

Northland Pioneer College

Instructional Council (IC)

09-28-12

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

Non-Voting Members Present: Wei Ma, Leslie Wasson and Hallie Lucas (recorder)

Guests: Susan Acton, Ruth Creek-Rhoades, Peg Erdman, Ann Hess, Michael Solomonson and Joan Valichnac

- I. Roll Call
- II. Approval of 09-14-12 IC Minutes
  - a. Lynn **MOVED** to approve the minutes of 09-14-12; **SECOND** by Ryan R.
    - i. Motion **APPROVED** by unanimous vote.
- III. Old Business Not Related to Curriculum
  - a. Curriculum Review Calendar and Processes
    - i. College Catalog Schedule – Ann Hess presented the schedule and noted that it allows Marketing to get the catalog out to the students in a timely manner and makes it available for the required student orientation for students.
    - ii. Change Date for Courses That Do Not Affect Programs of Study? (Date last year created hardship, due to changes in NPC Catalog Schedule)
      1. There were no objections from Director Rickey Jackson, Dean Eric Henderson and Dean Peg Erdman regarding changing the date in question to 04-12-12.
      2. Lynn **MOVED** to approve the date for course changes, adds or deletions that do not affect programs of study (on the Curriculum Review Calendar and Processes) from 04-26-12 to 04-12-12 (to allow time to have everything ready for the catalog).
        - a. Lynn **AMENDED HER MOTION** to add the approval of the proposed Curriculum Review Calendar and Processes; **SECOND** by Ryan R.
          - i. Motion **APPROVED** by unanimous vote.
      - iii. Only One Meeting per Month in December and January?
        1. Rickey **MOVED** to schedule an additional IC Meeting on 11-30-12, 8:30-11:30 a.m. at SCC; **SECOND** by Lynn.
          - a. Motion **APPROVED** by unanimous vote.
        2. Rickey **MOVED** that there be no additional IC Meeting in January; **SECOND** by Ryan R.
          - a. Motion **APPROVED** by majority vote.
        3. Mark asked that everyone come to the next IC meeting with their schedules, in case we need to readdress an additional meeting in January.

- b. CIP Codes Update – Leslie Wasson
    - i. Leslie reported that at this time, we are not required to report CIP Codes at the course level, although it may be a requirement in the future. We Ma has added CIP Code fields to program forms in ACRES.
- IV. IC Subcommittees
- a. Professional Development Subcommittee Report to IC – Ryan Jones
    - i. Ryan J. reported that the Subcommittee is seeing early activity/interest this year. The full report is posted in MyNPC.
      - 1. Lynn **MOVED** to approve the Professional Development Subcommittee Report (09-25-12); **SECOND** by Eric.
        - a. Motion **APPROVED** by unanimous vote.
  - b. Reconstitute Catalog Review Subcommittee?
    - i. There was discussion regarding the makeup of this IC Subcommittee and the need to have voting members from the Instructional Division.
    - ii. Ryan R. **MOVED** that we reconstitute the Catalog Review Subcommittee with the following makeup: Thomas Hodgkins, Brian Gardner, Janice Cortina and Eric Henderson as voting members, and Jake Hinton-Rivera, Cindy Hildebrand and Rose Kreher as non-voting consultants; **SECOND** by Ken.
      - 1. Motion **APPROVED** by unanimous vote.
  - c. Learning Technology (LT) Subcommittee Recommendations (dated 09-25-12) – Ruth Creek-Rhoades
    - i. After a much discussion (see below) regarding both of these recommendations, Eric **MOVED** that we separate the two recommendations from the Learning Technology Subcommittee Recommendations (dated 09-25-12) and vote on each individually; **SECOND** by Ryan R.
      - 1. Motion **APPROVED** by unanimous vote.
    - ii. Wei stated that the #2 recommendation would provide a quick link from MyNPC (on left of screen under Quick Links) to point people to the eResources site.
      - 1. Eric **MOVED** to approve recommendation #2 from the Recommendations from Learning Technology Subcommittee (09-25-12) to provide a quick link in MyNPC to eResources; **SECOND** by Lynn.
        - a. Motion **APPROVED** by unanimous vote
    - iii. Mark noted that the Distance Education Guidelines do not really tell us what happens in the interim to an existing course if it doesn't pass the Quality Matters Rubric (while course is being fixed –should we run it or not run it?). IC asked LT for their recommendation in this matter.
      - 1. Discussion included: whether or not the process was meant to be voluntary; process seems to be working well; it will take some time to evaluate all existing courses; Deans would like guidance whether or not to schedule the course. Does LT want to be the group that makes the recommendation whether or not the class should run, or do they want the Dean to make the decision (after looking at the score the class received on the Quality Matters Rubric)? The consensus from the LT Subcommittee members present at the IC Meeting (Ruth, Ryan J. and Wei) was that they view LT's role as completing peer to peer review, using the Quality Matters Rubric, for online coursework and making recommendations to IC and the academic Deans; and, it is then the

academic Dean's responsibility to decide whether a course should be scheduled.

