

Northland Pioneer College

Instructional Council (IC)

11-16-12

Voting Members Present: Clover Baum, Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Michael Lawson, Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

Non-Voting Members Present: Trudy Bender, Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma, Leslie Wasson and Hallie Lucas (recorder)

Guests: Tracy Chase, Ruth Creek-Rhoades, Thomas Hodgkins, Janet Hunter, Kenny Keith and Michael Solomonson

- I. Roll Call
- II. Approval of 10-26-12 & 11-02-12 IC Minutes
 - a. Michael L. suggested the following change in the 11-02-12 Minutes, III, b, v, at the end of the 1st sentence, insert this wording “or ½ of the voting Faculty”.
 - i. Ryan **MOVED** to approve the minutes of 10-26-12 and 11-02-12 with the above listed insertion; **SECOND** by Lynn.
 1. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees
 - a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC – Michael Solomonson
 - i. Michael S. presented the written report (full report posted in MyNPC).
 - ii. Ryan **MOVED** to accept the Assessment of Student Knowledge Subcommittee Report to IC dated 11-13-12; **SECOND** by Michael L.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Leslie will send Michael L. the link to get the criteria and components from the Higher Learning Commission, that the ASK Report refers to.
 - b. Learning Technology (LT) Subcommittee Report to IC – Ruth Creek-Rhoades
 - i. Ruth presented the report (full report posted in MyNPC).
 1. For the record, Michael L. wanted to clarify that he has suggested that some things go on the LT agenda for consideration – he does not have a list of recommendations.
 - ii. Discussion regarding the report included: 1) in LT’s recommendation regarding the QMR, it was suggested that the recommendation be reported to appropriate dean, in addition to the instructor and department chair; 2) Eric noted that LT’s recommendation regarding the QMR does not give any guidance (whether or not to schedule the course) to the dean, when the course does not meet the standards of the QMR; 3) do the Distance Education Guidelines need amended to address legacy courses?; 4) Since the Distance Education Guidelines do not really address legacy courses, Michael L. would like clarification regarding IC’s charge to LT concerning legacy courses that do not meet the QMR.

- iii. Mark explained the gist of the Presidential Initiative: 1) online courses have been developed over a 15 year period using different standards and review groups; 2) intent was to take nationally accepted rubric used for NPC's new courses and apply it to our existing courses; 3) all legacy online courses will eventually go through the same process and meet the same standards.
 - iv. For legacy courses Mark gave the following summary and several LT members present at the meeting agreed with this summary:
 - 1. LT sees itself as a peer review group
 - 2. LT does not want to intervene in the scheduling decisions made by Chairs and Deans
 - 3. LT will provide Chairs and Deans information regarding where the legacy course stands in the QMR
 - 4. This process meets the Presidential Initiative Requirements
 - 5. This process leaves it in the hands of the Deans and Department Chairs to decide whether or not the course should be run online
 - v. Ken **MOVED** that we accept the Learning Technology Report of November, 2012 with the recommendation that we set aside the portion of the report which deals with LT's position regarding the QMR and discuss that portion at the next IC Meeting; **SECOND** by Michael L.
 - 1. Motion **APPROVED** by unanimous vote.
 - vi. **Task:** Ruth will resend the e-mail to Faculty that invited them to participate in the Tech Forum for Faculty (to discuss best practices). In addition, she will e-mail it to Adjunct Faculty.
 - vii. **Task:** Hallie will post the Distance Education Guidelines and add it as an agenda item for the 11-30-12 IC Meeting – to potentially take action on the legacy online course issue.
- c. NAVIT (NAV) Subcommittee Report to IC – Ken Wilk
 - i. Ken presented the report (full report posted in MyNPC).
 - 1. Discussion included: 1) NAV received some instructor feedback regarding their report, which they are taking into consideration; 2) suggestion - Ken should connect with Jeremy Raisor and Leslie Wasson, as they may already have needed information; 3) orientation: add a section regarding the college in general, broaden the topics that are currently listed, have 2nd year NAVIT students speak to 1st year students regarding the sacrifices that it takes to be successful; 4) instead of offering multicourse labs, should we consider sequencing short-term courses?
 - ii. Ryan **MOVED** to accept the NAVIT Subcommittee Report of 11-09-12; **SECOND** by Eric.
 - 1. Motion **APPROVED** by unanimous vote.
 - d. Catalog Review (CR) Subcommittee Report to IC – Thomas Hodgkins (not on agenda, but IC agreed to allow him to present)
 - i. Highlights of the verbal report included: 1) students and perspective students should be able to find all the degree requirements for each degree under a single section; 2) transfer information on pages 48 and 49 of the catalog should be streamlined/modified; 3) the committee plans to recommend that the Deans and Department Chairs review/modify course descriptions (example – BIO 182); 4) CR will request that program narratives be reviewed and modified to reflect

