

Northland Pioneer College  
Instructional Leaders Council  
PDC/CEC  
Friday, February 23, 2007  
9:30

Meeting Minutes

Attendance: Peggy Belknap, Cindy Hildebrand, Mike Solomonson, Rose Kreher (sect'y), Mark Vest, Claude Endfield, Dick Heimann, Gary Mack (guest), Jim Jacob (guest), Eric Henderson, Doug Seely, Gregory Roberts, Tom Nagel, Mike Spangler, Heidi Fulcher, Trudy Bender, Benjamin Schoening, Lee Sweetman, Jeanne Swarhout

General Update: Jeanne said that Sue Kirtland, director of our marketing firm, Propeller, wants to meet with the ILC group. She would like to discuss the new fall schedules schedule (there will be two; one in April, one in August). She would also like to outline the new flyer procedure to reduce turn around time from 6-8 weeks, as now, to 2 weeks.

1) Action Items:

- i) On a motion by Belknap, second by Nagle, the minutes of both the 01-26-07 and the 02-09-07 meetings were approved

2) Curriculum Items:

- i) Gary Mack request for approval of online MAT 152 course was approved on a motion by Spangler, second by Nagle. However, he was denied approval to move forward at this time with his other two proposed online courses. This delay was made due to the uncertainty of which course management software the college will be using in the coming year.
- ii) BIO 201, 202 did not require committee approvals, but Jim Jacob did demonstrate his hybrid course BIO 181 to the satisfaction of the committee who did approve both the content and the method of teaching (online). Motion by Spangler, second by McGinty.
  - (1) Of note, BIO 181 will be taught from the faculty server; the requirement that all online courses approved by the college be built in WebCT is now a moot point. (See above regarding CMS.)

3) Committee Reports:

- i) Doug Seely made a brief report on the Ad Hoc chair consolidation committee progress.
  - (a) They have met and discussed some scenarios, including a couple of preliminary lists of possible configurations. However, many of the members at the meeting felt that they didn't have enough direction or sufficient parameters to guide them any further. They felt it might be likely that

whatever recommendations they made would be dismissed, and their time and efforts would have been wasted

- (b) The ILC thought that the consolidation committee should compile the points needing clarification and bring them to the next ILC meeting for discussion. When the points have been determined, the whole committee will recommend them to the president for his input/approval.
- (c) The D-Team will also be having the chair duty discussion at their next meeting and will share their input with the ILC as well

#### 4) Discussion/Possible Action Items:

- i) Committee members should send their recommendations for an Adjunct faculty representative to ILC to Jeanne.
  - (a) She will see if any funds are available in her budget to pay a small stipend to an adjunct member
- ii) Procedure for handling course development, payment, approval, etc. will be the focus of the next meeting.
- iii) Restructuring of the AGEC-S and the A.S. degree to conform to the ATF was discussed. (Changes to the AGEC need to be made by the April APASC meeting)
  - (a) On a motion by Schoening, second by Spangler the AGEC-S will change to reflect a drop of 6 credits in humanities and behavioral/social science requirements and an addition of 6 general education science credits
    - a. Science chairs are to make a recommendation to the committee by its first meeting in April (Friday, April 13, SCC, xxx, 9:30 am)
  - (b) The committee deferred taking any action on the AS degree until further discussion at the next meeting.
- iv) Peggy Belknap brought in a matrix of Community Services credit-bearing classes audit. She asked members to review the listings and send her their comments regarding the designation of the individual courses.
- v) A discussion of grading policies was tabled on a motion by Henderson, second by Nagle.
- vi) March meetings:
  - (1) March 9 at SCC, LC 109, 9:30 – noon
  - (2) Sue Kirtland, Propellor, Inc. procedures
  - (3) Ad faculty rep
  - (4) AS degree discussion
  - (5) Community Service credit courses (action item)
  - (6) March 23 at CEC, 9:30 – noon
    - (a) Grade change policies

- a. Change of Grade dates
  - b. Procedures and after what date should this not be changed
  - c. Incompletes – reassessing the 85% rule
  - d. Plus/minus grading
- (b) Course development procedures