

IC Minutes 2/23/24

Northland Pioneer College Instructional Council (IC) Meeting Minutes

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

Voting Members Present:

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

Advisory Members Present:

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

Guests Present:

Jeffery LeFevre, Tamara Osborne, Lia Keenan, Celia Iguado, Ruth Zimmerman, Shandiin Deputee, Jodie Humphrey, Kathryn Matott, Marletha Baloo, Shanna Kukla, Susan Jensen

1. Roll Call
2. Approval of [02/09/2024 IC Minutes](#) – Xander Henderson – (action)
 - a. **MOTION** – Susan Hoffman moved to accept the minutes from the last meeting
 - b. **SECOND** – Rachel Arroyo-Townsend seconded the motion
 - i. **Discussion** – none
 - c. **APPROVED** – Motion passed – Pat Lopez, Wes King and Eleanore Hempsey abstained
3. Updates
 - a. DEI – none
 - b. SSA – none
 - c. TAS – none
 - d. DII – none
4. IC Subcommittees - (action)
 - a. AS – [Subcommittee report](#) – Shandiin Deputee and CCP Faculty
 - i. **MOTION** – Eleanore Hempsey moved to accept the AS subcommittee report
 - ii. **SECOND** – Liz McKey seconded the motion
 1. **Discussion** – Though the first two bullet points seem the same, Shandiin Deputee clarified that they are different. The first is regarding the procedure about the placement handbook itself. The second is the procedure for revising the placement handbook. Through IC discussion last year (March 10, 2023), it was determined that there was a lot of confusion about who was responsible for updating the placement handbook and how to revise it. The IC took it on through the Academic Standards subcommittee. The AS subcommittee has looked at how

APPROVED 3/8/2024

procedures for the placement handbook were handled historically and has been charged with understanding the process in which it can be updated and maintained.

- iii. **APPROVED** – Motion passed unanimously
- iv. Extension to the deadline - March 1st is too early because the final changes from IC for the placement handbook are needed and those happen after the March 1st deadline.
 - a. **Discussion** – Question for clarification – Would the update be completed by April 3rd? Donna Krieser responded that she will meet on April 3rd with Pam Dominguez to make adjustments to the placement handbook. April 30th is the desired deadline for task completion.
 - b. The placement handbook is internal to advising. It needs to be updated for the purposes of advising. Academic Standards and IC want oversight because it affects what goes on with college courses. The timeline allows for some wiggle room.
 - c. IC does not meet in May; therefore, it was requested that AS report specifically on this item by the last IC meeting – April 26th.
 - d. IC decided no action was required for this item.
- v. **TASK** – AS report specifically on this item by the last IC meeting – April 26th.

5. Curriculum

- a. ACRES – none
- b. New Programs
 - i. [Industrial Technology Trades Feasibility Study](#) - Jeffrey LeFevre, Jeremy Raisor, Frank Pinnell - (**action**)
 - 1. **MOTION** – Pat Lopez moved to approve the ITT feasibility study
 - 2. **SECOND** – Eleanore Hempsey seconded the motion
 - a. **Discussion** – IC appreciated the detail of information.
 - 3. **APPROVED** – Motion approved – Jeremy Raisor, Wes King and Melody Niesen abstained
 - ii. [ITT Strikethrough Draft](#) - Jeffrey LeFevre and Jeremy Raisor - (**discussion**)
 - 1. **Discussion** – This will be voted on in ACRES in two weeks. The EIT program will not accept enrollment for next year and will be deleted.
 - 2. Some questioned if 8 credits of biological science would be better to supplement the content for the Associate degree.
 - 3. It was noted that if you require physics or chemistry this would change the math requirements.
 - 4. The AAS in Industrial Technology is to leverage individuals to a technician or apprenticeship level, with the educational component

APPROVED 3/8/2024

already completed. With this degree, once hired as an apprentice, individuals would only require two years in the field with the journeyman.

5. The additional credits of business classes allow them to accrue some management skills and knowledge of what a management path would entail.

iii. [Request to Create New Prefix \(ITT\)](#) - Jeffrey LeFevre, Jeremy Raisor - (action)

1. **MOTION** – Eleanore Hempsey moved to create the new ITT prefix
2. **SECOND** – Renee Freese seconded the motion
 - a. **Discussion** – The ITT courses will be in ACRES to approve pending approval of this motion.
3. **APPROVED** – Motion passed unanimously

c. Program Modifications

i. Associate of Science Program, documentation in ACRES – Pat Lopez and Eleanore Hempsey- (action)

1. The science and mathematics options portion of the Associates of Science degree is limited to 6 credits. Only one of the science courses is 3 credits and all the others are 4 credits. Students cannot earn this AS degree with under 7 credits of combined science and mathematics options. This modification corrects that.
2. **MOTION** – Liz McKey moved to approve the program modification
3. **SECOND** – Michelle Prentice seconded the motion
 - a. **Discussion** –From the advising standpoint this fixes the issue of having to have a work around where rec reg would take two credits from their sciences and move to their electives.
4. **APPROVED** – Motion passed – Eleanor Hempsey, Pat Lopez and Melody Niesen abstained

d. Program Deletions – none

e. Program Suspensions – none

f. Misc. Curriculum

i. [EMT 133 Contact and Credit Hours](#) – Xander Henderson and Michael Broyles- (action)

1. Outside regulators require this class meet for 34 clock hours, the equivalent of about 41 Carnegie hours. The ACRES form currently indicates that this class meets for 41 [Carnegie] hours (2.6 contact hours per week). The course is a 2-credit course. The inclusion of decimal hours is unusual, and the tension between clock hours and Carnegie hours has been a source of confusion in the past. As such, it has been brought to the IC for live discussion.

