

# APPROVED 9/13/2024

IC Minutes 4/26/24

## 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
- ☒ Tabitha Stickel, proxy for Melody Niesen
- ☒ Michelle Prentice
- ☒ Jeremy Raisor

### Advisory Members Present:

- ☐ Michael Solomonson
- ☒ Amanda Sutter
- ☒ Luann Crosby
- ☐ Josh Rogers
- ☐ Michael Broyles
- ☐ Donna Krieser
- ☒ Michael Jacob

### Guests Present:

Kate Hahn, Allison Landy, Kate Buckhorn, Rickey Jackson, Magda Gluszek, Jodie Humphrey, Andi De Bellis, Susan Jensen, Shanna Kukla, Celia Iguado, Marletha Baloo,  Olivia Jaquez

1. Approval of [4/12/2024 IC Meeting Minutes](#) – Xander Henderson – (action)
  - a. **MOTION** – Michele Prentice moved to accept the minutes
  - b. **SECOND** – Pat Lopez seconded the motion
    - i. **Discussion** –
  - c. **APPROVED** – Motion passed; Wes King and Xander Henderson abstained

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2. IC Subcommittees (**action:** approve composition / charges for next year; the composition / charges for the 2023/24 academic year can be found at [IC Subcommittee ChargesComp 2324.docx](#).)
  - a. AS – [Report/CLEP](#) – Tabitha Stickel, proxy for Shandiin Deputee
    - i. **MOTION** – Susan Hoffman moved to accept the AS report
    - ii. **SECOND** – Jeremy Raisor seconded the motion
      1. **Discussion** –
    - iii. **APPROVED** – Motion passed
  - b. AS Charges and Composition – Want to keep them the same for this year
    - i. **MOTION** – Rachel Arroyo Townsend moved to accept the same charges and composition for 2024-2025
    - ii. **SECOND** – Michelle Prentice seconded the motion
      1. **Discussion** – The Procedure 3105 is being voted on today so it should be dropped.
      2. There are many of these charges that need to be changed or updated.
      3. **MOTION** – Eleanore Hempsey moved to postpone consideration of these charges until the first meeting in September.
      4. **SECOND** – Pat Lopez seconded the motion
        - a. **Discussion** -
        - b. Consider removing charge 6, modify/update charge 3, update charge 1 and 2 under the presumption that they were completed this year. Charge 2 is clerical work and needs to be removed or reworked. Charge 4 also needs to be updated/removed. Charges should be specific.
        - c. IC does not need to be involved in very minor changes in the placement handbook. How NPC accepts credits and places students is what Academic Standards should be doing.
    5. **APPROVED** – Motion passed to postpone until the first meeting in September.
    6. **TASK** – Xander and Tabitha Stickel will contact AS to give them feedback from IC.
  - iii. [Procedure 3105 – Credit by Departmental Exam](#) – Tabitha Stickel, proxy for Shandiin Deputee
    1. IC is bringing a proposed update to Procedure 3105 to the Procedure committee

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2. **MOTION** – Pat Lopez moved to submit the draft revision to the Procedures committee
  3. **SECOND** – Susan Hoffman seconded the motion
    - a. **Discussion** – It was noted that IC was not approving this revision but voting to recommend it to the Procedures committee. There will still be opportunities to further revise it.
    - b. It is not perfect but it is distinctly better than what the current procedure is, and the committee was commended for their work on this.
  4. **APPROVED** – Motion passed unanimously
  5. **TASK** – Xander to make a clean copy of this without the editing and submit it to the Procedures committee.
- c. ASK –none
- d. BA/BS/BAM AdHoc – [Composition and Charges](#) – Allison Landy
- i. **MOTION** – Pat Lopez moved to accept the report
  - ii. **SECOND** – Liz McKey seconded the motion
    1. **Discussion** –
  - iii. **APPROVED** – Motion passed unanimously
  - iv. Academic Planning Committee Charges
    1. **MOTION** – Eleanore Hempsey moved to accept charges 1-5 of the standing Academic Planning Committee
    2. **SECOND** – Rachel Arroyo Townsend seconded the motion
      - a. **Discussion**-
        - i. The use of the term “hexagon tool” may be too specific. It was clarified that this tool was vetted by the college and will be used.
      - b. **APPROVED** – Motion passed unanimously
      - c. **MOTION** – Pat Lopez moved to reject proposed charge number 6
      - d. **SECOND** – Eleanore Hempsey seconded the motion
        - i. **Discussion** - Charge 6 is not within the purview of this group.
        - ii. It was discussed where this should be housed and not get too complicated.
        - iii. It was noted that advising is not instruction.
        - iv. The group recognized that it does not fit here but it needs to fit somewhere. The purpose of this

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committee is curricula and academic master planning.

