

IC Minutes 2/9/24

Northland Pioneer College Instructional Council (IC) Meeting Minutes

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

Voting Members Present:

Rachel Arroyo-Townsend, Liz McKey, Michelle Prentice, Susan Hoffman, Xander Henderson, Renee Freese, Jeremy Raisor, Melody Niesen, Kathy Berlyn (proxy for Eleanore Hempsey), Inez Schaechterle (proxy for Wes King), Scott Waite (proxy for Pat Lopez)

Advisory Members Present:

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

Guests Present:


Kate Hahn, Catherine Buckhorn, Susan Jensen, Andi Debellis, Mark Camisa, Allison Landy, Susan Jensen, Shanna Kukla, Ruth Zimmerman, Tonya Thacker, Jodie Humphrey

1. Roll Call
2. Approval of [01/26/2024 IC Minutes](#) – Xander Henderson – (action)
 - a. **MOTION** – Liz McKey moved to accept the minutes
 - b. **SECOND** – Susan Hoffman seconded the motion
 - i. **Discussion** – page 4, April 12th meeting not April 5th meeting
 - c. **APPROVED** – Motion passed unanimously
3. IC Subcommittees - (action)
 - a. AS – none
 - b. ASK – [ASK Subcommittee Report](#) - Michael Broyles
 - i. **MOTION** – Susan Hoffman moved to accept the ASK subcommittee report
 - ii. **SECOND** – Rachel Arroyo-Townsend seconded the motion
 - iii. **APPROVED** – Motion passed unanimously
 - iv. **Discussion items:**
 1. Michael Broyles asked the IC what they would recommend for the ASK committee regarding the next chair and the requirement for the chair. The ASK chair is a 3-load reduction, implying it must be faculty. The chair should not only be faculty but faculty that is not remote. Do these preferences remain, and if the non-remote faculty is still desired, does the ASK subcommittee need to add this language? Are we keeping it a requirement for faculty to be chair?
 - a. IC's consensus was to maintain the requirements for ASK chair to be faculty and non-remote because it is a critical committee

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that requires a unique skillset and needs to be accessible.

Affirmation of the great work Michael Broyles has done as chair was expressed and the group had a unanimous voice favoring another term for Dr. Broyles.

- b. The composition of the ASK subcommittee: Arts and science, CTE, nursing and allied health departments, the Curriculum Coordinator (currently Michael Broyles) and Director of Institutional Effectiveness (currently Judy Yip-Reyes)
- c. Michael Broyles will bring composition and charges back to IC with these recommendations in mind.
- c. BA/BS/BAM AdHoc – [BABS Subcommittee Report](#) – Allison Landy
 - i. **Additional information not in the report:** Dr. Landy had a conversation with Dr. Hazelbaker about the BAEE and he indicated that its implementation is most dependent on when the HLC visit is. If the HLC visit occurs in May, the likelihood of rollout in the fall of '24 is low but if it happens before that, we could potentially roll out fall '24. He does not anticipate a rollout date later  spring of 2025.
 - ii. **MOTION** – Susan Hoffman moved to accept the BAM subcommittee report
 - iii. **SECOND** – Melody Niesen seconded the motion
 - iv. **APPROVED** – Motion passed unanimously
- d. DE – none
- e. LT – [LTC Subcommittee Report](#) – Andi Debellis
 - i. **MOTION** – Susan Hoffman moved to accept the LTC subcommittee report
 - ii. **SECOND** – Michelle Prentice seconded the motion
 - iii. **APPROVED** – Motion approved unanimously
- f. PD – none
- 4. Curriculum
 - a. ACRES – none
 - b. New Programs – none
 - c. Program Modifications –
 - i. Criminal Justice CAS CP - documentation is in ACRES - Mark Camisa - (action)
 - 1. An additional pathway for students to receive a CP or associate degree was developed.
 - 2. **MOTION** – Rachel Arroyo-Townsend moved to accept the modifications
 - 3. **SECOND** – Michelle Prentice seconded the motion
 - a. **Discussion** – Previous concern that the criminal justice program looked like one 32-hour class was taken into consideration and now, it is a variety of smaller courses providing more options. A positive response to the work that has been done and the opportunity it offers students was expressed.
 - 4. **APPROVED** – Motion passed unanimously – Jeremy Raisor abstained

