

Northland Pioneer College

Instructional Council (IC)

05-11-12

Voting Members Present: Trudy Bender (proxy for Michael Lawson), Janice Cortina, Andrew Hassard, Eric Henderson, Rickey Jackson, Kenny Keith, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present: Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma and Hallie Lucas (recorder)
Guests: Peg Erdman, Shannon Newman and Michael Solomonson

- I. Roll Call
- II. Approval of 04-27-12 IC Minutes
 - a. Suggested amendments – BUS 225 should have Fall 2012 implementation (instead of Fall 2013) and motion on approval of BUS 227 should say BUS 227 (not BUS 225)
 - i. Andrew **MOVED** to approve the minutes of 04-27-12 as **amended**; **SECOND** by Ryan.
 1. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees
 - a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC – Shannon Newman
 - i. Suggested amendments to report - Shannon will add the recommendation that the Chair receive a 3-load reduction in return for chairing this Subcommittee. Also, under the section regarding minutes, Shannon will add “copies of approved minutes, reports and recommendations be sent to NPC Archives”.
 1. Kenny **MOVED** to approve the 04-27-12 Assessment of Student Knowledge Report to IC as **amended**; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - b. Dual Enrollment (DE) Subcommittee Report to IC – Kenny Keith
 - i. A wrap-up, report for the year, was provided to IC.
 1. The Subcommittee met two of the charges given by IC:
 - a. “Create a list (work with deans and department chairs) that can be provided to the high schools of courses that are currently available for dual enrollment.”
 - b. “Create a process for the DE Subcommittee whereby a course can be approved or rejected.”
 - ii. The Subcommittee has completed approximately 20 Dual Enrollment visits this semester.
 - iii. In the future, the Subcommittee will work on quality control and auditing procedures.
 - iv. Ryan **MOVED** to approve the 05-11-12 DE Subcommittee Report to IC; **SECOND** by Andrew.
 1. Motion **APPROVED** by unanimous vote.

- c. Learning Technology (LT) Subcommittee Report to IC – Wei Ma
 - i. Wei reported that the changes to the Quality Matters Rubric will hopefully resolve ambiguities in the old standards and provide additional help to peer reviewers and instructors.
 - 1. LT recommends that we implement the new standards beginning Fall 2012.
 - 2. LT believes that the annotations document is a great tool as online courses are reviewed/developed and will serve as a handbook.
 - 3. **Task:** Hallie will add to the agenda for the first IC Meeting for Fall 2012: “Are there consequences in the Distance Education Guidelines for a current class that doesn’t meet the Quality Matters Rubric?” and “Define the Membership for LT Subcommittee” – Do we need to add a couple of people?
 - 4. Andrew **MOVED** to accept the 04-30-12 LT Subcommittee Report to IC (which includes accepting the updated version of the Quality Matters Rubric and everything in the report); **SECOND** by Ryan.
 - a. Motion **APPROVED** by unanimous vote.

IV. Curriculum

- a. Program Modifications - none
- b. New Programs - none
- c. ACRES
 - i. Request prefix CON for construction – Ken Wilk
 - 1. BOC prefix and current courses will remain, for now.
 - 2. Eric **MOVED** that we authorize the prefix CON for Construction and that it be added to ACRES; **SECOND** by Kenny.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. BUS 100, BUS 140 approved by LT Subcommittee for online instruction
 - 1. Eric **MOVED** that we require BUS 100 and BUS 140 to be submitted through ACRES, as a Minor Modification Form, with a change in modality to add online instruction; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - i. **Task:** Hallie will notify Peggy Belknap that these forms need to be submitted to ACRES (Summer 2012 implementation date is acceptable) quickly and IC will approve them online next week.
- d. New Courses - none
- e. Course Modifications - none
- f. Course Deletions - none
- g. Program Deletions - none
- h. Program Suspensions – none

V. Old Business Not Related to Curriculum

- a. Distance Education Guidelines regarding the consequences of an online course not passing Quality Matters Rubric – we will discuss Fall 2012
- b. CIP Codes – we will discuss Fall 2012 at the first IC Meeting
- c. Academic Calendar for 2013-2014
 - i. Withdrawal date:
 - 1. Presently, students have until four weeks into the semester to withdraw without a “W” showing on their transcript.

