

Northland Pioneer College  
Instructional Leaders Council  
SCC, LC 109  
Friday, April 13, 2007  
9:30 am

Meeting Minutes

Attendees: Jeanne Swarthout, Mike Spangler, Peggy Belknap, Eric Henderson, Heidi Fulcher, Gregory Roberts, Doug Seely, Tom Nagle, Cindy Hildebrand, Trudy Bender, Ben Schoening, Dick Heimann, Clifton Lewis, Claude Endfield, Lee Sweetman with Janet Hunter and Sue Kirtland for specific time periods.

- 1) The minutes of the March 23, 2007 meeting were approved.
- 2) Janet Hunter presented for Debra McGinty the changes in Medical Assistant (MDA) program to allow students the choice of AIS 123 or HES 170 as core requirements. The council approved this choice. The suggestion that public speaking be allowed as a elective was referred to Debra McGinty. Ms. Hunter left the meeting.
- 3) Eric Henderson presented the request that the AGECS include BIO 105 or GLG 101/102 as elective subject options for physical/biological sciences. GLB 101/102 is already transferable. Jeanne Swarthout would need to announce the BIO 105 option at the fall GEATF. These course options would apply to the AA, AAEE, ABus, AGS. The council approved this request. Jeanne will present it at the April 19, 2007 meeting of APASC.
- 4) Sue Kirtland from Propeller
  - a) announced a meeting for April 16 to look at optimizing modules. Propeller and 10/11 is working with Jenzabar about the learning management system with student and faculty portals, a.k.a JICS.
  - b) People that were nominated as successful NPC students for photo shoot are being contacted by Everett Robinson. Michael Norton will be photographing at LCC April 18, WMC April 19, WRV 4/20. Successful students from vocational programs and males are still needed. Jeanne cautioned that the photographer and layout designer be sensitive to cultural issues.
  - c) Sue conducted a useability study of class schedules with 5 students from SCC and WMC. These trends and suggestions were noted:
    - 1) place registration form within the schedule so people understand where information is placed
    - 2) review nomenclature, i.e. "method of delivery" was not understood
    - 3) most preferred locating classes by location but some used department also
    - 4) did not use table of contents
    - 5) problems differentiating summer I and II (put this at top of the page)
    - 6) spell out the keys and don't rely totally on abbreviations
    - 7) table of contents – one alphabetical list
    - 8) place in front of schedule the breakdown of which courses belong in a department, i.e. algebra will have a MAT (Math) course number

- 9) one phone number for advisors
- 10) students don't understand what NCC is
- 11) in location areas – place spaces between lines

d) 1<sup>st</sup> edition of the Fall 2007 class schedule went to the printer. The 2<sup>nd</sup> edition will be published in the summer and incorporate some of the suggestions listed above.

e) A list of topics to be included in NPC Viewbook was distributed. This is a recruitment tool and should be completed by June 30. 12 pages, size not yet determined. Suggestion to add a BRC (business reply card); list specific types of scholarships; move Performing Arts Center to academic operations section; mention library, developmental courses, university transfer courses. (Mention that the NPC Foundation has no endowed scholarships.)

f) Examples of departmental templates for 8 ½ x 11 flyer and trifold brochures distributed. These are supposed to be available electronically April 18. Form to announce programs via e-mail is still in process. Photos and clipart can be obtained by using [://www.liquidlibrary.com/](http://www.liquidlibrary.com/) and letting MPR know the number of the photo you want used. She is still exploring how college staff might have access to the college photo gallery.

g) A draft of “Procedures for submitting public, graphic project or web edit requests” and a “Media Release Request” was distributed. The Council agreed that faculty or staff could send their request directly to marketing ([@npc.edu](mailto:@npc.edu)) with a copy to their Dean or supervisor. Marketing will send the request to either the President or Marketing Consultant. If Adobe Acrobat cannot be used, Word may be used.

h) Time to process MPR requests down from 6-8 weeks to 2-3 weeks.

i) Any document (internal or external) that has the college logo must be approved by Sue Kirtland.

j) For certificate templates, call JoAnn Barnes-Slocum.

k) Native designs used on NPC publications must be approved by Sue Kirtland.

l) President approves all press releases with political overtones.

m) Sue Kirtland will be on vacation April 19-29. Everett has authority to approve requests for publicity during that time period.

Sue Kirtland left the meeting.

5) Discussion on Internet course development and payment was tabled. All members of the Council should review the documents for discussion at the next meeting.

6) The Council unanimously approved the resolution “Any consideration of lease or purchase of a specific courses comes before the college Instructional Leaders Council.”