

IC Minutes 3/22/24

Northland Pioneer College
Instructional Council (IC) Meeting Minutes

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

Voting Members Present:

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

Advisory Members Present:

Michael Solomonson, Amanda Sutter, Donna Krieser, Luann Crosby, Josh Rogers

Guests Present:

Jeffrey LeFevre, Rachel Channell, Rhonda Paladino, Kathryn Hahn, Celia Iguado, Allison Landy, Jodie Humphrey, Susan Jensen, Ruth Zimmerman, Cathleen Burson, Lia Keenan, Shanna Kukla, Shandiin Deputee

1. Approval of [03/08/2024 IC Minutes](#) – Xander Henderson – (action)
 - a. **MOTION** – Wes King moved to approve the minutes
 - b. **SECOND** – Michelle Prentice seconded the motion
 - c. **APPROVED** – Motion passed unanimously
2. Updates
 - a. DEI – none
 - b. SSA – none
 - c. TAS – none
 - d. DII – none
3. Curriculum

APPROVED 4/12/2024

a. ACRES –

i. **MOTION** – Pat Lopez moved to take a 10-minute recess to look over remaining courses in ACRES – MDA 126, BUS 188, and HUS annual course deletions

ii. **SECOND** – Eleanore Hempsey seconded the motion

iii. **APPROVED** – Motion passed unanimously

1. MDA 126

a. **MOTION** – Eleanore Hempsey moved to approve MDA 126

b. **SECOND** – Susan Hoffman seconded the motion

c. **Discussion** –

i. An externship is what the industry calls it. It is an internal document and NPC calls them internships. Therefore, the group agreed to change the language to “internship”

ii. Adjustments were made to the course description and Xander did them actively in ACRES.

iii. In the catalog, which is student facing, this will stay with clock hours – 160 hours. 160 clock hours is 192 Carnegie hours for the internal facing ACRES forms.

iv. If 160 clock hours are needed, only 120 clock hours are met with how it is outlined. The lecture is a part of the 160 hours. The 160 clock hours are from an outside accreditor.

1. It was recommended to take out the 160 hours from the catalog description: 160 Carnegie hours and 133 contact hours.

2. To hit the 160 clock hours this would require one more credit of lab. The group was ok with it being 160 Carnegie hours and 133 contact hours and leaving all the credit hours how they are.

v. Corrected the mode of instruction to remove “other mode of instruction”

vi. Course outcomes – grammatical errors were corrected

d. **APPROVED** – Motion passed; Renee Freese abstained

APPROVED 4/12/2024

2. BUS 188

- a. **MOTION** – Pat Lopez moved to approve BUS 188
- b. **SECOND** – Michelle Prentice seconded the motion
- c. **APPROVED** – Motion passed, Jeremy Raisor and Rachel Arroyo-Townsend abstained

3. HUS annual course deletions

- a. **MOTION** – Rachel Arroyo-Townsend moved to delete the courses
- b. **SECOND** – Michelle Prentice seconded the motion
- c. **APPROVED** – Motion passed; Meledy Niesen abstained

b. New Programs

i. Industrial Technology Trades program – Jeff Lefevre - (action)

- 1. ~~ITT 131~~ (approved in ACRES on 19 March)
- 2. ~~ITT 171~~ (approved in ACRES on 22 March)
- 3. ~~ITT 281~~ (approved in ACRES on 19 March)
- 4. ~~ITT 102~~ (approved in ACRES on 18 March)
- 5. ~~ITT 132~~ (approved in ACRES on 20 March)

6. ITT 172

- a. **MOTION** – Rachel Arroyo-Townsend moved to approve ITT 172
- b. **SECOND** – Pat Lopez seconded the motion
- c. **Discussion** – The new set of outcomes addressed the concerns members had.
- d. **APPROVED** – Motion passed, Jeremy Raisor and Wes King abstained

7. ITT 271

- a. **MOTION** – Pat Lopez moved to approve ITT 271
- b. **SECOND** – Rachel Arroyo-Townsend seconded the motion
- c. **Discussion** – in the course topics, section 6, a small correction was made. Course outcomes number 4 had a missing period.
- d. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained

8. ~~ITT 282~~ (approved in ACRES on 20 March)

9. ~~ITT 113~~ (approved in ACRES on 20 March)

10. ITT 133 - Approved 3/21/24 in ACRES

11. ~~ITT 153~~ (approved in ACRES on 20 March)

APPROVED 4/12/2024

12. ~~ITT 114~~ (approved in ACRES on 22 March)

13. ~~ITT 134~~ (approved in ACRES on 22 March)

14. ~~ITT 154~~ (approved in ACRES on 22 March)

15. ITT 215

- a. **MOTION** – Pat Lopez moved to approve ITT 215
- b. **SECOND** – Michelle Prentice seconded the motion
- c. **Discussion** – Sentence case –as long as it is consistent with the other classes. Dr. Broyles can make it nice and neat.
 - i. The group discussed the use of fractional hours and if they should be used or not. Concerning that if fractional hours are used in other cases, it can get complicated. However, it was noted that Dr. Broyles felt half hours are acceptable but that is it for fractional hours. The group agreed that it would work.
 - ii. An adjustment was made to make it more indicative of lab learning. Items number 5,9 and 11 added “in the hands-on setting”. Xander completed this in Acres.
- d. **APPROVED** – Motion passed – Wes King and Jeremy Raisor abstained

