

Northland Pioneer College  
Instructional Council (IC)  
09-12-08

PDC, 9-11:30am

In attendance: Mark Vest, Clifton Lewis, Jeannie McCabe, Michael Solomonson, Ruth Zimmerman, Pat Canary, Debra McGinty (proxy for Peggy Belknap), Kenny Keith, Sandra Johnson, Jake Hinton-Rivera, Trudy Bender, Cindy Hildebrand, Russell Dickerson (recorder)

I Approval of minutes

- Because the 05-13-08 meeting was conducted via e-mail, there are no formal minutes to approve. Instead, IC members reviewed items from that meeting which included approval of ENL 203/204 and approval of the formation of the Assessment of Student Knowledge (ASK) subcommittee.

II Discussion of Instructional Council organizational matters

- Initial concerns/issues
  - Previously, IC did not give the subcommittees clear direction which contributed to a lack of subcommittee meetings and follow through. Solution: Chairs to contact subcommittee members early and come up with initial reports to be submitted to IC and formulate a regular meeting schedule. IC to devise subcommittee reporting schedule and schedule report timeslots during IC meetings.
- Discussion of IC meeting dates, times and locations
  - IC members able to meet on 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month during the 9:00-11:30am timeslot. Beginning in October, the first monthly meeting will be held in the Audio classroom. The second monthly meeting will be in-person and alternate between SCC and PDC. Task: Russell to schedule use of Audio rooms and reserved rooms at SCC and PDC.
    - September 26 IC meeting (in-person) will be at SCC from 9:00-11:30am.
    - October 10 IC meeting will be on Audio from 9:00-11:30am.
    - October 24 IC meeting (in-person) will be at PDC from 9:00-11:30am

- Subcommittee report schedule
  - IC will hear two (of four) subcommittee reports at each meeting.
    - First monthly meeting (October 10): Assessment and Placement will report.
    - Second monthly meeting (October 24): Professional Development and Instructional Technology will report.
  - In their initial reports, subcommittees should outline their preliminary goals and objectives and finalize their member rosters.
- The schedule for future IC meetings will be reevaluated, and possibly changed, as use of the ACRES system begins.
- Information for IC to review (3035's, cover sheets, subcommittee reports, etc.) will now be posted to the Instructional Council JICS page. Submissions are to be forwarded to Russell who will post on IC JICS. IC members must have one week (prior to scheduled meeting) to review posted items. Task: Russell to add all IC members to JICS group and post curriculum items and reports for review by IC members.
- Deadlines: Items must be submitted at least ten working days before scheduled IC meetings. Submissions are to be identified as informational items or action items at the time of submission. Task: Russell to send e-mail to all faculty and all deans (and their staffs) notifying them of the 10 day submission cut-off.

### III Subcommittee Reports

- Assessment of Student Knowledge update by Pat Canary
  - ASK met on 09-11-08 to establish timeframes, identify goals and projects. The group discussed the development of instruments for data collection.
  - ASK will meet on 10-24-08, at SCC for Planning Day. ASK will welcome all interested faculty members and ask that the deans encourage participation.
  - ASK submitted an Assessment Report to IC members for review. Task: IC members are to provide assessment report feedback at the next meeting (09-26-08).
- General Education ATF report by Pat Canary
  - ATF group met at ASU East to discuss AGECE
    - Problem: without the AGECE stamp, universities evaluate a student's credits course by course.
    - Question: how are students notified about the AGECE? Schools are presenting the information at orientations and transfer-specific training sessions.

- Question: how can schools get the student participation necessary for general education assessment? Some ideas included bribery (with electronic devices) or compelling the student to participate by withholding diplomas and transcripts. *IC members did not think that using strong arm techniques to get student participation was a good idea.*
- Professional Development
  - Last year, the subcommittee was successful in updating the Professional Development application and tapping Carl Perkins funds.
  - This year the subcommittee will seek to educate faculty on the application form, opportunities available and provide insight to adjunct faculty members on pay levels and how to increase them.
  - The subcommittee met 09-12-08. The group will consider the possibility of graduated awards to faculty members in light of budgetary cutbacks and lack of Carl Perkins funds. The subcommittee would also like to receive reports from awarded faculty members.
- Placement
  - Sandra Johnson will chair the subcommittee this year. At the time of the IC meeting, three or five members have confirmed their service for 08-09. Carolyn Pecotte has replaced Michael Pahl.
  - Last year, the group researched placement changes and presented a report to IC in January of 2008. The group recommended to IC that NPC discontinue offering the "Opt up" citing advisor inconsistency and decreased completion rates in ENL 101 and MAT 109 from fall 2005 to fall 2006. *Larger concern: 50% completion rates. Mark Vest noted that advisors now receive placement testing training.*
  - At the time the placement report was presented, IC felt that there was not enough data to support the Placement subcommittee's recommendation to discontinue "opt up."
  - Mark Vest asked the Placement subcommittee to consider that NPC has not evaluated past or present placement processes and that the last evaluation of cut scores occurred around 1996.
  - The Placement subcommittee has been asked to review opt up and also examine cut score information. The group has been asked to look at the information they currently have and evaluate its usefulness.
  - The placement subcommittee will meet between 09-12-08 and October 10. Sandra Johnson will take IC tasks (see above item) to the group. Once the group evaluates the data they currently have, they will submit requests to Institutional Research. The goal is to have information back by November that can be presented to IC in December (before catalog deadlines). Sandra was asked to provide copies of data requests to Eric Henderson and Russell Dickerson.
  - Sandra Johnson invited IC members to send their input to her by e-mail.

- Instructional Technology—subcommittee being assembled; no report this meeting.

IV Discussion of a course and program development guide

- Debra McGinty (proxy for Peggy Belknap) explained to IC members that the development of a clear, concise guide would be extremely helpful to faculty members by enabling them to more efficiently navigate the curriculum approval process.
- Debra moved that IC members contribute lists of factors to consider when proposing courses and programs and that IC member bring the two lists (separate lists for courses and programs) to the 09-26-08 IC meeting. Second by Jeannie McCabe. Motion passed unanimously.

V Discussion of course load

- Item originally raised by Peggy Belknap in the Vice President's Instructional Council.
- Debra McGinty moved that discussion of course load be tabled since Peggy was not able to attend this IC meeting. Second by Pat Canary. Motion passed unanimously.

VI Discussion of web-based instruction

- Item requires input of Instructional Technology subcommittee which, at the time of this meeting, has not been assembled.
- Pat Canary moved to table discussion until the Instructional Technology subcommittee is formed. Second by Michael Solomonson. Motion passed unanimously.

VII Curriculum

- Items not posted for review by IC members prior to this meeting.
- Jeannie McCabe moved that all curriculum items be tabled to allow members time to review materials. Second by Ruth Zimmerman. Motion passed unanimously.
- Task: Russell to post all curriculum items, from this meeting, to IC JICS page so members may review the materials in preparation for the 09-26-08 meeting.

Pat Canary moved to adjourn meeting. Second by Ruth Zimmerman. Meeting adjourned.

Next meeting: 09-26-08, SCC, 9-11:30am, room TBA