

Northland Pioneer College
Instructional Council
11-14-08

In attendance: Eric Henderson, Patrick Canary, Mark Vest, Clifton Lewis, Ruth Zimmerman, Bill Bohn, Lynn Browne-Wagner, Joan Valichnac (proxy for Shannon Newman), Karalea Kowren, Trudy Bender, Jeannie McCabe, Cindy Hildebrand, Michael Solomonson, Peggy Belknap, Russell Dickerson (recorder); Guests/Presenters: Don Richie, Doug Seely

Approval of 10-24-08 Instructional Council minutes

- a. Lynn's last name was spelled incorrectly in the 10-24-08 minutes. The correct spelling is Browne-Wagner.
- b. Lynn moved to approve the 10-24-08 minutes as amended; second by Ruth.
- c. Motion to approve passed by unanimous vote.

II. Subcommittee reports

a. Instructional Technology

- i. Note: Michael Lawson not at meeting due to illness. The following was taken from an email that Michael requested to have included in the minutes: *I've assumed the responsibilities of Acting Chair of the Learning Technologies subcommittee. This subcommittee is reviewing a number of topics at this time, including the solicitation of faculty comments relating to an IS proposed Policy and Procedure, as requested by John Velat. A draft response, reflecting faculty comments, is presently under review and a meeting with John Velat will be requested upon his return so that we may discuss these responses, prior to a review by the full faculty.*
- ii. Chair remarks: IC needs to address the IT subcommittee chair at the next IC meeting in light of the online degree change request to the HLC.

b. Professional Development

- i. Kenny Keith reported that approximately \$13,000 has been awarded to 11 applicants. The average award was approximately \$1,200.
- ii. Approximately \$18,000 remains in the Faculty Professional Development budget.
- iii. The subcommittee is working on a system of awarding funds that pays different amounts based upon the activity. Conferences in which a faculty member is presenting a paper would be funded at 100%. Conference attendees, who do not present a paper, will be funded at 85%. A system of funding other activities is still being formulated.
- iv. The current Faculty Professional Development application is still available online.
- v. Questions: Have the funds ever been totally exhausted?
 1. Kenny told IC members that funds have not ever been totally exhausted.
 2. Mark informed IC members that currently, any unused funds to not roll over into the next fiscal year.

3. Question: why can't those funds roll over into the next year if not spent?
 - a. Kenny will contact Blaine Hatch to see if it is possible to have unused funds roll over into another fiscal year.
- c. Placement
- i. Russell informed IC members that he had spoken to Sandra Johnson and that no Placement report would be given as the subcommittee has not been able to meet.
 - ii. Joan verified that the group has not met due to illness and short meeting notice.
 - iii. Eric reported that he has provided the Placement subcommittee with brief analyses of ENL 101, MAT 109 and MAT 151. Eric is waiting on a response from the subcommittee before continuing to generate reports. Eric is happy to meet with the subcommittee.
 - iv. Peggy asked if there was anything that IC could do to facilitate a meeting of subcommittee members.
 1. Peggy requested that Mark speak to Sandra to see if subcommittee chair duties are more than she can handle right now.
 2. Task: Mark to contact Sandra to see if a new chair is needed for the subcommittee.
- d. Assessment
- i. Eric reported that the Assessment subcommittee has met 7 times since August.
 - ii. The group has been working on two major projects: continued assessment on the departmental level and the general education HLC assessment academy project.
 1. The assessment group will administer a pre-test that asks students to respond to a critical thinking prompt.
 - a. TLC has been cooperative in effort.
 - b. Should there be some incentive for student participation?
 2. Subcommittee will look at general education outcomes.
 - iii. Planning Day
 1. Occurred on October 24 and was well attended (approximately 28).
 2. Event was well received by faculty.
 3. Goal was to get people focused on assessment for fall.
 - iv. Eric had more to present but due to an organizational snafu, materials were not posted on the IC JICS for review by IC members.
 - v. IC members decided to table further discussion until the material can be posted and review by IC members.
 - vi. Task: Russell to post assessment materials on IC JICS page and add this item to the 12-12-08 IC meeting agenda.

III. New Business not related to curriculum

- a. Discussion of online degrees change request to HLC.
 - i. Item tabled until next meeting as Dr. Swarthout was not present at this meeting.
 - ii. Task: Mark to email Dr. Swarthout and Donna Ashcraft to see if either will be available to join the change request discussion on 12-12-08.

b. Business Plan Task Force

i. Discuss formation of task force to develop business plans for new courses and programs.

