Northland Pioneer College
Instructional Council (IC)
02-11-11

Voting Members Present: Mark Vest (Chair), Shannon Newman, Andrew Hassard, Rickey Jackson, Doug
                          Seely, Kenny Keith, Ruth Zimmerman, Lynn Browne-Wagner, Cynthia Hutton,
                          Eric Henderson

Non-Voting Members Present: Cindy Hildebrand, Trudy Bender, Wei Ma, Jake Hinton, Russell Dickerson
                             (recorder)

Guests: Peggy Belknap, Charlotte Robbins

I.   Approval of 01-28-11 IC minutes
      a. Andrew moved to approve the 01-28-11 minutes as presented; second by Ruth.
              i.   The 01-28-11 minutes were approved unanimously.
II.   IC Subcommittees
      a. Reports (action as required)
              i.   No subcommittee reports.
              ii. Testing Task Force Update
                   1. Trudy reported that thin clients for the Library testing project have arrived and IS
                       staff currently have one set up.
              iii. Multifunction Printer (MFP) Task Force
                   1. Trudy reported that work continues.
III. Curriculum (action)
      a. ACRES (address in meeting as necessary)
              i.   COS Program
                   1. IC members reviewed an updated COS program document and noted that;
                          a. Pg. 2, core requirements should 52.
                          b. CAS and AAS are exactly that same. Intent for CAS is 52 COS core
                              credits plus ENL 101 and MAT 103 for a total of 58 credit hours. MAT
                              boilerplate language suggested for the AAS and CAS. Peggy agreed that
                              increased MAT options are beneficial for students.
                          c. Cindy asked if the proposal only includes one CoP. Charlotte stated that
                              the other CoPs would be addressed later. Mark noted that course and
                              CoP deletions will be necessary.
                          d. Course title and wording discrepancies between courses listed on
                              program document and courses in ACRES.
                          e. Prerequisite for COS 202 should be COS 201, not COS 171.
                          f. Suggested edits: core requirements total 52 credit hours; insert MAT
                              boilerplate language for AAS and CAS and edit CAS language to reflect
                              English and Math requirements; correct ACRES courses to align with
                              program document.
                   2. A lengthy discussion of contact and lab hours, specifically their calculation in
                       relation to State Board requirements, ensued. Eric and Lynn will continue
                       discussion outside of the meeting regarding calculation methods.

3. Peggy suggested that IC table COS pending suggested IC edits which will be presented in two weeks.
4. Lynn moved to table action on COS courses/program and that IC members readdress them on ACRES following corrections as outlined by IC. Second by Andrews. Motion to table approved unanimously.

    ii. Business
1. IC members to look at BUS courses in ACRES and take action on those classes that DO NOT affect programs. Doug noted that he has been through them and it is apparent which courses do not affect programs.
2. Approval order: new courses, then program modifications, and finally, course deletions.

    iii. CIS
1. Doug provided an update on upcoming curricular changes coming out of CIS including the deletion of the CTB program.

IV. Old business not related to curriculum
    a. Articulation agreements
       i. Mark reported that he had received an email from an NAU representative and sent a summary of email to IC members for review. IC members confirmed that they were comfortable with Mark and Eric working with NAU on agreements in the Nursing and Education areas.
      ii. Mark reported that he and Eric will meet with representatives of Prescott College to begin working on articulation agreements for Education and Early Childhood Development.
    b. Faculty in Educational Technology Update on Review of New and Legacy Courses
       i. A workflow information page is on eResource.
      ii. Eric has provided a list of A&S courses for review.
         1. A new course from Gary Reyes will be the first class to go through the process.
      iii. Reviewers will come from the Learning Technologies subcommittee.
         1. Wei reported that initial course review takes about 4 hours and that he will spend another 4 hours summarizing review results.
         2. At 8 hours per course (76 legacy courses to be reviewed), the process will take time.
      iv. Approval order for Internet classes: distance education guidelines state that following development stage, the dean then has the LTSC course review report to aid in the decision to move the course forward to IC for the approval stage. Department Chairs and Deans will work with faculty members (who have online courses) to determine who gets review priority and will forward recommendations to IC.

V. New business not related to curriculum
    a. None.

VI. Adjournment (action)
    a. Meeting adjourned upon a motion by Doug, a second by Andrew and a unanimous vote.
    b. Next meeting: February 25, 2011.