

Northland Pioneer College
Instructional Leaders Council (ILC)

October 13, 2006, 9:30-11:15
Silver Creek Campus

Meeting Minutes

Attendees: Claude Endfield, Brenda Manthei, Tom Nagle, Eric Henderson, Ben Schoening, Mike Solomonson, Peggy Belknap, Trudy Bender, Heidi Fulcher, Gregory Roberts, Mark Vest, Dan Simper, Jeanne Swarthout, Rose Kreher (sect'y), Lee Sweetman, Mike Spangler

- 1) Dr. Jeanne Swarthout called the first meeting of Instructional Leaders Council (ILC) to order at 9:30 AM, Friday, October 13.
- 2) On a motion by Henderson, 2nd by Belknap, the committee established a simple majority as the quorum for the group. The vote was 6 in favor, 2 opposed. There are currently 14 voting members in ILC (advisory members may not vote).
- 3) Robert's Rules of Order were established as the protocol for casting votes.
 - a) No proxy votes will be allowed in meetings.
 - b) A system of designated alternates was approved
 - i) Member must provide the alternate with appropriate materials and information to attend in his or her absence. The alternate does not have to be a faculty chair, but must be a full-time faculty member.
- 4) ILC will meet twice a month on the 2nd and 4th Fridays at varying locations. The meeting on the 2nd Friday will handle subcommittee reports, academic standards issues and other general instructional concerns. When the group convenes for its second monthly meeting on the 4th Friday, it will handle curricula decisions.
 - a) ILC will require subcommittee written reports and curricula requests in advance of the appropriate meeting with physical reporting only on an as-needed basis.
 - i) Instructors with curricula requests should present these at the meeting, but Deans may be called upon to do the presenting based on prior arrangement
 - ii) Other parameters for the Curricula meeting include the right to table requests that are on the wrong form (the correct form is now online); contain 4 errors on the form; fail to present request in full by stated deadline (Rose sends out the deadline for each month's meeting); if a voting member of ILC presents a curriculum request at the meeting, they may not vote on that request
 - b) Draft copies of the minutes will be sent to members in advance of the coming meeting; only approved minutes will be posted on the IntraWeb.
- 5) For matters of inter and intra communication, Jeanne invited ILC members to attend a meeting on Friday, October 20 at the District Office at Noon to view demonstrations of project management software. The Strategic Planning & Academic Steering Committee

(SPASC) will be reviewing some of these tools to help manage communications and reports for their many meetings and subcommittees interactions.

ILC members who would like to attend, please let Rose know by 4 pm Monday, October 16, 2006 as she is planning to have lunch at this meeting.

- 6) Regarding the adjunct faculty member who is to sit on the ILC, Jeanne would like suggestions of suitable candidates forwarded to her. The considerations for nominations are: availability, commitment, preference accorded adjuncts with a multi-location, multi-division backgrounds.

ILC members send recommended adjunct faculty nominations to Jeanne by Friday, October 20

- 7) ILC established the following subcommittees (names are still not definite):
- a) A combination of the old Internet Guidance Committee (IGC) and Instructional Technology Action Group (ITAG)
 - i) Mission would be to make recommendations for institutional standards for technology to support student learning.
 - ii) Internet course approval would be done via the regular curriculum committee procedures (at ILC/CC on the 4th Friday of the month).
 - iii) This committee will be composed of five members, four faculty members and the library director.
 - iv) It may not make technology decisions, but only recommend them to ILC.
- 8) After much discussion, the ILC members decided on the need for both Placement and Assessment committees. Further discussion resulted in the establishment of a joint committee dedicated to both concerns.
- a) The Assessment/Placement Committee (APC) would have seven members: one dean, two student services representatives, and four faculty members.
- 9) The two Dual Enrollment subcommittees that now exist (and will remain intact as currently constituted) will report to the Assessment/Placement Committee (APC)
- 10) The Faculty Professional Development Committee will have five members, one from each division.
- a) It will have one continuing member from the old group who will serve one more year, two new members who will also serve one year, and two new members who will serve two years.
 - b) Professional Development requests made by members of this committee will not be reviewed by that group but will go to the Instructional Leaders Council for consideration. This should obviate any hint of insider favoritism
 - c) Deans will also be apportioned professional development funds to achieve division goals.
- How will this be handled? Would these requests need to go to the ILC? Who will keep track of budget? Let me know. Thanks, Rose
- 11) An Ad Hoc committee will be named to handle the Gen Ed Program Review until the process is caught up

- a) There will be seven members on this task force: one each representing math, the physical sciences, English, the arts, social sciences, business , and an outside rep from an AAS degree area.

Jeanne will convene the first meeting; she plans to attend frequently

- 12) Once all the committee members have been determined by the Faculty Association, Jeanne will notify them of their charge and name an initial chair who is NOT to be elected as permanent chair.
- 13) Meeting adjourned on a motion by Belknap, second by Henderson.
 - a) The next meeting of ILC will be at the District Office, October 27, 9:30. It will deal with curriculum.