1. Members reviewed examples of business plan materials from Coconino Community College that were posted on the IC JICS page.
2. Peggy requested that IC authorize formation of a task force that will explore ways to incorporate business plans into proposals for new courses and programs. Peggy informed IC members that Maderia Ellison has expressed interest on serving on the task force.
3. Patrick mentioned that use of business plans has been brought up and discussed repeated and finally, some action should be taken.
4. Eric didn't agree that business plans were necessary for new courses but would be good for new programs. The exception: single courses or series of courses that are like programs.
5. Patrick proposed having two types of business plans—one for programs and another for courses.

ii. Patrick moved that IC authorize formation of a task force to explore the use of business plans for both program and course development and to seek volunteers to be on the task force; second by Lynn.

1. Motion passed by majority vote; Peggy abstained.

iii. The task force will consist of Peggy, Maderia Ellison and three other faculty members.

1. Peggy will contact Faculty Association President Michael Lawson and request three faculty volunteers.
2. Task: Peggy will notify Russell when all group members have been named and will provide a tentative date for the first report by the task force.

c. Informational Item—not on the agenda

i. Summer school for 2009 will be a single 9-week session.

1. Maximum number of credit hours will be 12.
2. Details to work out: Adjustments of refund deadlines and look at definition of full-time.

IV. Old business not related to curriculum

a. Discussion of course and program development guide information

i. Mark questioned the need for the word “preferable” in the statement (Factors to Consider for Courses, item 2-Credit hours and load factors) “It would be preferable to have a standard for credit hours and load factors.”

ii. Questions: why should lab experience, regardless of subject matter, be treated differently?

1. Eric pointed out that historically, colleges have treated science labs and art studios, for example, differently.
2. Mark asked the deans present if their respective departments treat lab hours differently than what was reported on the Cochise College course and lab loads spreadsheet.

3. The deans indicated that the amounts listed are accurate. Eric pointed out that deviation only appears in some welding and heavy equipment operations courses.
4. Lynn asked if areas with load deviations need to review and conform to the standard amounts reported.
5. Mark requested that the word “preferable” be removed.
- iii. What should be done with the course development guide?
 1. IC members agreed that the course development guide, as amended, and a copy of the Writing Course Objectives and Outcomes (posted on IC JICS) should be distributed to the deans and their staffs and should be given to those who request 3035 materials.
- b. Discussion of possible times for ACRES training
 - i. Eric has been in contact with the ACRES trainers and they are available for training sessions from December 1-4 in the mornings.
 - ii. The training sessions would probably last from 1-3 hours.
 - iii. Eric will contact NPC IS personnel and the ACRES trainers and attempt to coordinate:
 1. A Thursday Holbrook session.
 2. A Tuesday Show Low session.

V. Curriculum

- a. AIS
 - i. Doug Seely and Don Richie were present to present curricular items for AIS, BUS and CIS.
 - ii. The proposed program changes submitted were not complete.
 1. Prior to the meeting, Mark and Don Richie discussed the items submitted to IC for consideration.
 2. Don recommended that the incomplete items be tabled and presented again to IC in the near future.
 3. Michael moved to table all AIS and BUS curricular items (agenda items V., a., b.); second by Jeannie.
 - a. Motion to table all AIS and BUS items passed unanimously.
- b. BUS
 - i. Items tabled—see minute item 3, a.
- c. IC members offer suggestions on tabled items—follow up on items V a. and b.
 - i. Basic keyboarding skills, as a prerequisite, cannot be tracked. Consider listing AIS 100 or instructor permission as prerequisites or putting in a statement such as “this course assumes basic keyboarding skills...” in the course description.
 - ii. The conversion of CIS 230 to AIS 231 affects 32 other degrees. An IC member suggested the following approach:
 1. Download the catalog from the website using strikethrough for deletions and bold, capital letters for additions.
 2. A visual representation of the catalog would allow the proposer and IC to easily see how proposed changes all fit together.

- d. CIS
 - i. CMCS: CIS 243, Database-Driven Web Sites, prerequisite change.
 - 1. Reviewed by IC members.
 - ii. 3035: CIS 243 Database-Driven Web Sites, prerequisite change and course description
 - 1. Peggy moved to approve the revision to CIS 243 with the following changes:
 - a. IC members requested that the effective date be changed to fall 2009.
 - b. IC members requested that the specific textbook listed be omitted.
 - 2. Second by Lynn.
 - 3. Motion to approve revisions to CIS 243, as amended, passed unanimously.
 - iii. 3035: CIS 259, 3-D Graphics Basics
 - 1. Patrick moved to approve the CIS 259 revision with the following changes:
 - a. IC members requested that the specific textbook listed be omitted.
 - 2. Second by Bill Bohn.
 - 3. Motion to approve revisions to CIS 259, as amended, passed unanimously.

Peggy moved to adjourn; second by Patrick.
Motion to adjourn approved unanimously.

Next meeting: December 12, 9-11:30am, Audio.