- e. **APPROVED** – Motion to reject charge 6 passed unanimously
- f. **MOTION** – Eleanore Hempsey moved that the IC chair write a letter to VPLSS recommending Faculty Advising makes it into the strategic plan.
- g. **SECOND** – Pat Lopez seconded the motion
  - i. **Discussion** – There is a feedback button on the VPLSS SharePoint page. Tabitha Stickel will also bring this up at the next VPLSS meeting.
  - ii. Jeremy Raisor discussed what happens with faculty advising within CTE. A lot of faculty advising is built into NAVIT. Other programs, non-NAVIT programs, still have a lot of faculty advising that is a benefit for students. Department chairs take the lead in answering student questions. Formalizing that process will be very helpful.
- h. **APPROVED** – Motion passed unanimously
- i. **TASK** – For the Chair of IC to write a letter to the VPLSS that it is recommended that that strategy for Faculty Advising be added to strategic planning.
- v. Academic Planning Committee Composition
  - 1. **MOTION** – Pat Lopez moved to accept the proposed composition
  - 2. **SECOND** – Michelle Prentice seconded the motion
    - a. **Discussion** – The note can be taken out about nursing.
  - 3. **APPROVED** – Motion passed
  - 4. **TASK**: Xander to get the Academic Planning Committee composition from Faculty Association and Dr. Solomonson.
- a. DE – [Dual Enrollment Sub-Committee Semi-Annual Report](#) – Rich Harris
  - i. **MOTION** – Rachel Arroyo Townsend moved to accept the report
  - ii. **SECOND** – Wes King seconded the motion
    - 1. **Discussion** –
  - iii. **APPROVED** – Motion passed; Pat Lopez abstained
- b. DE Charges and Composition- Keep the same as this year
  - i. **MOTION** – Eleanore Hempsey moved to postpone the voting of these charges until the first meeting in September
  - ii. **SECOND** – Susan Hoffman seconded the motion

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1. **Discussion –**
  2. Charge number 4 is very vague, a push in the high schools to up dual enrollment and this has added stress. A better process needs to be developed on approving DE professors.
  3. CTE does offer dual enrollment, but they have fewer high schools that participate in CTE DE. CTE has not seen the struggle that maybe the Arts and Sciences department experiences. There are a few Dual Enrollment Liaisons that help ensure that the quality is there and that they are in line with the academic standards that are in place.
- iii. **APPROVED –** Motion passed; Pat Lopez abstained
- b. LT – [LTC Report](#) – Andi De Bellis
- i. **MOTION – Eleanore** Hempsey moved to accept the LTC report
  - ii. **SECOND –** Liz McKey seconded the motion
1. **Discussion –**
- iii. **APPROVED –** Motion passed unanimously
- b. LTC Charges and Composition
- i. Charges are to stay the same, but a request for composition is being made.
  - ii. **MOTION –** Pat Lopez moved to accept the 6 charges for next year.
  - iii. **SECOND –** Michelle Prentice seconded the motion
1. **Discussion –** It was noted that there is a large problem with the integration of Jenzabar and Moodle. The Moodle version being used is now unsupported.
- iv. **APPROVED –** Motion passed unanimously
- c. LTC Composition – The committee wants to make sure there are people from Ed Prep and Nursing on the committee for next year.
- i. **MOTION –** Eleanore Hempsey moved that the LTC composition be accepted as is, how it was last year.
  - ii. **SECOND –** Michelle Prentice seconded the motion
1. **Discussion –** 7 faculty (voting) the rest of the committee is advisory. The committee has the ability to invite Ed Prep and Nursing faculty to serve.
- iii. **APPROVED –** Motion passed unanimously
- c. PD – [Faculty Professional Development Subcommittee Report](#) – Magda Gluszek
- i. **MOTION –** Eleanore Hempsey moved to accept the report
  - ii. **SECOND –** Pat Lopez seconded the motion
1. **Discussion –**

