

Northland Pioneer College
Instructional Council (IC)
10-24-08

In attendance: Patrick Canary, Michael Solomonson, Jeannie McCabe, John Chapin, Clifton Lewis, Ruth Zimmerman, Shannon Newman, Eric Henderson, Peggy Belknap, Bill Bohn, Lynn Browne-Wagner, Trudy Bender, Cynthia Hildebrand, Mark Vest, Paul Clark (proxy for Kenny Keith), Russell Dickerson (recorder)

- I. Approval of 10-10-08 Instructional Council minutes
 - a. Patrick moved to approve; second by Ruth.
 - b. 10-10-08 Instructional Council minutes approved unanimously.
- II. Subcommittee reports
 - a. Professional Development
 - i. Kenny Keith on travel; no report.
 - b. Instructional Technology
 - i. John Chapin began by presenting the proposed Instructional Technology charge that reads: *The Learning Technology subcommittee or the Instructional Council identifies, explores, leads, and directs the implementation of existing and emergent NPC information technologies which can improve the development and delivery of instruction in course.*
 - ii. Mark noted that the word *directs* should be revised because Instructional Council and its subcommittees are bodies that make recommendations.
 1. Task: John to forward copy to Russell to post on IC JICS page.
 - iii. John then explained to IC members that there were grave issues facing learning technology at NPC and offered the following contributing factors: the loss of a VP for Information Services, no webmaster, elimination of the Coordinator for Web-based Learning (position was grant funded) and the retirement of Rose Kreher. John was skeptical that the Instructional Technology subcommittee would be able to accomplish as much as the personnel listed above.
 - iv. John led IC members through his written report and touched on the following current issues in learning technology (handout):
 1. Function and content of the new NPC website.

2. Relocation of faculty webs and limiting of course platforms.
 3. Wide spread rumor: takeover of computer labs by Information Services beginning in the fall of 2009.
 4. No replacement for the Academic Computing Staffer.
 5. Compensation for course development.
 - a. Task: Eric to forward old IGC materials to Russell to post on IC JICS for member review.
 6. The perception that faculty are rarely consulted on important technology issues and have a one-way, inequitable relationship with administrators and staff who make decisions.
 7. When asked by IC members, John offered the following general recommendations:
 - a. That faculty members should be asked for input.
 - b. That the making of decisions, without faculty input, ceases.
 - c. That decisions already made be revisited and include faculty input.
 - d. That faculty members have a place at the decision making table.
 8. IC members indicated that they understood John's recommendations (above) but, as a recommending body, require specific recommendations to review, and if appropriate, to forward to the President.
 - v. Task: for next meeting, include IC approval of the Instructional Technology proposed charge and consideration of specific IT recommendations as agenda action items.
 - vi. Peggy moved to accept the Instructional Technology subcommittee report; second by Bill Bohn; subcommittee report accepted by unanimous vote.
- c. Placement
- i. No report. Subcommittee chair on sick leave.

III. New business not related to curriculum

- a. None.

IV. Old business not related to curriculum

- a. Approval of amended 09-26-08 Instructional Council minutes
 - i. Peggy moved to accept the 09-26-08 minutes as amended; second by Ruth; motion passed by unanimous vote.
- b. General education mission statement
 - i. IC members reviewed the mission statement: *The NPC general education program promotes skills in critical inquiry and communication and an understanding of diversity that supports a life-long intellectual engagement in cultures and the natural world.*
 - ii. Eric explained that it was the consensus of the Assessment of Student Knowledge subcommittee that a mission statement was necessary and would probably prove to be beneficial in future dealings with the Higher Learning Commission. Eric also pointed out that the general education mission statement differs from division or department statements in that it applies to a particular type of education.
 - iii. Lynn noted that, as written, the statement seems to indicate that the general education program promotes critical communication.
 1. Lynn suggested the following revision to the general education mission statement: *The NPC general education program promotes skills in critical inquiry, communication and an understanding of diversity that supports a life-long intellectual engagement in cultures and the natural world.*
 2. Lynn moved that the IC adopt the general education mission statement as amended (above); second by Ruth; motion passed by unanimous vote.
- c. Review of ACRES documentation and discussion
 - i. ACRES routing process
 1. Peggy moved that IC accept the proposed ACRES routing process; second by Patrick; motion passed by unanimous vote.
 2. ACRES 3035 form
 - a. IC members asked how the online 3035 form will be able to handle lengthy course outcomes and if there is a limit on characters.
 - b. Eric did not know the maximum number of characters allowed on the form but pointed out that course outcomes could be added as an attachment.

- c. It was suggested that a checkbox and line describing library support necessary for courses be added between items 14 and 15 on the form.
 - d. Peggy moved that IC accept the 3035 form as amended (above) to include library review and support information and to determine definitively the ability of the online form to handle attached course outcomes; second by Patrick; motion passed by unanimous vote.
 - d. Discussion of course and program development guide
 - i. Eric asked IC members what they want included in the guide
 - 1. IC members indicated that they like to see a list of items that addresses common mistakes and concerns that could be easily reviewed by deans. Otherwise, IC members left it up to Eric to add any other relevant content and establish a format.
 - 2. Eric agreed to begin drafting the guide.
 - e. Discussion of course and lab loads
 - i. Peggy noted that there are inconsistencies in how lecture and lab loads are determined. These inconsistencies could lead to payment issues for instructors.
 - ii. Task: Russell to send Cochise College load survey to the deans. The deans are to fill in load amounts for all the different types of labs (as applicable to their respective divisions) as they are currently calculated and used. Load information to be submitted for review at next IC meeting.
 - iii. Question: when this information is received, what will be done with it? Two options: acknowledge that, despite load inconsistencies, loads currently in use work; use information to develop a plan to standardize load determination across divisions.
 - iv. Peggy moved to table further discussion until load information is received from the deans; second by Michael; motion passed by unanimous vote.

V. Curriculum

- a. Music
 - i. IC members reviewed the cover sheet and revised 3035 form for MUS 118.
 - ii. Peggy moved to approve the title change for MUS 118; second by Lynn; motion passed by majority vote and an abstention by Michael.

b. ITP

- i. ITP instructor Paul Clark explained that the proposed revisions will:
 1. Change courses to nationally recognized standards that will provide students with credentials to gain employment.
 2. Shift the course from primarily computer based training to a textbook. Computer based training would be a supplement to NCCER training.
- ii. The areas covered by computer based training and NCCER are practically identical. A student who has taken pre-NCCER ITP courses faces no disadvantage in training or skill sets. Students must still continue to take testing for certification by an outside agency.
- iii. Michael moved to approve modifications to ITP 230, 231, 232 and 233; second by Lynn; motion to approve passed by majority vote with one abstention by Peggy.

Task: Russell to send email reminder to the deans reminding them that IC will meet only once during November and December due to holidays.

Task: IC members to check schedules and think about how IC will meet beginning January.

Michael moved to adjourn; second by Bill Bohn; meeting adjourned.

Next meeting: November 14, 9-11:30am, Audio.