

Northland Pioneer College

Instructional Leaders Council (ILC)

September 28, 2007

SCC, LCC 111

9:30-11:30

Minutes

Attendees: Kenny Keith (presenter, proxy holder for Lynn Browne-Wagner), Peggy Belknap, Jeannie McCabe, Ruth Zimmerman, Mike Solomonson, Eric Henderson (chair), Rose Kreher (sect'y), Jake Hinton-Rivera (nv), Shannon Newman, Trudy Bender (nv), Lee Sweetman. Scott Burt, excused; Clifton Lewis, excused.

- 1) Eric discussed the ILC projected meeting format:
 - a) There are 2 meetings a month with the first being dedicated to non-curricular standards issues and discussion of curriculum submissions; the second meeting will be to take action on the curriculum discussed at the previous meeting
 - b) The second meeting will be on the audio system so that jump drives can be used to access materials on the Smartboard screens.
- 2) Discussion Items (general)
 - a) None submitted
- 3) Discussion/Action Items:
 - a) The entire ILC, acting in the place of the not-yet-created Professional Development committee, unanimously approved a professional development award of up to \$1600 for David Smith to attend and present a paper at the Society of Vertebrate Paleontology meeting in Austin, Texas later this month.
 - i) Motion made by Belknap, second by Zimmerman, voice vote was unanimous
 - b) The ILC made the following recommendations about determination and composition of standing subcommittees:
 - i) A Faculty Professional Development Committee was established on a motion by Belknap, second by McCabe/with a unanimous voice vote
 - (1) It will be comprised of six faculty members; three members will be from any one or each of the following divisions: CTE, WFD, and NUR. Three members will be from TLC and Arts & Sciences divisions.
 - (2) The committee is to meet monthly and at the first meeting of the year to establish guidelines and a schedule for reviewing requests.
 - (3) Suggested guidelines from ILC include;
 - (a) Review and amend current committee guidelines
 - (b) A committee member may not be involved in any way in the discussion and vote of his or her own development request

- (c) The committee is to publicize the committee's mission for fair access by all faculty members
 - (d) The committee will help develop and offer in-house professional development opportunities.
 - (e) This committee will examine funding issues including the pro-rating of funds
 - (f) Periodic reports of what has been funded will be sent out to all faculty members
 - (g) The committee will help determine ways in which the benefits of the requests might be shared with other faculty members.
- ii) A Placement Committee was established on a motion by Newman, second by Sweetman with a unanimous voice vote.
 - (1) This committee will have 7 members: 2 from student services, one faculty member at large, and one faculty member each from English, Math, TLC, and CTE.
 - iii) On a motion by Belknap, second by Zimmerman and a unanimous voice vote from the ILC members, the committee on Instructional Technology established
 - (1) There will be 7 members including the Coordinator of Web-Based Learning, a library representative, a dean and 4 faculty members who teach distance education courses.
 - iv) No other standing committees were established at this time. It also is noted that ad hoc committees maybe set up by ILC on an as-needed basis.
- c) Changes were approved by the committee on the current Student Overload procedure:
 - i) For summer sessions, 7 credit hours were designated the maximum hours a student may take without having to get authorization from the Vice President for Learning (Motion by Belknap, second by Newman; unanimous voice vote)
 - ii) On a motion by Newman, second by McCabe, with one no vote and 5 ayes, a wording change was approved regarding the general student overload procedure. The procedure will now read: *Students wishing to carry between 19-24 credits must have attained at least a 'B' average in the previous semester while completing a minimum of 12 credits in that semester. Students wishing to carry 24 or more credits must send a written request to the Vice President for Learning. The Vice President for Learning will have sole authority to approve or deny these requests.*
 - d) Deans/President's Scholar List proposal was tabled on a motion by Solomonson, second by Belknap.
 - i) To give Deans the opportunity to have input, these programs will be discussed at the next Deans meeting
- 4) Curriculum Discussion/Action Items
- a) To bring the catalog into line with practice, members voted to approve a request from Rose (maintainer of the catalog) for a prerequisite change to GLG 101 from no prerequisite to "satisfactory placement."
 - i) Motion by Solomonson, second by Newman; voice vote was unanimous.

- 5) Curriculum Discussion/Action Items
 - a) A new course, EDU 260 Technology Integration in the Classroom – SMARTBOARD I was unanimously approved by voice vote on a motion by Belknap, second by McCabe
 - b) With a unanimous voice vote, (motion by Belknap, second by McCabe) TMP program revision requests were tabled due to technical problems.
 - i) Eric will work with Heidi Zerlinden to see that corrections are made and the program revisions can go forward and be implemented.
 - c) Changing the prerequisite for WLD 100 Math & Safety to co-requisite status for all other welding courses was unanimously approved on a motion by Belknap, second by Solomonson.
 - d) On a motion by McCabe, second by Zimmerman, the Power Plant program title was changed to Industrial Maintenance and Operations. Belknap abstained; 5 ayes.
 - i) Rose will send in notice of the name change to the District Governing Board.
 - e) On a unanimous voice vote, motion by Belknap, second by Sweetman, revisions to SPT 155 History of Television were approved. The revisions allow the course to meet AGEC articulation requirements in the Arts & Humanities for all degrees.
- 6) Motion to adjourn by Belknap, second by Sweetman, unanimously approved.
- 7) Next meeting will be at CEC on October 12.