

Northland Pioneer College
Instructional Council (IC) Meeting Minutes

[Agenda](#) [Recording](#)

Voting Members Present:


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

Advisory Members Present:

Michael Solomonson, Luann Crosby, Frank Orona, Michael Broyles, Michael Jacob,
Amanda Sutter

Guests Present:

Ryan Jones, Andi Debellis, Kate Hahn, Frank Pinnell, Rachel Channell, Debra Stuart, Judy Yip-Reyes, Joshua Jeffery, Jennifer Merritt, Wei Ma, Allison Landy, Marletha Baloo, Jenny Lichtsinn, Tamara Osborne, Janalda Nash, Mary Shea, Catherine Buckhorn, Bill Solomon

1. Roll Call
2. Approval of [FA-IC Minutes-102723.docx](#) IC Minutes – Xander Henderson – (action)
 - a. **MOTION** - Rachel Arroyo-Townsend motion to accept minutes
 - b. **SECOND** - Wes King seconds
 - c. **APPROVED** - Motion approved unanimously
3. IC Subcommittees (action)
 - a. AS – none
 - b. ASK – [ASK Report 11-17-23 Michael Broyles.docx](#) - Michael Broyles (action)
 - i. **MOTION** - Pat Lopez motion to accept committee report
 - ii. **SECOND** - Eleanore Hempsey seconds
 - iii. **APPROVED** - Motion approved unanimously
 - iv. Action Item: Definition of Co-Curricular
 1. **MOTION** - Pat Lopez motion to approve the definition
 2. **SECOND** - Liz McKey seconds
 - a. **DISCUSSION**
 - i. Removed “learning” from the second sentence to reduce redundancy. Looking at “formal curricular programs” and its definition to see if it needs more clarification. Confirmed intended meaning is credit-bearing. Discussed where the definition should go; internal or public facing. Concluded it should be in the college catalogue, and the faculty handbook. Michael should also search for potential changes needed to procedures. 
 3. **APPROVED** - Motion approved unanimously

4.

- a. BA/BS/BAM AdHoc – [ICReport BABS AdHoc 11-23.docx](#) - Allison Landy (action)
 - i. The group discussed the reasoning to not accept new bachelor programs 12-18 months from each other. The president's cabinet sent that language so that programs can't be added until the curriculum master plan is completed. The desire is to stay true to the mission of the college while also staying within budget restraints. DBG vote on Tuesday but implementation of the BAEE and BAM may extend beyond Fall 2024 due to budgets, even if approved.
 - ii. **MOTION** - Jeremy Raisor motion to approve the report
 - iii. **SECOND** - Michelle Prentice seconds
 - iv. **APPROVED** - Motion Approved unanimously
 - v. Action Item
 - 1. What are the next steps with the framework tool?
 - a. **Discussion:** Should it be part of the academic master plan? The answer is yes that is the ultimate goal, but it will take some time. Developing bachelor's degrees take a ton of time and it is disappointing they potentially will not be seen on the fall 2024 calendar. The committee is currently an ad hoc committee, and it should be turned into a standing committee.
 - b. **Decision postponed** until later in the agenda – academic master plan. See notes in F. Misc. Curriculum by Xander Henderson.
- b. DE – [Annual Report from the Dual Enrollment Sub-Committee \(2023\).docx](#) - Richard Harris (action)
 - i. **MOTION** - Eleanore Hempsey motion to accept the report
 - ii. **SECOND** - Jeremy Raisor seconds
 - 1. **Discussion:** A request was made for more information on the information on the top of the second page, last bullet point, dual enrollment faculty being subject to a probationary period similar to that of full-time faculty.
 - iii. **APPROVED** - Motion approved unanimously
- c. LT – [Final Technology Evaluation SOP Andi Debellis.docx](#) - Andi De Bellis (action)
 - i. Evaluating new and existing technologies. "procedures" was changed to "process". Overall positive response. Decision making is left to the LTC.
 - ii. **MOTION** - Eleanore Hempsey moved to accept LTC suggested SOP technology evaluation
 - iii. **SECOND** - Wes King seconds
 - 1. **Discussion:** TAS also will be following this process. The adoption of this process will be communicated via the public folder on the IC SharePoint Directory and TAS will send out an email communication.
 - iv. **APPROVED** - Motion approved unanimously

d. PD – none

5. Curriculum

- a. ACRES – none
- b. New Programs –
 - i. [Request To Proceed 110723 Jeffrey Lefevre.docx \(sharepoint.com\)](#) Jeffrey Lefevre (action)

