

Northland Pioneer College

Instructional Council (IC)

11-18-11

Voting Members Present: Lynn Browne-Wagner, Janice Cortina, Andrew Hassard, Eric Henderson (Acting Chair), Rickey Jackson, Kenny Keith, Michael Lawson, Ryan Rademacher, Doug Seely and Carol Stewart (proxy for Ruth Zimmerman)

Non-Voting Members Present: Trudy Bender, Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma and Hallie Lucas (recorder)

Guests: John Bremer, John Chapin and Leslie Wasson

- I. Approval of minutes
 - a. Lynn **MOVED** to approve the minutes of 10-28-11 as presented; **SECOND** by Andrew.
 - i. No **DISCUSSION**
 - ii. Motion **APPROVED** by unanimous vote.
 - b. Lynn **MOVED** to approve the minutes of 11-04-11 as presented; **SECOND** by Andrew.
 - i. No **DISCUSSION**
 - ii. Motion **APPROVED** by unanimous vote.
- II. IC Subcommittees
 - a. Assessment of Student Knowledge Subcommittee Report to IC – no report
 - b. Learning Technology (LT) Subcommittee Report to IC – no report
 - c. Professional Development Subcommittee Report to IC – no report
- III. New Business Not Related to Curriculum (action as required)
 - a. ICT095/096 – John Chapin (IC approved that this item be taken out of order from original agenda)
 - i. ICT would be the prefix for Information and Communication Technology.
 - ii. IC would like to know how Dr. Swarthout feels about the proposal.
 - iii. Discussion/Questions included:
 1. Doug noted that this would create new prefixes, resulting in an “orphan” department.
 - a. The recent direction of the college has been to shy away from “orphan” departments.
 2. John C. pointed out that most departments need some type of digital literacy. These classes are an attempt to address the student literacy in a college-wide way. Instead of placing the prefix in the CTE Division or the Arts and Sciences Division, John C’s preference is that ICT be its own department that sits between the two divisions.
 3. John C. stated that the scope is:

- a. Course quality (addressed through the IC LT Subcommittee)
- b. Address student literacy (required for those who want to take an online course at NPC)
- c. Instructor literacy
4. It was unclear whether or not this would be classified as a new program.
 - a. If it is a new program, there are specific IC guidelines to follow (outside of ACRES). Once IC agrees that the new program moves forward, then the specific courses are submitted through ACRES.
5. If Advisers, Librarians or Center Managers teach the class, there are budget implications to other departments.
6. John C. would like to see computers taught at NPC with more of a general education orientation than a vocational orientation; the proposal to IC to approve the ICT 095/096 is a first step and perhaps an only step.
7. Rickey clarified that 199 and 099 are short term classes and do not have to be approved through IC and all other classes must be approved through IC.
8. IC recommended that these courses be submitted through ACRES.
9. Eric summarized the issues:
 - a. We have dealt with new prefixes in the past, and Eric will address the technical aspect, as it relates to ACRES.
 - b. Once the prefix is constructed, what is the routing path in ACRES (which Depart Chair and which Dean)?
10. Wei stated that there is not a new program form in ACRES.
11. Mike **MOVED** that there be a prefix created in ACRES for ICT; **SECOND** by Rickey.
 - a. **DISCUSSION** included:
 - i. Are we dealing with a program without an existing structure?
 - b. Motion **APPROVED** by a majority vote.

IV. Curriculum (action as required)

- a. ACRES - none
- b. New Courses - none
- c. Course Modifications - none
- d. Course Deletions
 - i. HDE 130 is waiting on Department Chair approval.
- e. New Programs
 - i. Paramedic to RN (AAS in NUR) – Lynn Browne-Wagner
 - ii. We are creating a Paramedic to RN program. The objectives, credits and outcomes are identical to our current RN program, and the main difference is the starting point for the students. There are only a few of these programs in the country, including two in Arizona.
 - iii. The program will have its own budget.
 - iv. We will probably present this program in February.
 - v. After discussion, it was decided that the program will come to IC before it goes to the State Board of Nursing. If the State Board gives suggested changes, then it will have to come back to IC with the proposed changes.

