

Northland Pioneer College  
Instructional Council (IC) Meeting Minutes

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

Voting Members Present:

Alexander 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:

Mike Solomonson, Amanda Sutter, Luann Crosby, Joshua Rogers, Michael Broyles, Donna Krieser,

Guests Present:

Andi Debellis, Allison Landy, Kathryn Hahn, Shanna Kukla, Wei Ma, Ruth Zimmerman, Janalda Nash, Samuel Mcdowell

1. Approval of [12/08/2023 IC Minutes](#) – Xander Henderson – (action)
  - a. **MOTION** – Susan Hoffman moved to accept the minutes from the 12/8/23 meeting
  - b. **SECOND** – Liz McKey seconded the motion
  - c. **APPROVED** – Motion passed unanimously
2. IC Subcommittees (action)
  - a. AS – none
  - b. ASK – [Committee Report](#) - Michael Broyles - (action)
    - i. **Discussion** - Michael Broyles noted that a correction was made, and is noted in the minutes, that faculty were “on winter break” not “off contract.”
      1. **MOTION** – Melody Niesen moved to accept the ASK report
      2. **SECOND** – Michelle Prentice seconded the motion
      3. **APPROVED** – Motion passed unanimously
  - c. BA/BS/BAM AdHoc – none
  - d. DE – none
  - e. LT – [Committee Report/Updated Charges](#) – Andi Debellis (action)
    - i. **Discussion** - Updated charges and additional terminology. Added in the charge to educate faculty and provide best practices.
      1. **MOTION** – Michelle Prentice moved to accept the LT report
      2. **SECOND** – Rachel Arroyo-Townsend seconded the motion
      3. **APPROVED** - Motion passed unanimously
    - ii. **Discussion on the new charges** -Number three is the new charge. The others are previous charges that have been reordered and had minor changes to terminology. It was requested that “in collaboration with ITCS and TAS” be

added to charge three. After discussion, other proposed language for charge three was: Evaluate faculty requests for new instructional technology to recommend per the NPC Technology Evaluation Standard Operating Process.  
<https://npc0.sharepoint.com/:b:/s/LearningTechnologiesSubcommittee/EYRkMEjwAWFFjGGrcVyBboMB8dcRr2oiLk6cW-X8AJJwXA?e=SnbEup>

1. **MOTION** – Pat Lopez moved to approve the new charges as amended
2. **SECOND** – Wes King seconded the motion
3. **APPROVED** - Motion passed unanimously

f. PD – none

3. Curriculum

- a. ACRES – none
- b. New Programs – none
- c. Program Modifications – none
- d. Program Deletions – none
- e. Program Suspensions – none
- f. Misc. Curriculum – none

4. Old Business (not related to curriculum)

- a. [Charges and Composition of OER Taskforce](#) – Wei Ma, Andi Debellis – (action)

i. **MOTION** – Michelle Prentice moved to accept the composition and charges of the new OER taskforce as written in the attached document

ii. **SECOND** – Rachel Arroyo-Townsend seconded the motion

1. **Discussion** – The way that the new charges are written was found to be problematic. Concern about language being used regarding the Academic Master Plan were expressed as the Academic Master Plan has not yet been created. Streamlining the charges such as combining the best practices for OER and quality standards and usage into the second charge was also discussed. Eliminating the term “policy” and replacing it with “procedure” was requested for charge number four. A desire for a document that faculty can use that provides not only steps but the resources that are available to them for OER was communicated. New language was proposed as suggestions are being sent to Andi Debellis to further rework the charges.

a. **MOTION** - Eleanor Dempsey moved to postpone the consideration of this motion until the next meeting to allow for more editing

b. **SECOND** - Liz McKey seconded the motion

c. **APPROVED** – Motion passed unanimously to postpone to the next meeting

- i. **TASK** – IC to go into the document on SharePoint and recommend the edits and email Andi directly with suggestions. [Open Educational Resources Taskforce Charges Andi Debellis.docx](#)

