

IC Minutes 12/08/23

Northland Pioneer College
Instructional Council (IC) Meeting Minutes

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

Voting Members Present:

Xander Henderson, Wes King, Liz McKey, Rachel Arroyo-Townsend, Michelle Prentice, Eleanore Hempsey, Susan Hoffman, Pat Lopez, Renee Freese, Melody Niesen, Jeremy Raisor, *Jeanette Hancock (proxy for Jeremy Raisor after 11:00am)*


Advisory Members Present:


Michael Solomonson, Luann Crosby, Frank Orona, Michael Broyles, Amanda Sutter, Donna Krieser

Guests Present:

Ryan Jones, Andi Debellis, Kate Hahn, Frank Pinnell, Wei Ma, Allison Landy, Tamara Osborne, Janalda Nash, Ruth Zimmerman, Tabitha Stickel, Shanna Kukla, Chato Hazelbaker, Lia Keenan, Shandiin Deputee, Dinah Gaddie

1. Roll Call
2. Approval of [11/17/23 IC Minutes](#) – Xander Henderson – (action)
 - a. **MOTION** - Pat Lopez moved to accept minutes
 - b. **SECOND** – Rachel Arroyo-Townsend seconded the motion
 - c. **APPROVED** - Motion passed unanimously
3. Postponed Business from 11/17/23
 - a. Request to form OER Strategic Initiative Taskforce – Wei Ma, Andi De Bellis – (action)
 - i. **Discussion** – The Division of Instructional Innovation requested that the IC form an OER Strategic Initiative Taskforce to develop a clear long-term plan for OERs, and processes to ensure the efforts are continued once the current grant ends. The Taskforce would also decide how OER will fit in DII as its official house and how faculty will participate in that. It is agreed by the college that this is an important initiative that aligns with its vision to provide affordable resources to students. The role of the IC OER Strategic Initiative Taskforce will be a short-term ad hoc committee because the program will be embedded into DII.
 - ii. **MOTION** - Pat Lopez moved to develop an OER Strategic Initiative Taskforce to sunset in academic year 2024-2025
 - iii. **SECOND** - Eleanor Hempsey seconded the motion
 - iv. **APPROVED** – Motion passed unanimously
 1. **TASK** – Wei Ma and Andi DeBellis to develop a list of members and charges to bring to the next meeting (either January meeting).

- b. Testing Task Force Proposal – Andi De Bellis – (action)
 - i. No longer an action item; just wanting feedback.
 - ii. **Discussion** – The budget for hiring a full-time, high-level, staff person and/or extending the hours and pay for those already working in this area is a large concern. A direct supervisor for this additional position needs to be identified. Other concerns were that the CCP and learning assistants are at WMC and PDC only. The others are 100% grant funded. The assistants that are already getting paid need to be specified. Also, some centers do not have adequate space to provide for this.
 - iii. **TASK** - Andi DeBellis– Identify where this will be housed, under whose supervision and definition on the assistants and centers
 - c. Lab load IC – Ryan Jones - (discussion)
 - i. **Discussion** – After much discussion on the valid concerns of this complex issue regarding how the college loads labs and the direct impact in the Nursing and CTE departments, the general direction of the group was that IC's role comes more into play once a procedure change has been made and requires IC to give input. IC could also potentially play a role in helping with documentation for the accreditation side. Because this is a compensation issue, it needs the direction of the President's Cabinet, and it is better suited for the Leadership Council.
 - 1. **TASK** – Michael Broyles and Jeremy Raisor to bring back analysis of FRS and COS courses, as discussed last year
 - d. 4C Shared Governance Standard Operating Procedure – Xander Henderson – (discussion)
 - i. There is a proposed process and IC has been asked to provide feedback.
 - ii. **Discussion** – There was much concern about this proposed process. The overall discussion pointed to a desire for each shared governance group and councils to stay within their individual purviews where they are experts and to develop a process that can help them overlap communication and cooperation between them. President Hazelbaker clarified that the intent of Leadership Council is to be a representative group for all shared governance. However, curricula and academic topics/issues would go straight from IC to the president's cabinet. He recognized that it is challenging to produce this flow chart but that it is important to develop for strategic planning. 
4. Updates
- a. DII - none
 - b. DEI - none
 - c. SSA - none
 - d. TAS - none
5. IC Subcommittees
- a. AS – none