16. ITT 235

- a. **MOTION** – Michelle Prentice moved to approve ITT 235
- b. **SECOND** –Rachel Arroyo-Townsend seconded the motion
- c. **Discussion** – In the rationale, the word industry does not need to be capitalized. It was discussed that one of the topics is identical to one of the outcomes: troubleshooting. However, it was clarified that they are different and cover two different things within troubleshooting. Additional grammatical errors were fixed.
- d. **APPROVED** – Motion passed Wes King and Jeremy Raisor abstained

17. ITT 255

- a. **MOTION** – Pat Lopez moved to approve ITT 255
- b. **SECOND** –Rachel Arroyo-Townsend seconded the motion
- c. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained

APPROVED 4/12/2024

18. ITT 216

- a. **MOTION** – Eleanore Hempsey moved to approve ITT 216
- b. **SECOND** – Liz McKey seconded the motion
- c. **Discussion** – Comments were addressed, and some grammar was corrected.
TASK - Dr. Broyles will make all these consistent in capitalizations – Certified Electrical and Instrumentation Technicians
- d. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained

19. ITT 236

- a. **MOTION** – Pat Lopez moved to approve ITT 236
- b. **SECOND** – Rachel Arroyo-Townsend seconded the motion
- c. **Discussion** –
 - i. A suggestion for outcome 12 to change “deal with” to “resolve” was made and the group agreed to the edit.
 - ii. On the first page, the catalog course description was a bit of a numeration of topics. Clarity was provided and the IC members were ok with how it was written.
 - iii. On number 12, changed “problems” to “concerns” – the intent is for students to learn about how to work with difficult and challenging customers.
 - 1. The group felt there were too many outcomes. It was agreed to take 10, 11 and 12 and combine them to say, “communicate effectively with customers across a variety of settings to address needs and concerns.” Xander made this change.
 - iv. If something changes within oil heating, this must come back to IC for modification. Jeff Lefevre clarified that this course is specific to oil heating.
- d. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained

20. ITT 256

- a. **MOTION** – Eleanore Hempsey moved to approve ITT 256

APPROVED 4/12/2024

- b. **SECOND** – Rachel Arroyo-Townsend seconded the motion
- c. **Discussion** – Comments in ACRES were resolved.
Grammatical errors in the description were corrected.
Capitalized Certified Industrial Maintenance Mechanic.
- d. **TASK** – Xander will fix the two number 3's
- e. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained.

21. ITT 217

- a. **MOTION** – Rachel Arroyo-Townsend moved to approve ITT 217
- b. **SECOND** – Pat Lopez seconded the motion
- c. **Discussion** – Grammatical comments were addressed.
- d. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained.

22. ITT 237

- a. **MOTION** – Wes King moved to approve ITT 237
- b. **SECOND** – Michelle Prentice seconded the motion
- c. **Discussion** – Grammatical errors were addressed.
- d. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained

23. ITT 257

- a. **MOTION** – Rachel Arroyo-Townsend moved to approve
- b. **SECOND** – Pat Lopez seconded the motion
- c. **Discussion** – Grammatical items addressed.
- d. **APPROVED** – Motion passed, Wes King and Jeremy abstained.

24. ITT 218

- a. **MOTION** – Pat Lopez moved to approve ITT 218
- b. **SECOND** – Liz McKey seconded the motion
- c. **APPROVED** -Motion passed, Wes King and Jeremy Raisor abstained

25. ITT 238

- a. **MOTION** –Michelle Prentice moved to approve ITT 238
- b. **SECOND** – Rachel Arroyo-Townsend seconded the motion
- c. **Discussion** – Course outcomes number 2 and 7 are missing periods. There are also two number 3's and 8's – Xander made the edits in ACRES

APPROVED 4/12/2024

- d. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained

26. ITT 258

- a. **MOTION** – Wes King moved to approve ITT 258
- b. **SECOND** –Michelle Prentice seconded the motion
- c. **Discussion** – there are two number 4's and the first is missing a period.
- d. **TASK** – Dr. Broyles make sure all the ITT numbered lists are numbered correctly - without doubles.
- e. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained.

