

Northland Pioneer College

Instructional Council (IC)

09-14-12

Voting Members Present: Trudy Bender (proxy for Julie Neish), Clover Baum, Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Michael Lawson, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

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

Guests: Susan Jamison

I. Roll Call

- a. Welcomed New Members - Clover Baum and Julie Neish
- b. Reminder to IC members – notify Hallie (no later than the day prior to meeting) if you will be absent and who your proxy will be

II. Approval of 05-11-12 IC Minutes

- a. Ryan **MOVED** to approve the minutes of 05-11-12; **SECOND** by Ken.
  - i. Michael **ABSTAINED**.
  - ii. Motion **APPROVED** by majority vote.

III. IC Subcommittees

- a. Plan for Charges for Subcommittees
  - i. **Task**: Hallie will send a list of all the IC Subcommittees to the IC Members and will invite the Chairs of the Subcommittees to the 09-28-12 IC Meeting to receive their charge.
- b. Learning Technology (LT) Subcommittee
  - i. Distance Education Guidelines for Current Courses & Quality Matters Rubric
    - 1. What happens to a course if it does not meet the Quality Matters Rubric and it is not improved by the instructor?
      - a. Ken **MOVED** that the LT Subcommittee make a recommendation to IC regarding what happens if a current course does not meet the Quality Matters Rubric and the instructor does not bring the course into compliance as requested by the LT Subcommittee; **SECOND** by Ryan.
        - i. Motion **APPROVED** by unanimous vote.
        - ii. LT Subcommittee will try to bring their recommendation to the 09-28-12 IC Meeting (if not, they will bring it to the 10-26-12 IC Meeting).
- c. Establish NAVIT Subcommittee?
  - i. Since NAVIT makes up approximately 14% of our enrollment, it significantly impacts the way we do business including scheduling, rollouts, curriculum sequencing, new programs, number of students we can accommodate, etc.

1. Michael **MOVED** that we create a NAVIT Subcommittee and solicit for membership from the full-time Faculty members; **SECOND** by Lynn.
  - a. Motion **APPROVED** by unanimous vote.
2. IC members will be prepared at the IC Meeting of 09-28-12 to give a charge to the NAVIT Subcommittee and will discuss the Subcommittee membership composition.

IV. Curriculum

- a. Program Modifications – none
- b. New Programs
  - i. Since there are new IC members, it would be helpful for the BUS Department Chair to come to an IC Meeting, as soon as possible, and walk through what they are trying to do, lay out the proposal, and be prepared to answer questions from IC members.
  - ii. Construction (CON) Program Proposal and Business Plan
    1. Format degree – should be same as the NPC Catalog
    2. If there are particular courses that will be strongly recommended for specific areas of specialization, the Degree Checksheets would be the best place to communicate that information.
    3. If there are too many electives, will we have enough students in any given course to be able to offer it?
    4. Consideration - move a couple of the CON courses from electives to the core portion of the program
    5. **Task:** IC Members are asked to look at the CON Business Plan and CON Feasibility Study and see which format they like best and be prepared to pick one of the formats as an IC standard (or even a combination of some of the features from both formats) at the 09-28-12 IC Meeting. Since Ken used both formats, he will also be prepared to give his recommendations.
    6. **Task:** Hallie will place CON on the next IC Meeting agenda (will discuss the business plan).
  - iii. Nursing Assistant (NAT) Certificate of Proficiency (CP) Program Proposal and Business Plan
    1. Terminal educational pathway for many students
    2. Well rounded program in the NAT field of service
    3. Pell Grant eligible
    4. All classes already exist in NPC's curriculum
    5. Needed changes include:
      - a. Eliminate the prerequisite of COMPASS writing placement; and, instead list ENL 101
      - b. Change ENG to ENL prefix
      - c. EMT 104 or Health Care Providers CPR certification
      - d. Consider wording/requirements for general education course(s)
      - e. Format degree – should be same as the NPC Catalog
    6. There was discussion regarding Chinle as a possible NAT site.
    7. Rickey **MOVED** to table the decision regarding the NAT CP, pending changes based on IC's recommendations, until the next IC Meeting; **SECOND** by Lynn.
      - a. Motion **APPROVED** by unanimous vote.