- b. ASK – none
 - c. BA/BS/BAM AdHoc – [ICReport BABS AdHoc 11-23.docx](#) – Allison Landy
 - i. BAM Committee request to facilitate a discussion at Leadership Council around the Framework Tool drafted
 - ii. **MOTION** – Eleanor Hempsey moved for the BAM adhoc committee facilitate a discussion at Leadership Council around the Framework Tool
 - iii. **SECONDS** - Pat Lopez seconded the motion
 - iv. **APPROVED** – Motion passed unanimously
 - d. DE – none
 - e. LT – none
 - f. PD – none
6. Curriculum
- a. ACRES – none
 - b. New Programs – none
 - c. Program Modifications
 - i. Nursing and NAT [Request to Proceed for NAT CP](#) ; [NAT CP Strikethrough.docx](#) – Elizabeth McKey – (action)
 - 1. **Discussion**- NAT is their own class. This is to promote the certificate of proficiency. Only two students pursued this CP because they were having to take classes that were not helping them get into nursing. A few small edits were made to the strikethrough document. Ruth Zimmerman clarified that HES190 is not an option because they want to include courses applicable to the AAS in Nursing and/or transferrable as pre-requisites to a pre-licensure BSN program.
 - 2. **MOTION** - Pat Lopez moved to approve the RTP
 - 3. **SECOND** – Michelle Prentice seconded the motion
 - 4. **APPROVED** - Motion passed unanimously
 - a. Jeannette proxy for Jeremy Raisor
 - b. Liz McKey abstained
 - 5. **TASK** – Amanda to adjust IC calendar due dates for academic year 2024-2025 for Nursing and Allied Health
 - ii. CP in Early Childhood Studies (see ACRES) – Shanna Kukla – (action)
 - 1. Modifications –  Updating course numbers and names
 - a. **MOTION** – Pat Lopez moved to approve the program modification
 - b. **SECOND** – Wes King seconded the motion
 - c. **APPROVED** - Motion passed unanimously
 - i. Jeannette proxy for Jeremy Raisor
 - iii. Associate of Arts in Early Childhood (AAEC) (see ACRES) – Shanna Kukla – (action)

1. Modifications – Updating course numbers and names
 - a. **MOTION** – Renee Freese moved to approve the AAEC modifications
 - b. **SECOND** – Eleanore Hempsey seconded the motion
 - c. **APPROVED** – Motion passed unanimously
 - i. Jeannette proxy for Jeremy Raisor
- d. Program Deletions – none
- e. Program Suspensions – none
- f. Misc. Curriculum – none
7. Old Business (not related to curriculum)
 - a. [Letter to the President Regarding Program Freezes.docx](#) (action) - Xander Henderson
 - i. Xander was asked to draft a response to the BA degrees being frozen. Above is the draft letter.
 - ii. **Discussion** – Due to the presence of President Hazelbaker at the IC meeting, it was decided there was not a need to send this letter as the conversation was happening during the meeting.

President Hazelbaker said the freezing of the BA programs is due to both the budget and academic master plan. He said he is committed to moving forward the (2) BA programs that are already approved as fast as possible. That timeline depends on funding. He recognized that the state budget is radically different than projected. The academic master plan is important and needs to have better long-term planning. He is looking at this plan as being an answer to a more robust long-term look at where the college is heading. He voiced that there are many reasons why it would be difficult to have these programs available for fall of 2024. He communicated that what he knows right now, is that NPC is not funded to put out the BA programs. He discussed the need to go forward in a planful and thoughtful way and advocated for all new programs to pause to identify where they fit in the academic master plan.

Through the discussion, needed updates to current processes were identified. These included updating the processes for framework regarding BA programs, feasibility studies and the academic master plan.

Melody Niesen requested a breakout discussion group at convocation about this topic. President Hazelbaker said that he would include it.

8. New Business (not related to curriculum)
 - a. [Instructional Council Mission Statement](#) – Xander Henderson - (discussion)
 - i. Proposed statement: *The Instructional Council serves Northland Pioneer College by administering matters of curriculum, academic standards, and instruction.*

- ii. **Discussion** – Requested that IC members look at the mission statement and make edits/recommendations by the next IC meeting via a working document on SharePoint.
 - 1. **TASK** – Xander will put this into a word document in SharePoint for editing and will send out an email with the link.
- 9. Announcements & Reporting of Previous Tasks
 - a. April 12th IC Meeting Location - EagleFest SP24 will be held at WMC on April 12– Xander Henderson – (**discussion**)
 - i. The idea is that more people can attend EagleFest later that afternoon at the WMC because they will already be here for the IC meeting.
 - 1. **MOTION** – Eleanor Hempsey moved to move the April 12 IC meeting, assuming the space is available to Symposium 101 at WMC
 - 2. **SECOND** – Michelle Prentice seconded the motion
 - a. **POSTPONED** – Pat Lopez moved to postpone this decision until the January meeting
 - b. **SECOND** – Eleanor Hempsey seconded the motion to postpone
 - c. **APPROVED** – Motion to postpone passed unanimously
- 10. Future Agenda Items
- 11. Adjournment – (**action**)
 - a. Meeting adjourned at 11:30am