- up-to-date information; 5) committee requests that IC write a better description/more appropriate name for the model classroom – pages 19-20 of the catalog.
- ii. Answers to questions (from CR) included: 1) Associate of General Studies (AGS) is a non-transferable degree; 2) AGS allows incoming students with a wide array of credits to apply many of those credits toward a degree; 3) AGS allows students to pursue a degree that is Pell eligible (especially helps ECD students).
 - iii. Ryan **MOVED** to accept the report from Catalog Review Subcommittee; **SECOND** by Ken Wilk.
 - 1. Motion **APPROVED** by unanimous vote.
 - iv. **Task:** Thomas will contact Hallie to review when/how CR should report to IC.
 - v. **Task:** Thomas will send a copy of his report to IC Members.
- e. Professional Development Subcommittee Report to IC - none
- IV. Old Business Not Related to Curriculum - none
- V. New Business Not Related to Curriculum – none
- VI. Curriculum
- a. Misc.
 - i. Financial Aid Approval Form for Program Changes
 - 1. Jake requested that this item be pulled from agenda until the Financial Aid Director can be present.
 - b. Program Modifications - none
 - c. New Programs
 - i. CON – Ken Wilk
 - 1. NPC-UAA-NAU Comparison Chart - provided for reference to see how some classes may transfer to NAU and how a program from another 2-year institution compares
 - 2. Catalog Format Document:
 - a. Ken asked that CON 107 and CON 198 be returned to him.
 - b. CON 263 – some discussion whether the lab hours were appropriate – students will be asked to bid a project (involves all construction documents needed for the bid) – lab times allows students to work on it in class with instruction/explanations
 - c. Changes needed:
 - i. CP – credit hours total 21 credits (not 22 credits)
 - ii. Wording - taking any 100 Level Course or above – unduplicated should be added
 - iii. Keep MAT wording the same throughout the document
 - iv. MAT 122 should be changed to MAT 112
 - v. Discipline Studies – change language to how it reads in the catalog
 - vi. Discipline Studies – delete wording “Highly recommended: GLG 101 for Physical Science and BUS 141 for Social Science” (should be advising issue – better place for this is the degree check sheets)
 - 1. **Task:** Ken will make needed corrections and bring it back to IC on 11-30-12.

3. **Task:** After the CON Program has been approved, Ken will speak with Mark about talking with NAU and ASU regarding setting up a transfer program.
 - ii. Mechatronics – Kenny Keith
 1. Kenny presented the Mechatronics Program Feasibility Study dated 11-19-12 and noted that there is a need, nation-wide, for skill sets in advanced manufacturing. The timing of this program seems perfect, because the projections show that there is a need for this type of program; and, with mining likely coming to our area, training will be needed to provide skilled workers. The program will be funded for three years by a grant. In response to Kenny’s question, it was noted that it is up to Kenny, the Dean and IC whether or not a science class would have to be included.
 2. Additional Information Needed:
 - a. Layout of a similar program from another college or university
 - b. Curriculum presented in catalog format
 - c. Better citation where it says source
 - d. Page 8 needs to be readable
 3. Ken **MOVED** to accept the Mechatronics Feasibility Study of 11-19-12 with Trudy’s recommendation to submit a readable page 8 and update the two sources; **SECOND** by Lynn.
 - a. Motion **APPROVED** by unanimous vote.
 4. **Task:** Kenny and Eric will talk about the general education portion of the proposed program.
 - iii. BUS – Janet Hunter
 1. There was a general discussion regarding Procedure 2910 and load hours.
 2. Before the 11-30-12 IC Meeting, it is important that IC Members vote and/or comment in ACRES, so we can identify the BUS courses that need further discussion.
 3. **Task:** Lynn stated that there is a document on the IC Group page in MyNPC that she uses to figure load. Carol should notify Hallie where the document is. Hallie will add it as an agenda item for the 11-30-12 IC Meeting.
 - d. ACRES
 - i. Reminder - vote in ACRES
 - ii. EDU 280 – modality change only – semester doesn’t matter – please vote
 - e. New Courses - none
 - f. Course Modifications - none
 - g. Course Deletions - none
 - h. Program Deletions - none
 - i. Program Suspensions - none
- VII. Other - none
- VIII. Adjournment
- a. Ken **MOVED** that we adjourn; **SECOND** by Ryan.
 - i. Motion **APPROVED** by unanimous vote.