1. Request creation of a new program to replace the existing program. It doesn't delete the current program but adapts to the changes in the industry to include other technologies.
 - a. **Discussion:** Revamping of the program would help maintain a focus on power options including renewable energy as well as other highly used areas such as HVAC. They don't want to just focus on energy but also broaden the application to other certifications of proficiency. The program will be moved to the WMC and increased enrollment is expected. Discussed concern of the work and hours required to develop a new program and the budget restrictions that exist. Estimated date of implementation – as early as fall semester of 2024. The current degree phase out – there aren't any current students enrolled in the program. The teach-out has most likely already occurred but follow-up will happen. Most of the existing equipment from the current program will be used and equipment for the HVAC and Solar program will need to be purchased. There will be a feasibility study before the final vote of the program.
 - b. **MOTION** - Rachel Arroyo-Townsend motion to approve the Request to Proceed for the new Industrial Technology Trades (ITT) program
 - c. **SECOND** - Pat Lopez seconds
 - d. **ABSTAIN** – Jeremy Raisor
 - e. **APPROVED** - Motion approved unanimously
- ii. A Stackable Arizona General Education Curriculum (AGEC) Certificate of Proficiency (CP) -Michael Broyles (**discussion**)
 1. The new AGEC criteria have been approved by the AZTransfer Steering Committee and must be implemented at the latest fall 2026, NPC is aiming for fall of 2025. This CP would be required for transfer degrees and would fill the AGEC block. Discussed that at the completion of the CP, they receive the AGEC stamp on their transcript and fulfills the general studies requirement. Eight science credits for the AGEC are desired for NPC. Universities and programs have different requirements, and it does depend on what those requirements are as to whether the stackable AGEC will fully be accepted. The most widely accepted AGEC certificate is desired at NPC. Also presented a desire for flexibility in the AGEC to be more widely accepted by universities.
- c. Program Modifications –
 - i. [Behavioral Health Request to Proceed 11.17.20 Rachel Channell.docx](#) - Rachel Channell- (**action**)
 1. **MOTION** - Pat Lopez motion to approve the RTP
 2. **SECOND** - Rachel Arroyo-Townsend seconds
 3. **APPROVED** - Motion approved unanimously
 - ii. [Request to Proceed CIS Changes 11132023 Jennifer Merritt.docx](#) - Request to proceed with modifications to the Computer Information Systems CP and the Cybersecurity CP- Jennifer Merritt (**action**)
 1. **Discussion** on first request –107 will be accepted for 105. The intention is to get rid of course 107. The preparation for the certification is the

computer fundamental certification. That content can be moved over to 105 without changing the objectives. It also provides the transferability of the course credit. If they want to take the certification they can.

2. **MOTION** - Eleanore Hempsey motion to approve the first request of RTP for the CIS
 3. **SECOND** - Wes King seconds
 4. **ABSTAIN** – Jeremy Raisor
 5. **APPROVED** - Motion Approved unanimously
- iii. Request to proceed with modifications to change the course requirements for the Cybersecurity CAS and AAS. - Jennifer Merritt- see documentation at 4.c.ii (action)
1. **MOTION** - Wes King motion to approve the second request for modifications to the CIS and Cyber Security programs
 2. **SECOND** - Eleanore Hempsey seconds
 3. **ABSTAIN** – Jeremy Raisor
 4. **APPROVED** - Motion approved unanimously
- iv. [TMP Request to Proceed 23-24 Renee Freese.docx](#) - Renee Freese (information)
1. The CPR certification is a prerequisite for the program. They aren't looking to add course requirements, it is just a program pre-requisite for an admission requirement. A program modification is not needed for changes in the narrative description, which this constitutes.
- v. [Request to proceed SGT Program Modificaitons Renee Freese.docx](#) - Renee Freese (action)
1. **MOTION** - Wes King motion to approve the request to proceed
 2. **SECOND** - Michelle Prentice seconds
 - a. **Discussion:** The level of math placement required is in line with nursing. They currently do not have a math requirement but can test out of math. The level at which they must test out is 142. Here are the actual requirements: From the Surgical Technology AAS: "Mathematics
Next Gen. ACCUPLACER QAS score 250+; Classic ACCUPLACER Elem. Algebra score 57+; ASSET Elem. Algebra score 41+; COMPASS Algebra score 46+; or ACT Math score of 21; OR completion of MAT 142 or higher with a 'C' or better within one year prior to application to the surgical technology program."
 3. **ABSTAIN** – Renee Freese
 4. **APPROVED** - Motion approved unanimously
- vi. [Request to Proceed Medical Assisting CP, CAS Renee Freese.docx](#) - Renee Freese (action)
1. **MOTION** - Rachel Arroyo-Townsend motion to accept request to proceed
 2. **SECOND** - Michelle Prentice seconds
 3. **ABSTAIN** – Jeremy Raisor
 4. **ABSTAIN** – Renee Freese
 5. **APPROVED** - Motion approved unanimously
- d. Program Deletions –
- i. Request to Proceed with the proposal to delete the EIT program - Jeffrey Lefevre (action)