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- iii. **APPROVED** – Motion passed unanimously
- iv. Charges and Composition – stay with how it was in the past
  - 1. **MOTION** – Jeremy Raisor moved to continue with the same charges and composition as last year
  - 2. **SECOND** – Rachel Arroyo Townsend seconded the motion
    - a. **Discussion** –
  - 3. **APPROVED** – Motion passed unanimously
- 3. Curriculum
  - a. New Programs – none
  - b. Program Modifications –
  - c. ACRES -
  - d. Program Deletions – none
  - e. Program Suspensions – none
  - f. Misc. Curriculum –
- 4. Old Business (not related to curriculum) –
- 5. New Business (not related to curriculum) –
  - a. Adjunct faculty level – Jeremy Raisor – (discussion)
    - i. **Discussion** – There are two reasons that specify an increase in salary for Adjunct faculty. One is that teaching experience is only counted when it is teaching experience within NPC. Should experience at other colleges/universities count? Wanting IC to share thoughts or suggestions.
    - ii. Clarification was provided that experience would be required to be at a college or university.
    - iii. The group agreed that experience should be considered regardless of where the college or university experience comes from.
    - iv. Could help in getting more adjunct faculty.
    - v. Jeremy Raisor said they would like to move forward with a recommendation to make this change.
  - b. 2024-2025 IC Calendar - Xander Henderson - (action)
    - i. The due dates for divisions have been shuffled so that this year CTE will come in early, but Arts and Sciences will have a little extra time.
    - ii. **MOTION** – Michelle Prentice moved that we accept the calendar as presented
    - iii. **SECOND** – Wes King seconded the motion
      - 1. **Discussion** – The December meeting was moved from the 13<sup>th</sup> to the 6<sup>th</sup> because the 13<sup>th</sup> is during finals, and this is a stressful time for some IC members. It also closes the large gap between the November and December meetings.

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2. As discussed in a previous IC meeting, there will not be an August retreat. See the link for the minutes where this was discussed; item 5a - [SP IC Minutes 032224.docx \(sharepoint.com\)](#)
3. Having three weeks at the beginning of the year to launch the academic year before starting IC is helpful to faculty.
- iv. **APPROVED** – Motion passed unanimously
- c. [Changing the disbursement date to two weeks later into the semester](#) – Olivia Jacquez and Marletha Baloo - (discussion)
  - i. **Discussion** – Student Accounts and Financial Aid departments are asking to change the disbursement date to two weeks later in the semester to reduce the rate of Pell grant over payments that are processed for those students that must pay the money back. They want to implement it in the fall of 2025.
  - ii. Pell over payments are a problem because financial aid is awarded based on the number of credits the students are enrolled in. When we pay that in advance to the semester beginning and then a student drops the class or fails to attend the class then that can result in the students owing the Pell grant funding back. This can become an issue for low-income students that would qualify for financial aid to pay that money back to the institution. NPC requires them to pay it back before they can qualify for more financial aid.
  - iii. It was clarified that anytime within the first 2 weeks they do not attend classes students will be processed for a Pell over payment.
  - iv. It was suggested by IC members to ask faculty members to help with this in the reporting of the students' attendance within those first two weeks.
  - v. There is a book voucher for those students who are applying for Pell grants. OER's also help students with their book expenses.
  - vi. The form that faculty are asked to fill out can be modified to account for this. It was recommended for Student Accounts and Financial Aid to connect with Josh Rogers to update the form
6. Announcements & Reporting of Previous Tasks
  - a. [Learning Communities & Peer Mentoring](#) – Rickey Jackson – (information)
    - i. **Discussion** – Two learning communities have been established and are professional development opportunity on June 7<sup>th</sup> - 8<sup>th</sup>. Part of learning communities is the plan to move forward with peer mentors. Peer mentors will be funded by a federal Pell grant, through a work study grant. There will be two peer mentors for each learning community recruited through personal phone calls.

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- ii. NPC has 2 learning communities – HDE 105 taught by Shandiin Deputee  
You do not have to be a Native American student to participate but it does focus on issues around Native American students. The second learning community does not have a theme yet but is going to be Philosophy 101 and English 101 by Ryan Jones.
- iii. If any faculty are interested in the paid training on June 7-8<sup>th</sup> let Rickey Jackson know.
- iv. Please visit this link for more detailed information on Learning Communities - [Instructional Council - Learning Community Documents - All Documents \(sharepoint.com\)](#)
- b. Leadership Council – Tabitha Stickel - (Information)
  - i. LC has been charged by Dr. Hazelbaker with creating a strategic plan for 2025-2030. LC wants to make sure all steps in that process are publicized as much as possible. Providing updates to IC is part of that focus. The document is located in the LC Share Point – [Leadership Council - Home \(sharepoint.com\)](#).
  - ii. Implementing a student voice strategic action priority is moving to become an “operational item”; and the ARMS Grant is moving to become an “operational item”.
  - iii. The larger mission they are taking on is producing a strategic plan for the 2025-2030 cycle. They are proposing to alter the calendar for what priority actions they want to take into the fall to be able to put them into the budget for the following year. What that means is that LC would continue to work over the summer and for the fall convocation the main pillars would be increased enrollment, improved sustainability, and improved student outcomes and then bring the proposed pillars for the 2025-2030 to convocation to get feedback for it.
    - 1. **Discussion** – click the big blue button on the LC SharePoint if you have any feedback - [Leadership Council - Home \(sharepoint.com\)](#)
- 7. Future Agenda Items
- 8. Adjournment – (action) See you in September!