

Northland Pioneer College
Instructional Council (IC)
09-26-08

In attendance: Shannon Newman, Clifton Lewis, Bill Bohn, Jeannie McCabe, Pat Canary, Mark Vest,
Ruth Zimmerman, Michael Solomonson, Cindy Hildebrand, Trudy Bender, John Chapin,
Russell Dickerson (recorder)

- I. Instructional Technology subcommittee update
 - a. John Chapin, Chair, reported that the subcommittee consists of: Jim Jacob, Tom Nagle, Ryan Jones, Andrew Hassard and Susie Acton.
 - b. John spoke briefly on Procedure 2125, Shared Governance
 - i. John noted that the procedure does not explicitly address the Instructional Technology subcommittee and suggested revision of the procedure.
 - ii. John suggested to IC members that the authority to make *recommendations* is not truly *shared governance*.
 - c. John asked IC members what they want Instructional Technology to focus on
 - i. Mark suggested that instead of telling the subcommittee what to do, subcommittee members should generate a list of items/issues they see as important. This list is to be forwarded to IC for review.
 - ii. Task: John is to forward list of Instructional Technology items/issues to Russell to be posted on the IC JICS page by the end of next week.
 - iii. Mark also suggested that John consult Dick Heimann and Eric Henderson concerning the charge of the subcommittee.
 - d. Issue: NPC will lose WebCT in June of 2009. Decisions/plans must be made concerning NPC's online courses.

- II. Approval of 09-12-08 IC minutes
 - a. Pat moved to approve; second by Jeannie.
 - b. 09-12-08 approved by unanimous vote.

- III. New business not related to curriculum
 - a. None.

- IV. Old business not related to curriculum
 - a. Review and discussion of Assessment Report.
 - i. Michael moved to approve the Assessment Report; second by Ruth.
 - ii. Assessment Report approved by unanimous vote.

- b. IC members discuss lists of factors to consider when proposing courses and programs
 - i. IC members used Clifton's list as a starting point for discussion
 - 1. Factors to consider for courses
 - a. Common course numbers: course numbers need to be checked by Cindy to ensure that numbers are not reused.
 - b. Course goals: met in time allotted? Are goals and outcomes clearly stated?
 - c. Cost: Have necessary resources been identified (faculty, library or other support services, space, equipment)?
 - d. Does course duplicate another course?
 - e. Does course alter program? Also look at how a course affects degree programs in other areas.
 - i. Faculty need to determine whether course deletions affect other courses.
 - ii. Deans need to determine whether course deletions affect the program/other programs.
 - f. Does a course meet the mission and values of the college?
 - g. Transfer courses must be checked to make sure they transfer to the state universities.
 - h. Are requests made for new general education courses to be made part of the AGECE?
 - i. What is the modality of instruction?
 - 2. Factors to consider for programs
 - a. What is the value of a new program to the community?
 - b. What is the value of a new program to the college (costs, required resources)?
 - c. Use of business plans.
 - d. Need to have graduate and job prospect information.
 - e. In what division will a new program reside?
 - f. What demands will be made of others by the new program (cross-departmental impact)?
 - ii. Tasks: List of factors for courses and programs to be forwarded to Eric Henderson. Ask Eric to discuss the list at the 10-10-08 IC meeting.
 - c. Discuss course/program development guide
 - i. Comprehensive guide for load calculation: needs to be developed to ensure proper load determination.
 - ii. IC grammar guide: list of action verbs must be included so that those making proposals are familiar with the language of IC.
 - d. Discussion of course/lab loads
 - i. Michael moved to table discussion due to absence of Peggy Belknap; second by Pat.
 - ii. Motion to table approved unanimously.

