iii. [Placement Testing.docx](#)- Donna Krieser (information)
 - 1. Advisors previously asked if they could change the way that they do placement testing- currently the tests are good August 1- July 31, and the student gets 3 attempts in that year. New procedure would allow for students to be able to pay for additional tests
 - b. ASK – none
 - c. BA/BS/BAM – none
 - d. DE – none
 - e. LT- none

- f. PD- none
 - 4. Curriculum
 - a. ACRES –
 - i. [Request to Proceed: Rehousing of Courses to Mathematics](#)–Brian Burson
(action)
 - 1. Math department is looking to rehouse Math courses BUS 133/MAT 103, MAT101/HES 101, MAT 109 and MAT 112 from CCP to Math department
 - a. Eleanore Hempsey- motion to approve the request to proceed
 - b. Michelle Prentice-second
 - i. Discussion- changing housing of courses needs IC approval through upcoming course modifications
 - c. Motion passes
 - 2. Permit Brian Burson to be the proposer for the above course modifications (action if previous action is approved)
 - a. Discussion-
 - i. Pat Lopez motion to approve
 - ii. Elizabeth McKey second
 - 1. Discussion- asking Brian to propose changes for multiple departments for simplicity's sake, so there are not multiple proposers for similar things. May set a precedent for a department to take over a cross-listed course.
 - 2. Approved
 - a. Nay Votes
 - i. Pat Lopez
 - ii. Alexander Henderson
 - iii. Michelle Prentice
 - b. Aye Votes
 - i. Eleanore Hempsey
 - ii. Jereny Raisor
 - iii. Wesley King
 - iv. Susan Hoffman
 - v. Elizabeth McKey
 - c. Abstain
 - i. Melody Niesen
 - ii. Renee Freese
 - iii. Rachel Arroyo-Townsend
- ii. Transfer Language for 300- and 400-level Courses in ACRES–Michael Broyles
(discussion)
 - 1. In preparation for future bachelor's degree discussions- how to use ACRES forms. Community colleges are creating an articulation agreement to include some upper division courses.
 - a. What should proposers write regarding transfers on the ACRES forms for 300 and 400 level courses?
 - b. Discussions are taking place statewide regarding whether or not upper-division courses should be added to the Course

Equivalency Guide. AZTransfer has at least initially said that they will do that.

- c. Michael will look at the language in the *Instructions for Course Forms* and ACRES directions to account for 300- and 400-level courses. He will bring this back in the spring.

b. New Programs

- i. BAM–Documentation is in ACRES–Rachel Arroyo-Townsend (action if ready)

1. Is the assessment section mandatory for the course to use the listed methods or are the options available for faculty use? Further direction is needed. Dr Broyles will bring this action back in the spring after clarification is determined.
 - i. Discussion of language used in ACRES and course catalog descriptions
 - ii. Update language used in ACRES for some courses
- b. Vote of approval for BUS 490
- c. Vote of approval for BUS 360
- d. Vote of approval for BUS 445
- e. Vote of approval for BUS 325
- f. Vote of approval for BUS 320
- g. Vote of approval for BUS 310
2. Michelle Prentice motion to approve BAM degree
3. Wes King second
4. Approved

- ii. BAEE– Documentation is in ACRES–Cathleen Burson (action if ready)

1. Eleanore Hempsey motion to approve BAEE degree
2. Susan Hoffman second
3. Approved

c. Program Modifications –

- i. AAEE– Documentation is in ACRES–Cathleen Burson (action if ready)

1. Pat Lopez motion to approve program modification
2. Renee Freese second
3. Approved

- ii. Education Professions CP–Documentation is in ACRES–Cathleen Burson (action if ready)

1. Eleanore Hempsey motion to approve program modification
2. Rachel Arroyo- Townsend second
3. Approved

d. Program Deletions – none

e. Program Suspensions – none

f. Misc. Curriculum

- i. Correction to the BAS-ECE Strike-through- Documentation is in ACRES- Michael Broyles (information)

1. Fix a clerical mistake in EDP 400-name

- ii. [Clarifying Adding Specializations Michael Broyles.docx](#)- Michael Broyles (Discussion)

1. Discussion- Program modification vs new program process for adding a specialization.

2. The general consensus is that the addition of bachelor's degrees warrants the new program process. Michael may come back with language for the *Instructions for Course Forms* after college-wide conversations regarding bachelor's programs.
5. Old Business (not related to curriculum) – none
6. New Business (not related to curriculum)
 - a. [Academic Master Plan](#)—Jeremy Raisor (**information**)
 1. Discussion- There are concerns that this is a top-down plan rather than a conversation between the stakeholders of IC and FA, why are they not involved from the start as an academic masterplan is in their wheelhouse - Timeline does not accurately reflect involvement of IC and FA, they will have communication and involvement through the whole process. Can IC get a more accurate timeline, possibly an implementation plan instead of a timeline. This should be more of a dynamic process than just VPLSS submitting a plan and IC/FA approve or disapprove. Dean Raisor will work with chairs of IC and FA on refining the process.
7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
9. Adjournment – (**action**)