- a. Ryan R. **MOVED** that IC send back the #1 recommendation from the Recommendations from Learning Technology Subcommittee (09-25-12) to LT and asked them to revise it (based on today's discussion) and bring it back to IC; **SECOND** by Ken.
  - i. **DISCUSSION** – LT may want to look at the timeline of re-evaluating the course the following semester. If LT recommends that the Dean make the decision whether or not to schedule the course, this timeline could potentially result in the course being pulled off line for a full year.
  - ii. Motion **APPROVED** by unanimous vote.

d. Charges to Subcommittees

- i. **Task:** Kenny and Mark will discuss the new NAVIT Subcommittee.
- ii. IC Charge to Assessment of Student Knowledge (ASK) Subcommittee:
  1. Ryan R. **MOVED** that ASK continues with the assessment of student knowledge, as it has been doing, and that they send information to the Instructional Division about ASK events, including Reading Day and Dialog Day, as soon as possible; **SECOND** by Ken.
    - a. Motion **APPROVED** by unanimous vote.
- iii. IC Charge to Catalog Review (CR) Subcommittee
  1. Kenny **MOVED** that CR continues with the charge given to the Subcommittee last year, which includes cutting down the number of pages in the catalog (be more concise), incorporate the new Higher Learning Commission criteria for accreditation and minimum expectations and review the Code of Conduct.
    - a. Kenny **AMENDED** his **MOTION** to add a charge to review existing programs and courses to streamline and reduce clutter in the catalog; **SECOND** by Ken.
      - i. Motion **APPROVED** by unanimous vote.
- iv. IC Charge to Dual Enrollment (DE) Subcommittee
  1. Ken **MOVED** that DE look at college level math/math requirements, analyze the cost and business model expenses related to dual enrollment, determine the quality control measures and how we monitor/train for professional development and create an auditing procedure that establishes the priority level for dual enrollment courses to be evaluated; **SECOND** by Lynn.
    - a. **DISCUSSION** – Ken indicated that his motion was in no particular order. Eric would like to consult with Faculty in his Division, before a particular department be placed on a charge.
    - b. Ken **AMENDED** the above **MOTION** to include the following changes: delete the wording [look at college level math/math requirements] and instead say “look at classes taught at the collegiate level and classes taught at the high school level (what are we teaching at the dual enrollment level and what needs to be evaluated)”; add a fifth item to evaluate relationships with

high school institutions and determine ways we can more effectively streamline those relationships; add a sixth item to recommend the feasibility of new courses becoming dual enrollment.

- i. Ken **AMENDED** the above **MOTION/AMENDMENT** to add a seventh item to develop general guidelines/standards to define courses that may or may not be available for dual enrollment; **SECOND** by Lynn.
  1. Motion **APPROVED** by unanimous vote.
- v. IC Charge to Professional Development (PD) Subcommittee
  1. Ryan R. **MOVED** that we charge PD with continuing their evaluation of Professional Development applications; **SECOND** by Ken.
    - a. Motion **APPROVED** by unanimous vote.
  2. **Task:** Hallie will contact Mindy Neff and ask her to remove the Faculty Professional Development document (dated 2008) from the Faculty-Adjunct Faculty page in MyNPC and move the Revised Professional Development Guidelines and Applications (dated 2010) (currently under Online Course Development set) to the Faculty Documents set.
- vi. Discussion of IC Charge to Learning Technology (LT) Subcommittee
  1. There was a great deal of discussion regarding IC's Charge to LT including: possible involvement/recommendations in the following areas: training/training schedules – pedagogical issues – technology issues; usability of classrooms – software/hardware – who makes final judgment that everything is ready for the start of the semester; number of members needed on LT; Information Services representation at LT meetings; need for designated trainer for all classroom instructional technology.
  2. Ryan R. suggested that we table the charge to LT until the next meeting, so that IC Faculty will have an opportunity to talk to their peers. IC members need to come to the next meeting prepared to give a charge, while considering the following questions:
    - a. What is LT's responsibility in making instructional technology work at the college?
    - b. Based on LT's responsibility, what charge should IC give them to help them fulfill their responsibility or to make recommendations to IC to help them fulfill their responsibility?
- e. IC Charge to Placement (PL) Subcommittee
  - i. Ken **MOVED** that IC charge PL with: evaluating non general education classes and scores for outcomes in the programs; determine if there is any correlation between scores and grade results in non general education courses, specifically at the entry level classes that are gateway courses to programs; evaluate the test placement trends and other options that are available in the market place and determine if there is a more effective metric that we could use; **SECOND** by Ryan R.
    1. **DISCUSSION** – should we be specific which programs to look at? Should the PL work with the three Deans and the Director to identify specific courses/programs that the Deans and Department chairs would like to have reviewed?

2. Ken **AMENDED** his **MOTION** to add that the Deans and Department Chairs prioritize which courses they would like to have evaluated;  
**SECOND** by Ryan R.
    - a. Motion **APPROVED** by unanimous vote.
    - ii. Mark noted that PL is on an 18 month cycle; therefore, we are looking at a January, 2014 deadline for this charge to be completed.
- V. Other
- a. Lynn **MOVED** that we adjourn; **SECOND** by Carol.
    - i. Motion **APPROVED** by unanimous vote.

Note: We did not get through whole agenda.

Approved