2. The Director of NPC's Financial Aid Office recommends changing it to two weeks for the following reasons:
 - a. Minimize overpayment risk for students.
 - b. Minimize the amount that NPC has to return to the Feds.
 - ii. Regarding the possibility of eliminating the President's Day holiday, Human Resources and the Business Office are fine with it, and we could add a floating holiday or another personal day.
 1. So far, only one opposition has been voiced regarding eliminating President's Day.
 - iii. **Task:** Mark will take both versions, of the proposed academic calendar, to the Executive Staff and seek their input. He will also ask the question whether or not this is a college-wide issue (not just IC).
 - iv. **Task:** IC requests that Jake or Beulah bring a formal request to IC Fall 2012.
- VI. New Business Not Related to Curriculum
- a. Quality Matters Rubric rationale for changes – see LT section of minutes
 - b. NAVIT programs and the NAVIT orientation for MDA and Education Professions – Eric Henderson
 - i. Does IC want to have more of a role in helping the Deans work with NAVIT regarding programs, scheduling, how the programs are offered, NAVIT orientation, roll outs, etc.?
 - ii. Do we want to consider having an IC NAVIT Subcommittee? What would that group do? Who should be on the Subcommittee?
 1. **Task:** Hallie will add this discussion to the agenda for the first Fall 2012 IC Meeting.
 - c. Performing Arts/ White Mountain Symphony Orchestra (WMSO) Memo of Agreement (MOA)
 - i. Do we want to continue with an MOA or consider another arrangement?
 1. In the past, WMSO has received in-kind support and direct financial support from NPC, which was made possible through FTSE funding.
 - a. NPC is no longer funded on a FTSE basis.
 - b. Three years ago, NPC agreed to fund WMSO at stepped-down levels, over a three-year time period. After three years, NPC would only be able to offer in-kind funding to WMSO.
 - c. The Performing Arts Center (PAC) would still be made available to WMSO, when it is not being used for credit-bearing college business, during regular hours of operation.
 - d. NPC would try, for at least one more year, to provide Marketing and Public Relations support.
 - ii. WMSO currently operates through NPC's Community Education program.
 - iii. Julie Neish wants to expand NPC's program in instrumental, which will require more flexibility of space/time usage of the PAC.
 - iv. Andrew **MOVED** that IC makes a recommendation to the President that NPC does not sign an MOA with WMSO; **SECOND** by Rickey.
 1. **DISCUSSION** – Request that this matter stay confidential until Mark and Mike meet with the WMSO board on Monday night.
 2. Motion **APPROVED** by majority vote, Trudy (proxy for Michael) **ABSTAINED**.

VII. Other

- a. Arizona Course Equivalency Tracking System (ACETS) has added the Shared Unique Numbering (SUN) number to their online form for transfer courses. Do we want to add SUN, as a field, to ACRES?
 - i. New course originators would need to contact Jake or the Academic Adviser responsible for transfer articulation, to help determine the SUN number.
- b. The Faculty Senate Compensation Committee finished their compensation proposal:
 - i. Documenting/proceduralizing all the ways Faculty are paid (such as travel pay)
 - ii. Some issues involve academic standards/policies and need to come to IC in the Fall:
 - 1. Minimum number of students for a class to make.
 - 2. Deans' ability to offer a course to an Adjunct if full-time Faculty prefer to be in overload status.
- c. We will plan our first meeting for the second Friday in September.

VIII. Adjournment

- a. Ryan **MOVED** that we adjourn; **SECOND** by Andrew.
 - i. Motion **APPROVED** by unanimous vote.

Approved