1. **Discussion** up above (5.b.i.1) Clarification that this is a request to delete the program not the prefix. The prefix wouldn't be deleted unless the new program / prefix is approved.
 2. **MOTION** - Pat Lopez motion to approve the proceeding of the deletion of the EIT program
 3. **SECOND** - Rachel Arroyo-Townsend seconds
 4. **ABSTAIN** – Jeremy Raisor
 5. **APPROVED** - Motion approved unanimously
- ii. Request to proceed with deleting the Software and Web Development AAS, CAS, and CP programs. - Jennifer Merritt- see documentation at 4.c.ii (**action**)
- a. **Discussed** the option to modify vs. delete the program and then create a new one. Jennifer Merritt clarified that she wants to stop the confusion of the program and delineate what the program is instead of changing curriculum. Also, this track isn't very transferable to a University. Students can do individual courses that are more transferable. Any time there is a change in the credit amount on these certificate programs, they have to be resubmitted to the department of education for reapproval to be eligible for financial aid.
 2. **MOTION** - Pat Lopez motion to approve the third request to proceed with the deletion of the Software and Web Development AAS, CAS and CP programs
 3. **SECOND** - Michelle Prentice seconds
 4. **APPROVED** - Motion approved unanimously
- e. Program Suspensions – none
- f. Misc. Curriculum –
- i. [2023-11-01-AMP meeting.pdf](#)- Xander Henderson (**discussion, possible action**)
 1. Xander Henderson and Rachel Arroyo-Townsend met with Jeremy Raisor in their capacity in IC and Ryan Jones in his capacity as faculty Association Chair to maintain IC leadership transparency. The summary of the meeting is in the above document.
 - a. **Clarification** by Michael Solomonson: The academic master plan is coming out of the process of the Leadership Council then to the Deans and Directors and then to Cabinet. It had to have a cabinet executive level sponsor, which is Michael Solomonson and a project lead, Jeremy Raisor. In regard to BA programs, it was decided to pause on those until after the academic master plan was completed so more criteria and priorities are outlined to consider when making program decisions. It was never intended that faculty shouldn't be included and faculty from the ground up on the academic master plan is fine if it is desired by faculty.
 - b. **Discussion:** If the academic master plan is something we should always have, moving forward we should have a charge for this. It is something we have to have so we should have a house for it. Who is the entity where it is housed? It was stated that the academic master plan should also collaborate with the college enrollment plan. Discussed that all new programs cost money,

not just BA degrees. However, implementation of the BA degrees isn't as expensive as an entire new program. Acknowledgement that all types of programs and degrees should be treated equally. Judy Yip-Reyes shared from the HLC perspective. NPC is a 2-year comprehensive community college but now we are adding to it with a new area of a 4-year BA. How will this new credential level program jeopardize the existing program? How does that change the college and what we are doing? The concern from many is halting the implementation of the BA degrees while then moving forward with other programs will produce more budgetary issues again down the road. Halting all new programs to complete the academic master plan was discussed. The Early Childhood BA is starting in the spring. The BA in elementary education and BA in applied management have not yet been approved by HLC. Implementation for the #2 & #3 BA degrees have been put on hold. Even with the HLC approval, implementation will not be ready yet because of budget. The President would like feedback and response to his email on the strategic planning emails.

- i. **Recommendation:** Jeremy Raisor recommended an ad hoc group to report back to the IC. Especially if it provides reassurance that things will move forward in a positive direction.
- ii. **Recommendation:** Pat Lopez suggests that the origin of this problem goes back to the Leadership Council.
- iii. **Recommendation:** Xander Henderson will provide a recommendation for how to move forward and will bring it to the IC for a vote. He suggests development of a permanent standing committee on the IC for academic planning. He suggests the BA ad hoc committee be sunset at the end of the year and replaced with a standing committee on academic planning. He would ask the Leadership Council to look into the procedure review process to amend 2185 to charge the IC with maintaining an academic master plan.

ii. Academic Master Plan Survey- Jeremy Raisor (**discussion**)

- 1. What are the institutions strengths, weaknesses, opportunities and threats – Link to survey below:

https://npc.co1.qualtrics.com/jfe/form/SV_bHJGpvHoWpaKCKa

6. Old Business (not related to curriculum) –

- a. [Updates on Course Improvement Survey Judy Yip-Reyes.docx](#) - Judy Yip- Reyes (**action**)
 - i. **MOTION** - Eleanore Hempsey motion to accept the updated survey methods for dual enrollment classes as well as selected CTE classes for 2024
 - ii. **SECOND** - Michelle Prentice seconds
 - iii. **APPROVED** - Motion approved unanimously
- b. [Testing Taskforce Proposal Andi DeBellis.docx](#) - Andi De Bellis (**action**) – (**postponed**)
 - i. **Moved** to the next meeting at the beginning of the agenda

7. New Business (not related to curriculum) –
 - a. **Moved** to next meeting at the beginning of the agenda
 - i. Request to form OER Strategic Initiative Taskforce - Andi De Bellis, Wei Ma (action) - (postponed)
 - ii. [Lab load IC Ryan Jones.docx](#) -Ryan Jones (discussion) - (postponed)
 - iii. [4C Shared Governance Standard Operating Procedure.pdf](#) (discussion) - Xander Henderson - (postponed)
8. Announcements & Reporting of Previous Tasks
 - a. AZTransfer Summit- Michael Broyles (provide Information)
 - i. Information will be sent out to IC via email
9. Future Agenda Items
10. Adjournment – (action)
 - a. **MOTION** - Michelle Prentice motion to move the remaining items to the next meeting
 - b. **SECOND** - Pat Lopez seconds
 - c. **APPROVED** - Motion approved unanimously

Meeting adjourned at 4:00pm