

Northland Pioneer College
Instructional Council (IC)
01-16-09

In attendance: Mark Vest (Chair), Lynn Browne-Wagner, Ruth Zimmerman, Bill Bohn, Peggy Belknap, Michael Lawson (proxy for Michael Solomonson), Clifton Lewis, Eric Henderson, Kenny Keith, Jake Hinton, Cindy Hildebrand, Jeannie McCabe, Russell Dickerson (Recorder), Sandra Johnson

- I. Approval of 12-12-08 IC minutes
 - a. Given the complexity and fast pace of the 12-12-09 meeting and the absence of Mark Vest (Chair), IC members reviewed the minutes prior to approval.
 - i. Concerns/questions:
 1. Blanket program changes and course deletions regarding the CIS 230/235 to AIS 231/232 conversion.
 - a. If all affected programs were changed, why are programs changes being presented at today's meeting for approval?
 - b. Cindy remarked that, as the official record of Instructional Council, the minutes need to reflect precisely what programs were affected in motions made on 12-12-08.
 - c. Consensus: motion for replacement of CIS 230 and CIS 235 with AIS 231 and AIS 232 spoke only to the program paperwork presented at the meeting.
 - d. Task: Russell to research meeting materials presented in December to determine exactly which programs were affected by IC action. Russell is to also contact Dr. Richie to verify that divisions affected by the CIS to AIS conversion were notified of the course changes.
 2. IC members agreed that curriculum should be handled in the following order: approve new courses, alter programs, and course deletions.
 - i. Dr. Lawson requested that Pat Canary be identified in the minutes as the Chair for the 12-12-08 meeting. The Chair is to be identified in future IC minutes.
 - ii. Dr. Lawson suggested that the 12-12-08 minutes reflect that a discussion of the HLC change request and procedures for online course development, and their relatedness, occurred. In that discussion, Dr. Lawson emphasized to Donna Ashcraft and President Swarthout that the change request and online course development procedures are two separate issues.
 - iii. Add Sandra Johnson to the list of members who attended the 12-12-08 IC meeting.

- c. Task: Russell to contact Support Center to explore ways to create a more permanent record of IC meetings.
 - d. Lynn moved to approve the 12-12-08 IC minutes as amended and edited; second by Ruth. Minutes approved.
- II. Subcommittee reports
- a. Instructional Technology
 - i. Report received 01-15-09. Report not reflected on the agenda.
 - 1. Mark asked IC members to review the brief Instructional Technology report.
 - ii. HLC change request recommendation needed by the February 13th IC meeting to present to President Swarthout.
 - 1. Clarification: recommendation to the President, from IC, regarding whether to move forward with, or withdraw, the HLC change request.
 - iii. Dr. Lawson reported that the subcommittee has been meeting since the beginning of the fall semester and has been more consistent and thorough than the previous year subcommittee. The subcommittee is waiting on a response from John Velat regarding input to the draft IS policies and procedures and proposed changes to the document. Dr. Lawson noted that some of the language in the IS draft document is in violation of current shared governance.
 - iv. The report also contained a proposed general charge to the Instructional Technology subcommittee. Dr. Lawson, representing the IT subcommittee, would like IC to approve the IT general charge.
 - 1. IC approval of the general charge will be addressed at the 01-30-09 meeting.
 - v. Peggy asked Dr. Lawson if the IT subcommittee if would be able to present a recommendation to IC regarding the HLC change request at the 01-30-09 IC meeting. Lynn moved that the IT subcommittee present a recommendation to IC regarding whether to move forward with, or withdraw, the HLC change request at the 01-30-09 IC meeting. Motion seconded by Pat. Motion approved unanimously.
 - vi. A task related charge from IC to the IT subcommittee must specify what the subcommittee should look at and also have a deadline date for the recommendation.
 - 1. Pat suggested that a draft recommendation for procedures to develop new online courses, a procedure for reviewing existing courses and procedures that address compensation for online course development be presented to IC at the February 13th meeting.
 - a. Dr. Lawson commented that the process of getting faculty input would not conclude by February 13th. The goal of the subcommittee is to provide IC with online course procedures that will serve the college for years to come. The procedures will not be in place in time for fall scheduling.
 - b. Eric agreed that a February 13 deadline for the formulation of a comprehensive set of online course development procedures is too soon.
 - c. Timeline suggested by Dr. Lawson: online course development procedures will be ready no later than the end of the spring 2009 semester.

2. Peggy moved that the IT subcommittee be charged with establishing the protocols for online course and program development, including compensation and that the subcommittee presents a draft of procedures to IC at the April 17th meeting. Second by Pat. Motion approved unanimously.
 - vii. Task: Russell to work with Dr. Lawson to schedule IT subcommittee reports.
 - viii. Task: Russell to email charges to Dr. Lawson.
- b. Placement
- i. Review of revisions to the Placement subcommittee recommendations.
 - ii. Opening comments by Sandra:
 1. The placement subcommittee is in its third academic year of looking at placement.
 2. Sandra remarked that the recommendations, while they create additional work, should be followed to help ensure student success.
 - iii. IC members agreed to look at the recommendations individually.
 1. Recommendation 1: change “gotten” to “obtained.” Include appropriate parallel changes to ASSET scores. Peggy moved to approve; second by Ruth. Recommendation 1 approved unanimously.
 2. Recommendation 2: change “gotten” to “obtained.” Pat moved to approve recommendation 2; second by Lynn. Recommendation approved unanimously.
 - a. Change to be implemented in March prior to summer registration.
 - b. Mark notified IC members that it is theoretically possible for a student to take multiple placement tests at different locations because test scores are not uploaded in real time.
 3. Recommendation 3: Peggy moved to approve recommendation 3; second by Lynn. Recommendation 3 approved unanimously.
 4. Recommendation 4: Ruth moved to approve recommendation 4; second by Pat. Recommendation 4 approved by a majority. Peggy was opposed.
 5. Recommendations 5, 6 and 7 tabled until the 01-30-09 IC meeting.

The ASK subcommittee report, update on the Business Plan Task Force, all curriculum, new and old business not related to curriculum were tabled due to time constraints.

Eric, in the final minutes of the meeting, requested that IC members log on to ACRES and review the five courses by Wednesday, 01-22-09. Eric also requested feedback on the online ACRES forms.

Meeting adjourned.