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- ii. NAT CP - documentation is in ACRES – Liz McKey- (action)
 - 1. Program modified to lead to stackable credentials.
 - 2. **MOTION** – Susan Hoffman moved to approve the modification
 - 3. **SECOND** – Michelle Prentice seconded the motion
 - a. **Discussion** – HES 145 will be removed from the Nursing Assistant program as a requirement because it is already encompassed into other courses. The course will not be deleted, will continue to be offered, and is required for two other college programs.
 - 4. **APPROVED** – Motion passed unanimously – Liz McKey abstained
- d. Program Deletions – none
- e. Program Suspensions – none
- f. Misc. Curriculum –
 - i. ITCS [Satisfactory Placement Language](#) - Michael Broyles - (action)
 - 1. Clearer language is needed for “satisfactory placement.” It needed to be clear regardless of whether the person reading it had or did not have the placement handbook in front of them. The goal was to make it clearer by implementing new language defined by a number range.
 - 2. **MOTION** – Susan Hoffman moved to approve language that uses low-range, mid-range, and high-range, for all current and future courses.
 - 3. **SECOND** – Rachel Arroyo-Townsend seconded the motion
 - a. **Discussion** –
 - i. Accuplacer scores were discussed. Though they have a specific number, it is still suggested that they identify the range that it is in. Putting actual scores into ACRES can cause it to be outdated quickly and create many issues within ACRES. Donna Krieser communicated that Accuplacer will no longer be in the next placement handbook. Next Generation will replace Accuplacer.
 - ii. It was recognized that “Satisfactory Placement” is on a lot of forms in ACRES and has not been defined. Having some sort of range that it correlates with is needed and necessary.
 - iii. A desire to improve the placement handbook with further definitions was discussed. A number range vs. defined terms. While Dr. Broyles does not have it in his position to make a final decision on the placement handbook, he can make recommendations.
 - iv. Regarding the order, low to high vs high to low, if you look at math on the chart, it starts with the lowest. There are 2 or 3 math placement tests and there are so

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many levels of math. It was noted that the catalog courses are listed from the lowest to the highest. The placement handbook follows suit with the order in the catalog.

- v. The CCP department has historically used the satisfactory placement language. If a student takes a TABE test, it determines which class they go into next.
 - vi. This is not student facing and will assist us in the future in ACRES.
 - b. **TASK** – Xander Henderson will meet with Academic Standards and Donna Krieser to look at constructing more descriptive language for “satisfactory placement” tag and see if changes are feasible.
 - 4. **APPROVED** – Motion passed unanimously
- ii. Change to language in ACRES for the listed courses - HES 109, ECD 135, ECD 145, CHM 130 and PHL150. No student-facing information would change.
 - 1. **Motion** – Liz McKey moved to change the language in ACRES for the specified list of courses
 - 2. **Second** – Susan Hoffman seconded the motion
 - a. **Discussion** – Allison Landy said her department approves of these changes. Melody Niesen agreed for the chemistry and philosophy courses. Renee Freese also supported the change to courses in her department.
 - 3. **APPROVED** – motion passed unanimously – Renee Freese abstained
- 5. Old Business (not related to curriculum)
- 6. New Business (not related to curriculum)
- 7. Announcements & Reporting of Previous Tasks
- 8. Future Agenda Items
 - a. **TASK** – A discussion regarding contact hours vs. Carnegie hours will be brought to IC. Xander Henderson will make the request in ACRES.
- 9. Adjournment – (**action**)