

Northland Pioneer College
Instructional Leaders Council (ILC)
Friday, February 8, 2008
PDC/CEC
9:30-?

Meeting Minutes

Attendees: Shannon Newman, Jeannie McCabe, Trudy Bender, Mike Solomonson, Clifton Lewis, Lee Sweetman, Mike Lawson, Bill Bohn, Kenny Keith (presenter), Eric Henderson, Lynn Browne-Wagner, Peggy Belknap, Ruth Zimmerman, Cindy Hildebrand, Deb McGinty (presenter), Mark Vest (proxy for Jake Hinton)

Introductions of new members: Bill Bohn, new adjunct representative; Mike Lawson, replaces Scott Burt

1) Committee Reports:

- a) Kenny Keith presented the newly developed Faculty Professional Development Committee guideline recommendations. These will be reviewed by members and voted upon at the next meeting. Questions and comments in the interim should be directed to him. Keith will also confer with HR regarding lateral moves and professional development. Carl Perkins reimbursement guidelines will also be appended to the recommendations.
- b) Placement Committee (see Action items)
- c) Instructional Technology – no report
- d) Other -- none

2) Discussion/Action Items (general)

- a) On a motion by Browne-Wagner, second by Belknap, minutes of 01/25/08 meeting with minor modification:
 - Three of six Placement Committee recommendations, #1, 2, and 3 died for lack of action.
 - Recommendation 4, “That data collection and analysis procedures be put in place to evaluate the placement process and student success/failure rates based on those placements,” was unanimously approved on a motion by Newman, second by Browne-Wagner. All members felt this should be a high priority item.
 - Recommendation 5, “That during the 2008-2009 school year each individual department review their placement requirements {insert: “**using data provided by the placement committee**”} for each of their classes to better insure student success.
 - Recommendation 6 was unanimously approved on a motion by Solomonson, second by Zimmerman. (“That advisors continue to be trained on placement testing and procedures to insure consistency across all campus sites.) Training is already in place and is part of an ongoing process that will be broadened to stakeholders outside the college as well (e.g., high school counselors, dual enrollment contacts, etc.).

3) Curriculum Discussion/Action Items

- a) A request to revise BIO 205 from core requirement to program prerequisite status for program admission was approved on a motion by Belknap, second by McCabe.
 - i) The request to specify placement scores for the nursing program math requirement (Minimum Compass algebra score of 46, ASSET elementary algebra score of 41 or ACT math score of 21) was amended by adding the phrase, “within a year prior to the application

- deadline for admission to the nursing program;” motion by Belknap, second by Newman, vote was unanimous.
- b) For discussion and action on the request for HQO program modifications, Solomonson took over committee chair duties and Henderson donned his hat as interim dean of CTE. The request to add new courses 108, 109, 111, 113, 119, 121, 122, 123, 210, 211, 212, 230, 231, 231, 233, 240-248 with modifications to the prerequisites as noted was made by Browne-Wagner, second by Belknap.
 - i) HQO 123 change prerequisite to read: “A minimum ASSET numerical math score of 34 or Compass pre-algebra math score of 35 or instructor permission, or successful completion of MAT 100 or TLC 092” was made by Belknap, second by Zimmerman; vote was unanimous
 - ii) Add “or instructor permission to HQO courses 113 and above until reaching 240. [240-248 are as presented.]
 - iii) The request to revise the program, adding an AAS & six CoP degrees and revising the CAS was approved with an addition to the CoP degree noting, “All Certificates of Proficiency require successful completion of HQO 108 or an instructor *waver*. Motion by Newman, second by McCabe.
 - c) The request to change prerequisites for BIO 182, 202, 205 was tabled on a motion by Belknap, second by Newman; Solomonson abstaining.
 - d) Request for a title change to EMT 237 and approval of new courses: EMT 238, EMT 239, EMT 240, EMT 241, EMT 250, EMT 251 was passed on a motion by Newman, second by Lewis, Browne-Wagner, Belknap abstaining.
 - e) ATO program change request was tabled on a motion by Belknap, second by Sweetman.
- 4) Other
- a) Next meeting: Friday, February 22, audio system, 9:30.
 - b) Eric asked members to consider what kinds of approaches they would like to take to assessment as it falls within their purview.
 - i) Reading Day is 2/29; Dialog Day is April 18
 - ii) Meeting adjourned on motion by ? Second by all. Rush to the door.