- vi. IC is comfortable with moving forward with this program.
 - f. Program Modifications - none
 - g. Program Deletions
 - i. Community Health Adviser – Eric Henderson
 - 1. We have not offered any of these courses since 2006, and there are no students currently in the program.
 - 2. IC is comfortable deleting this program. **Task:** Eric will submit the proposed course deletions in ACRES.
 - h. Program Suspensions
 - i. AJS – Eric Henderson
 - 1. In many ways, the curriculum that we currently have is not suited for a police academy.
 - 2. Eric would like to see the program suspended.
 - 3. Last year, there was talk about developing a curriculum with Northern Arizona Training Center (NATC); however, there has not been much progress.
 - 4. Lynn noted that there is federal money (50 million dollars) coming into Show Low over the next couple of years to set up fire training facility, including a tower, at the airport. This will likely change the look of NATC and public safety in our area.
 - 5. In ACRES, we do not have a form for program suspension.
 - 6. Doug **MOVED** that we suspend the AJS Program for the 2012-2013 academic year; **SECOND** by Lynn.
 - a. Motion **APPROVED** by a unanimous vote.
 - b. **DISCUSSION** included:
 - i. Unless further action is taken by IC, it will not reappear in the catalog.
- V. Old Business Not Related to Curriculum (action as required)
- a. 2012-2013 Academic Calendar
 - i. Reassess – time period that students have to receive Financial Aid, as it relates to ordering/receiving their books – Jake Hinton-Rivera
 - 1. John Bremer and Jake wanted to raise awareness regarding the possible ramifications of the approved 2012-2013 Academic Calendar. The F/A students will only have one week to order and receive their books. Typically, we like to allow two weeks after students receive their F/A to order and receive their books.
 - 2. Discussion included:
 - a. Sometimes it is a problem getting grades turned in by the deadline, which slows down the F/A process.
 - b. Rickey said that this calendar was first presented in March 2011 and we have received very little feedback. If we suggest changing this calendar, it needs to go back to Faculty for further feedback. After that, it would need to come back to IC/District Governing Board for approval.
 - c. IC agreed that we already approved the 2012-2013 Academic Calendar, and we will not change it at this point.

- b. 'P' grade
- i. Andrew stated that the only feedback he received regarding 'P' grade was from a department that liked option #1 (unanimously).
 - ii. After reconsidering, Lynn likes option #2.
 - iii. Lynn **MOVED** that we accept the option #2 on the 'P' grade rule; **SECOND** by Doug.
 1. Andrew **ABSTAINED**. Motion **APPROVED** by a majority vote.
 2. Wording for option #2:
 - a. In certain classes it is possible to obtain a 'P' or Passing grade. The following information should help the student decide when considering the 'P' option.
 - i. A 'P' grade is NOT available in any courses designated as general education courses.
 - ii. A 'P' grade MAY not be accepted for transfer credit to postsecondary institutions, nor does NPC accept 'P' grades from other institutions for credit at NPC.
 - iii. No 'P' credits are allowed on the following degrees: AA, AAEE, ABUS or AS.
 - iv. For AGS or AAS degrees, the maximum number of 'P' credits allowed by NPC is 12.
 - v. Because 'P' grades will satisfy course prerequisites as a "C or better" the minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any class in which the 'P' grade option is allowed.
 - vi. A 'P' grade cannot later be changed to a letter grade, nor can a letter grade be later changed to a 'P' grade.

Process

If a student wishes the 'P' grade option in a class where the option is available, the student must make a written request of the instructor to take the course on the "pass/fail" basis prior to the second class meeting of the semester. If the instructor agrees to the request, s/he shall sign and date the request and forward to the Records and Registration Office. The request may not later be rescinded.

- c. 2013-2014 calendar (IC approved that this item be taken out of order from original agenda)
- i. **Task:** Rickey will send this proposed template to John Bremer.
 - ii. Discussion included:
 1. Doug noted that if it is an online book or a book built into a learning management system, the instructor cannot give them the first chapter like you can with a regular textbook.
 2. Have the Monday classes meet for a longer class period or meet two days a week. With this method, you could shorten the calendar to 16 weeks.
 3. Move all Monday classes to Fridays (this would move the meeting schedule to Fridays).

4. Eric noted that his view of the calendar is that you pick Commencement day and work backwards for nine months.
5. Make the last day of class 05-12-12, instead of 05-17-12.

VI. Other

- a. Testing Fee Timeframe – Rickey Jackson (IC approved that this item be taken out of order from original agenda)
 - i. Rickey would like to propose that students can take up to three tests within 365 days from the time they first attempted the test. After the 365 days, they would need to pay another \$10 fee. [Currently goes 08-01 to 07-31]
 - ii. **Task:** Included in the proposal, which Rickey will bring to another IC Meeting, there will be information regarding potential loss of revenue.
- b. Academic Freedom and Freedom of Expression – Eric Henderson
 - i. There seems to be a movement of people who are concerned about the production of “Grease”. The specific issues, that some members of the community have regarding the play, are:
 1. Perceived as pornographic
 2. Involves swear words
 3. Includes inappropriate touching
 4. People are pretending to smoke and drink beer
 - ii. This appears to be a matter of attempted censorship and threats of economic reprisal against the college.
 1. How does IC view this attempt by an external entity to direct how we view the best possible learning environment for our theatre and music students?
 2. From a professional standpoint, Eric believes that it was a well-done college production with many, many talented participants.
 3. Since IC is the leading academic policy-setting committee of the college and makes recommendations to NPC’s president regarding academic standards and curriculum, should we make a formal statement regarding academic freedom?
 4. IC shares Eric’s concern; Lynn and Mike suggested that we add academic freedom as an action item for the next IC Meeting.

VII. Doug **MOVED** the meeting be adjourned; **SECOND** by Lynn.

- a. Motion to adjourn **APPROVED** unanimously.