- a. **Discussion** - External stakeholder requirements for 60 hours and in our forms, it goes by Carnegie hours. This becomes exceedingly difficult to apply in the medical disciplines. We have put decimal points in the clock hours to try to fix it. Judy Yip-Reyes as the accreditation officer said that from their perspective the assignment and award of credits shall conform to the commonly accepted practices in higher education. This is a vague description.
- b. Note - See pages 15-16 of the Instructions for ACRES Forms 2023-204 for definitions of modes of instructional delivery:
<https://npc0.sharepoint.com/sites/InstructionalCouncil/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FInstructionalCouncil%2FShared%20Documents%2FIC%5FOperations%2FInstructions%5Ffor%5FACRES%5FForms%5FAY%5F2023%5F2024%2Epdf&viewid=bacae3fd%2D2931%2D4932%2D8776%2D9a2b779fec8c&parent=%2Fsites%2FInstructionalCouncil%2FShared%20Documents%2FIC%5FOperations>
- c. It was mentioned to think about federal compliance as well when looking at this and reviews. Contact time that specifies for a credit hour, according to federal guidelines, have a minimum amount of contact time as an expectation for a credit hour. For 15 hours of contact time for 1 credit as a minimum. They allow for labs to be a 2:1 ratio. There is not a penalty or problem from a compliance standpoint that contact time is more than the minimum. This does potentially negatively impact the compensation component for the amount of time that is spent in class.
- d. Concerns were expressed about raising the credit hours for courses, as this would require the class's cost to rise.
- e. The contact hour requirements are minimum requirements. For the Nursing Assistant program, 120 contact hours are required in a semester. If a student is late or ill or for any reason falls short of their 120 hours, they do not qualify to be a nursing assistant. It is not Carnegie hours. There are 9 clock hours for nursing assistants each week. These are specific requirements regulated by the state board of nursing.
- f. NAVIT students are in class 2.7 hours per day. They are already missing 45 minutes per week. Public students encounter issues with day care, being sick, missing clinicals etc. Some students

are barely making their hours. Every single minute is being used in class.

- g. It was noted that faculty in Nursing and Nursing Assistant are loaded 1 to 1 for practicum/clinical courses, though Procedure 2910 permits those courses to be loaded at 0.7 to 1 (0.7 load per 1 Carnegie hour of contact time).
 - h. IC previously determined that in ACRES contact hours need to be in Carnegie hours. What is in curriculum forms needs to be Carnegie hours. This is important because it affects what a student will pay, what load will be for faculty. If this is 144 clock hours not Carnegie hours, faculty are under loaded by 12% and are consistently undercompensated for their work at the college.
 - i. It was noted that the only item on the floor was EMT 133 – other program issues need to be discussed in the future. The group agreed this was not ready to be voted on.
 - j. It was suggested that EMT 133 be reworked so that one of the two credit hours of this course reflect clinical or lab (whichever Michelle Prentice deems most appropriate) contact hours. Currently, the course is listed as 2 credit hours of lecture but there is, as I understand it, definitely a hands-on component to the course.
 - k. It was suggested that a conversion of clock hours to Carnegie hours be added to the ACRES form for regulatory agencies. Dr. Broyles said that a long-term solution would be to add a field for notes into the ACRES curriculum forms and for an immediate solution notes can be added to the curriculum forms, in the rationale for these regulatory agencies.
- 2. **TASK** – Dr. Broyles will bring this back to the March meeting for notes in curriculum forms with the conversion equation.
- ii. [General Education Course Options Criteria Form](#) – Michael Broyles and Melody Niesen - (**discussion**)
 - 1. **Discussion** – Developed a form to set base expectations that would help initial conversations about general education course options to Deans before it gets to a request to proceed stage. This form will be updated annually and is not an official form.
 - a. The group appreciated the work that the arts and science faculty put into this document and overall liked the form.
- 6. Old Business (not related to curriculum) – none
 - 7. New Business (not related to curriculum)

APPROVED 3/8/2024

- a. Revisions to NPC College Catalog – Lia Keenan - (discussion)
 - i. **Discussion** – The group discussed how changes can be made mid–year to the catalog and what changes were appropriate to change mid– year and general feedback for catalog organization and edits. It was identified that edits and changes can be requested through Dr. Michael Solomonson and then he will direct them appropriately.
 - ii. It was agreed that the preference is to wait until the next academic year for major changes, substantial changes, like the procedure for student misconduct. It has created a gray area for changing the procedure halfway through the year.
 - iii. Moving forward, marketing will avoid having these policies printed in the catalog when possible. There are federal regulations that are tied to communicating changes to students in writing. A lot of colleges sperate this out into two documents – a catalog and a student handbook. Marketing will look more into these options.
 - iv. Note - The information regarding "Applicable Catalog" can be found here:
<http://npc.catalog.acalog.com/content.php?catoid=4&navoid=524&hl=%22catalog%22&returnto=search#applicable-catalog>
 1. Catalog addendum:
<http://npc.catalog.acalog.com/content.php?catoid=4&navoid=592&hl=%22catalog%22&returnto=search>
 - b. **TASK** – Xander Henderson will send a memo to the procedures committee to discuss this -
 1. Communication that when procedures are updated that people are notified and
 2. The effective date of those procedures
8. Announcements & Reporting of Previous Tasks
 - a. Dr. Broyles – Please get into ACRES and vote! This will save time for the in-session March 8th meeting.
 9. Future Agenda Items
 10. Adjournment – (action)
 - a. Adjourned at 10:32am