8. **Task:** Susan will have Karen Hanson call Mark next week to discuss needed changes in the proposed program.
- iv. New Program Forms/Processes – Clarification Regarding What is Considered a New Program
  1. **Task:** Wei will create a new program shell, for repository purposes, so that new programs can be recorded in ACRES by way of attachments (approval process in ACRES not needed, because new programs must be approved in actual IC Meetings). Wei will bring the proposed form to the next IC Meeting for IC approval of the form.
- c. ACRES
  - i. Reminder to Vote
    1. **Task:** Hallie and Mark will send out an e-mail to IC members letting them know which courses are ready for IC Members to review (those not tied to the BUS program changes).
- 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. Classification of Instructional Programs (CIP) Codes
    - i. The Federal Government uses CIP codes to organize their databases, course work and programs. Is IC the natural place to assign CIP codes to new curriculum, as part of ACRES process, to help maintain consistency?
    - ii. **Task:** Leslie will ask Debbie Myers to send a list to the Deans of our current programs and the CIP Code(s) associated with each program. The Deans will then forward this information to the Department Chairs.
    - iii. **Task:** Wei will add a CIP Code field to the ACRES program forms.
    - iv. **Task:** Since it was unclear whether the ACRES course forms should also include a CIP Code field, Leslie will ask Debbie Myers to come to the next IC Meeting to discuss this.
- VI. New Business Not Related to Curriculum
  - a. Electronic Course Evaluations
    - i. Institutional Effectiveness would like to pilot test the medium change for Course Evaluations from paper to electronic.
      1. Content evaluated at later date
      2. Pilot test one to two courses from each division
      3. Very different statistical model - response rate usually lower
      4. Students who generally fill out the evaluation are the ones who are very satisfied or very dissatisfied.
        - a. Consideration - instructor teaching several sections of the same course - some of the classes use the paper form and some of the classes use the electronic form
      5. Leslie will facilitate the process
    - ii. **Task:** Wei and Leslie will talk about how to integrate electronic course evaluations into online classes.
  - b. Curriculum Review Calendar and Processes

- i. Change Date for Courses That Do Not Affect Programs of Study? (Date last year created hardship due to changes in NPC Catalog Schedule)
  - 1. **Task:** Hallie will invite Ann Hess to come to the next IC Meeting and bring the College Catalog Schedule.
  - 2. **Task:** Hallie and Mark will ask the Deans to speak with their Department Chairs about changing the date, for course changes, adds, or deletions that do not affect NPC programs of study, from 04-26-12 to 04-12-12.
- ii. Only One Meeting per Month in December and January?
  - 1. Do we need to consider having an extra meeting 11-30-12?
  - 2. **Task:** Hallie and Mark will check with the Deans to see which departments plan to bring new curriculum to IC this year and what they believe is the likely timeframe for the program changes to be submitted.
- iii. At the next IC Meeting, we will need to decide whether to continue with the Catalog Review Subcommittee.

VII. Other

- a. Put Revision Date on All Documents Submitted to IC
  - i. **Task:** Hallie will add a line to the Curriculum Review Calendar and Processes that asks that a revision date be put on all documents before it comes to the Administrative Assistant for Learning to be posted in MyNPC. She will also ask the Deans to convey this information to the Department Chairs, who in turn can tell their Faculty.
- b. IC Membership
  - i. **Task:** Hallie will add an agenda item to the next IC Meeting to determine who will serve as the Department Chair on IC, as stated by Shared Governance procedure. In MyNPC, under the IC main membership section, Hallie will add a code, so that Department Chairs can be easily identified.

VIII. Adjournment

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