

Northland Pioneer College

Instructional Leaders Council (ILC)

October 12, 2007

SCC, LCC 111

9:30-11:30

Meeting Minutes

Attendees: Kenny Keith (proxy for Scott Burt), Eric Henderson, Lynn Browne-Wagner, Rose Kreher (sect'y), Ruth Zimmerman, Shannon Newman, Trudy Bender, Maxine Bazan (guest), Clifton Lewis, Lee Sweetman

1) Committee Reports:

- a) Members are in place for the Faculty Professional Development Committee (Kenny Keith, Deborah Keith [no relation], Rickey Jackson, Curtis Casey, Barry Richins, and Ryan Jones:
 - i) Eric will appoint someone to call and chair the first meeting (Kenny)
 - ii) The committee already has several requests to consider
 - iii) Needs to begin immediately developing procedures and guidelines
- b) Placement Committee: Tentatively consists of Sandy Johnson, Joan Valichnac, Dana Jolly, Michael Paul. Mark Vest and Debra Thompson will serve from the student services side.
 - i) Eric will work with Frank to see that there are English and Math reps.
- c) Instructional Technology: no appointments
- d) Committees are to send representatives to the ILC meetings to report recommendations

2) Curriculum Discussion Items

- a) After a good deal of discussion, the request for 3 new courses and a COP in ATO was tabled; motion by Browne-Wagner, second by Sweetman
 - i) When this request is returned to the committee it should have proper layout and documentation; use of action verbs so that outcomes are measurable; prerequisite decisions, approved 3035s and cover sheets and Tom Munde or another content specialist should be at the meeting to answer questions.
- b) ILC members approved a motion by B-W, second by Keith that Rose send out draft of new program proposal cover sheet that will include additional information requests such as marketing analysis, projected costs (facilities, equipment, full-time/part-time instructor) and the availability of qualified teachers.

3) Discussion/Action Items (general)

- a) Minutes of 9/28 were unanimously approved on a motion by B-W, second by Zimmerman
- b) Deans' terms of service on ILC will be discussed at the next meeting
- c) Unanimous approval to change the closing date for students to enroll in Internet courses was given on a motion by Newman, second by Zimmerman.

- i) Previously, students could enroll in online courses up to FTSE day (45 days into the semester) without needing the signature of the instructor. With this revision, however, a student may enroll in an online class just as in other regular classes, only up to one week after the first day of class, provided the class is not at maximum capacity. After that time the instructor must sign for the student to enroll.
 - (1) Exceptions to this procedure would be courses specifically designated by Records & Registration as being open-entry/open-exit.
- 4) Members had a brief discussion regarding load factor and credit hours in regard to lab classes.
- 5) The next meeting of ILC will be on the audio system on October 26, 9:30.