27. Industrial Technology Trades Program

- a. **MOTION** – Wes King moved to approve the ITT program
- b. **SECOND** – Rachel Arroyo-Townsend seconded the motion
- c. **Discussion** –
 - i. Pat Lopez stated that the iteration of the program is much better construed than when IC approved the previous EIT version.
 - ii. The group is excited about Jeff Lefevre being here and about the future of this program.
- d. **APPROVED** – Motion passed, Wes King and Jeremy Raisor abstained
- e. NOTE: Once DBG approves it will go to rec reg for classes to be open for the fall.

c. Program Modifications

- i. [RTP on the BAS-ECE Strikethrough Document](#) – Allison Landy – (action)
 - a. This request for a modification is for one sentence in the program statement. The original sentence was too narrowly written. It has been rewritten so that students are to complete any associate degree to complete their bachelor's degree. Clarity – Any student from anywhere in any topic that has an associate degree meets the requirement as long as they have the pre-requisites.
 - b. **MOTION** – Rachel Arroyo-Townsend moves to approve the request to proceed for the program modification.
 - c. **SECOND** – Michelle Prentice seconded the motion

- d. **Discussion** –The adjustment is to make it allow any completed associate degree to meet the requirement, taking out the specificity of the type of associate degree. If a student comes in with an associate in childhood development, they already have a lot of the program completed.
 - e. **APPROVED** – Motion passed unanimously.
- ii. Behavioral Health/Technician/Studies program modification – documentation in ACRES – Rachel Channell - (action)
 - 1. ~~BHS-191~~ (approved in ACRES on 22 March)
 - 2. Behavioral Health/Technician/Studies program modification
 - a. **MOTION** – Pat Lopez moved to approve the program modification.
 - b. **SECOND** - Rachel Arroyo-Townsend seconded the motion
 - c. **Discussion** –
 - i. The group was happy with this modification
 - ii. The program is growing - Declared major 4 students, students taking classes this last fall was 6, and currently it is 8-12
 - d. **APPROVED** – Motion passed; Jeremy abstained
- iii. Surgical Technology AAS CAS CP Active – Renee Freese (action)
 - 1. ~~HES-201~~ (approved in ACRES on 22 March)
 - 2. Surgical Technology program modification
 - a. **MOTION** – Rachel Arroyo-Townsend moved to approve the Surgical Technology program modification
 - b. **SECOND** – Michelle Prentice seconded the motion
 - c. **Discussion** –
 - i. The classes HES 170 and HES 190 are prerequisites for the CP but are also requisites of the program.
 - ii. HES 201 is necessary for students to have in the workplace. A discussion about whether this class should be part of the CP or just the AAS was had. If added to the CP, the CP would go up to 44 credits. That is a lot of credits for a CP. Philosophically, CPs are meant to meet the minimum entry level requirements.

APPROVED 4/12/2024

- iii. The CP does allow someone to work as a surgical tech. This puts them into the workforce sooner. However, they start at an entry level. They cannot be in a lead or specialty. They must have at least an associate or bachelor's degree to go further.
- iv. Since it is an AAS that leads to the industry credential, it was decided to leave HES 201 out of the CP and only in the AAS.
- v. A lot of states do not require a degree to be a surgical technician. Maricopa Community College has not created a CP for this because they wanted students to get their associate degree. Our community has asked for a CP because there is a need for surgical tech.
- d. **APPROVED** – Motion passed, Renee Freese and Jeremy Raisor abstained
- d. Program Deletions – none
- e. Program Suspensions – none
- f. Misc. Curriculum
- 4. Old Business (not related to curriculum) – none
- 5. New Business (not related to curriculum)
 - a. Moving the IC Retreat to August - I have been requested to bring before IC a discussion regarding moving the IC retreat to August so proposers can start curricular business in September. – ~~Michael Broyles~~ Allison Landy – (discussion)
 - i. Getting everything done for the programs to be ready for the fall is challenging because it takes so much time. A recommendation to have the IC Retreat be moved up by 2 weeks to August was presented. This would allow the first IC meeting to be ready for curriculum items.
 - 1. **Discussion** –
 - 2. The group is not against starting curriculum discussions and actions earlier in the year, but concern for another meeting at the beginning of the school year was expressed.
 - 3. Now that Michael Broyles has taken on wordsmithing, IC has more time in session to discuss other issues and programs. The IC retreat was originally developed to do what Michael does. There is less of a need for an IC retreat. There is a time to lay out

APPROVED 4/12/2024

instructions and guidance at the beginning of the IC meeting and then do curriculum work.

4. There is still a need for new IC members to get trained before IC meetings begin, like an IC bootcamp. Dr. Broyles does that individually, and it might be nice to have this as an open invitation not mandatory for other seasoned IC members to assist in this training.
5. In summary, the first IC meeting would be the second week of September but would allow curriculum to be discussed during this first meeting. Training would be offered earlier to new IC members.

~~b. Brainstorming: Leveraging the Course Equivalency Guide (CEG) into Increased Retention and Completion – I hosted a brainstorming session in the fall and now I'm bringing this to IC. Here is the description: Over the past three years, NPC has undertaken comprehensive updates to the Course Equivalency Guide (CEG) to make it accurate and current. Now that the update process is complete, your curriculum coordinator, Michael Broyles, is hosting a brainstorming session with IC regarding how we can leverage this student facing database into increased retention and completion. Bring your great ideas and let's brainstorm! – Michael Broyles – (discussion)~~
(postponed until the next meeting – 4/12/2024)

6. Announcements & Reporting of Previous Tasks
7. Future Agenda Items
8. Adjournment – (action)