- b. [Instructional Council Mission Statement](#) – Xander Henderson - (action)
  - i. **MOTION** – Eleanor Hempsey moved to accept the statement as written to the Leadership Council
  - ii. **SECOND** – Michelle Prentice seconded the motion
  - iii. **APPROVED** – Motion passed unanimously
- 5. New Business (not related to curriculum)
  - a. ITCS - ATF Season Recap – Michael Broyles (informative)
    - i. The ATF information is provided every year and is available for the IC to look at. Overall, there was positive energy this year for ATF. Since Michael Broyles took over in 2020, the focus has been the redesign of the AGECEC. He observed a deep consideration of how the AGECEC should look and that will be a continued conversation. There was some discussion about competing enrollments. Michael viewed developing the CP and transfer degrees in a way to increase enrollment and completion across the board as the primary focus. Michael also recognized that NPC has profound stability in its curriculum and curricula processes. This will lead to sustainability.
      - 1. **Comments** –
        - a. Giving students options and using those options to leverage them into enrollment and completion is greatly beneficial.
        - b. We volunteer to align with the AGECEC criteria for the good of the students. What are the practices of other schools? What should we align with and what should we differ from?
      - 2. **TASK** – Michael Broyles will send the link to the ATF folder to IC
  - b. ITCS and CTE - [Non-Credit Courses for FTSE](#) – Michael Broyles (discussion)
    - i. There are some non-credit courses that can be included in FTSE. A way to document these courses needs to be developed. Questions Michael Broyles asked IC is what would this process look like now that this is a new part of Arizona Education that we can participate in? What is the routing chain? Do these courses need a new prefix? What is the curricular development process for this?
      - 1. **Discussion** - The overall thoughts of the group were that ACRES may be the best house for these courses even though it is not a perfect fit. Also recognized that a new prefix would be beneficial, so these types of courses are easily identified and differentiated from other courses. IC does not need to have full-length decision making for these non-credit courses; however, IC is responsible for what goes into ACRES. That could be completed through the online approval process that already exists. IC should have at least a chance to look at it. Also, a clear definition of what non-credit courses count for FTSE is needed.
      - 2. **TASK** – Michael Broyles will coordinate with Jeremy Raisor and Community and Corporate Learning specialists, Melissa and Jamie, to

brainstorm what this should look like and bring it back to IC this semester or next.

- c. ITCS, EDP, Enrollment/Registrar - [Potential Changes to Scholastic Honors](#) – Michael Broyles (**discussion**)
  - i. Regarding potential changes to the Scholastic Honors page in the NPC catalog, it was clarified that the IC can at least make a recommendation. This is an item that will never be completed perfectly, but it is important to take a closer look to see if it can be made more equitable than it is. All agreed that all degree areas should be included in Scholastic Honors. The overall desire to keep the GPA component to awards was expressed. Though not flawless, it is the clearest way to award students equitably. The majority were open to the possibility of adding a new award that would recognize students for efforts in other areas such as community service, leadership, and other honors outside of GPA, even if GPA were still a way of identifying nominated students. It was agreed that any student recognized should not have any disciplinary issues. These awards are a great honor for students and will reside on their transcripts. This is a great asset when applying for graduate school and incorporating it into resumes.
  - ii. **TASK** - Michael Broyles – Consult with Allison, Frank, and Rachel to look at what this would look like and report back to IC this semester or next.
6. Announcements & Reporting of Previous Tasks
  - a. Symposium at WMC will be available for the Instructional Council on 12 April (**action**)
    - i. **MOTION** – Pat Lopez moved to keep the IC meeting at SCC on April 12<sup>th</sup>
    - ii. **SECOND** – Wes King seconded the motion
    - iii. **APPROVED** - Motion passed unanimously
7. Future Agenda Items
  - a. Updates to the Catalogue – Lia Keenan
8. Adjournment – (**action**)
  - a. Meeting adjourned at 10:44 am