V. Curriculum

- a. Correct course listing for AGEC-S by conforming the catalog and checklists
 - i. Problems with Associate of Science degree as currently listed:
 1. Three documents, AGEC-S memo (dated 03-24-07), catalog and Associate of Science advising check sheet are not in agreement.
 - a. Memo lists BIO 201, BIO 202 and BIO 205 as courses that satisfy general education requirements for the AGEC-S and A.S. degree.
 - b. BIO 201, BIO 202 and BIO 205 are not listed in the catalog.
 - c. The catalog and advising check sheets list BIO 160 and GEO 111 as courses that satisfy general education requirements for the AGEC-S and A.S. degree.
 - d. Additionally, use of BIO 160 and GEO 111 to satisfy general education requirements must be communicated to the state.
 2. Shannon moved to synchronize the three documents by:
 - a. Add BIO 201, BIO 202 and BIO 205 to the catalog and advising check sheet as courses that satisfy general education requirements for the AGEC-S and A.S. degree.
 - b. Add BIO 160 and GEO 111, which are currently listed in the catalog, to the advising check sheet as courses that satisfy general education requirements for the AGEC-S and A.S. degree.
 - c. Inform the state that NPC lists BIO 160 and GEO 111 as courses that satisfy general education requirements for the AGEC-S and A.S. degree.
 3. Second by Bill Bohn
 4. Motion passed by unanimous vote.
 - ii. Task: Write up changes to and submit to the President and DGB for approval. Once approved, notify deans and advising staff of changes.
- b. Catalog does not list BIO 105 as a course that satisfies the physical and biological sciences requirements for the Associate of Arts degree.
 - i. Clifton moved to approve the addition of BIO 105 into the 2009-2010 catalog.
 - ii. Second by Jeannie.
 - iii. Motion passed by unanimous vote.
 - iv. Task: Write up changes and submit to the President and DGB for approval.
- c. Music curriculum changes
 - i. Proposed changes: deletion of MUS 101, 103, 119, 134, 140, 141, 280, 281, 284 and 286.
 1. IC members agreed to review the proposed MUS changes as a group.
 2. Jeannie moved that MUS 101, 103, 119, 134, 140, 141, 280, 281, 284 and 286 be deleted from the catalog and course bank.
 3. Second by Bill Bohn.
 4. Motion passed by unanimous vote.
 - ii. Proposed new course: MUS 155F, Music Applied-Violin
 1. Ruth moved to approve MUS 155F and add the course to the catalog and course bank.
 2. Second by Shannon.
 3. Motion passed by unanimous vote.

- iii. Proposed revision of MUS 285 and 287 changing the prerequisite to “audition required.”
 - 1. Shannon moved to approve the prerequisite change to “audition required” for MUS 285 and MUS 287.
 - 2. Second by Clifton.
 - 3. Motion passed by unanimous vote.
- iv. Proposed deletion of MUS 260
 - 1. Current MUS 260 to be split into two new courses, MUS 261 and MUS 262.
 - 2. Ruth moved to approve the deletion of MUS 260.
 - 3. Second by Jeannie.
 - 4. Motion passed by unanimous vote.
- v. Approval of proposed new courses MUS 261 and MUS 262.
 - 1. The implementation dates, on both 3035 forms, were incorrectly listed as fall 2004.
 - 2. Bill Bohn moved that approval of MUS 261 and MUS 262 be tabled and that corrected forms for both classes be resubmitted for consideration at the 10-10-08 IC meeting.
 - 3. Seconds by Pat and Shannon.
 - 4. Motion to table passed by unanimous vote.
 - 5. Task: Follow up with Julie Holtan for corrected forms.
- d. Early Childhood Development curriculum changes
 - i. Proposed deletion of ECD 218, 219 and 225.
 - 1. Michael moved to approve the deletion of ECD 218, 219 and 225 from the catalog and course bank effective fall 2008.
 - 2. Second by Ruth.
 - 3. Motion passed by unanimous vote.

VI. Meeting Adjournment

- a. Michael moved to adjourn.
- b. Second by Jeannie.
- c. Meeting adjourned by unanimous vote.

Next Instructional Council meeting: October 10, 9:00-11:30am, Audio.