

Instructional Council (IC)

02-13-09

Voting members present: Mark Vest (Chair), Bill Bohn, Ruth Zimmerman, Clifton Lewis, Patrick Canary, Shannon Newman, Kenny Keith, Brian Gardner (proxy for L. Browne-Wagner), Doug Seely (proxy for J. McCabe), Eric Henderson (proxy for P. Belknap).

Non-voting members present: Cindy Hildebrand, Trudy Bender, Jake Hinton, Russell Dickerson (recorder)

Guest: Curtis Casey

- I. Approval of 01-30-09 IC minutes
 - a. Ruth moved to approve; second by Eric.
 - b. 01-30-09 IC minutes approve by majority vote; Patrick and Bill abstained.
- II. Subcommittee reports
 - a. ASK
 - i. Eric reported that the ASK subcommittee met with the Assessment Academy project mentor. *See ASK report—handout posted on IC MyNPC.*
 - ii. Some people are still coming in with Reading Day activities. ASK is looking to have reports by mid-March. Eric will send email reminding people of reports.
 - iii. Eric reported that the mentor's concerns had been addressed.
 - iv. General education assessment: Social and Behavioral Sciences papers/rubric scores will be focus this semester.
 - b. Placement
 - i. No report.
 - c. Business Plan Task Force
 - i. No report.
- III. Curriculum
 - a. ATO
 - i. Approval of ATO Associate of Applied Science degree
 1. Ruth moved to approve the ATO AAS degree; second by Bill.
 2. The ATO AAS degree was approved unanimously.
 - ii. Approval of Certificate of Applied Science
 1. Patrick moved to approve the ATO CAS; second by Doug.
 2. The ATO CAS was approved unanimously.
 - iii. Certificates of Proficiency
 1. Patrick noted that other certificates of proficiency offered consist of more than 7 credit hours.
 2. Shannon noted that the minimum number of credit hours for a financial aid eligible certificate of proficiency is 10 credit hours.
 3. Curtis assured IC members that he would make Tom Munde aware of the minimum credit hour requirement so students could be properly advised.

4. IC members decided to address the 5 certificates as a group.
 - a. Ruth moved to approve all 5 of the ATO certificates of proficiency; second by Doug.
 - b. The 5 ATO certificates of proficiency were approved by a majority; Patrick voted against.

IV. ACRES curriculum

- a. Procedural questions about ACRES
 - i. Patrick asked if abstentions are necessary when voting on curriculum from one's own division.
 - ii. Mark commented that there is nothing the procedure that precludes voting for curriculum from one's own division.
- b. SPT
 - i. Revision to SPT 155 approved in ACRES.
 - ii. Revision to SPT 150 approved in ACRES.
- c. ATO
 - i. Deletion of ATO 101 approved in ACRES.
 - ii. Deletion of ATO 206 approved in ACRES.
- d. BIO
 - i. Revisions to BIO 202 minor modification form received as requested at the previous IC meeting. Revision to BIO 202 approved in ACRES.
- e. ACRES clean up
 - i. Eric asked IC members for guidance regarding deleting ACRES forms that are mistakenly approved and forwarded to IC. IC members agreed that Eric should delete ACRES forms that were forwarded in error.
 - ii. Old, incorrect versions of BIO 202 and ATO to be deleted.
 - iii. Eric is not to delete ACRES forms that were marked as Needs Revision. These forms are to remain active in ACRES so that IC members may compare the forms to make sure revisions were done correctly.

V. Instructional Council meeting schedule

- a. Russell went over the IC meeting schedule through April 2009.
 - i. Changes: the 4th Friday IC meetings will be in-person meetings at SCC.
 - ii. Announcement: there will be no IC meeting on March 27th due to spring break. To compensate, the March 13th meeting will be an extended meeting from 9am to 1pm on the audio system.
 - iii. Task: Russell to post IC meeting schedule on IC MyNPC.
- b. Discuss closed entry and prorated day for Internet courses.
 - i. Currently, cut day and prorated day are the same day (*see October 2007 IC minutes*). Impact: faculty members are not compensated for student enrollment after cut/prorated day.
 - ii. In VPIC, deans agreed to move prorated day to the Friday of the second week of the semester. This gives students a week to reenroll if their classes are cut.
 - iii. Task: Mark to notify Learning Technologies subcommittee of change to prorated day and ask the subcommittee to incorporate change in online course procedure development.

VI. Old business not related to curriculum

- a. Discuss student intervention day.
 - i. Need to proactively identify at risk students.
 - ii. Proposing that next fall semester, use FTSE roster to identify at risk students by grading them with satisfactory, unsatisfactory or withdrawal grades.
 - iii. Student services would email students with unsatisfactory and possibly withdrawal grades.

- iv. Question to IC: what constitutes a satisfactory grade? Grade of C or above? Should it be left to the discretion of the instructor?
 - 1. IC members agreed that D and F work should be considered unsatisfactory.
- v. Follow up would consist of contacting students by email and inform them that DRA, tutoring and writing center services are available.
 - 1. IC members thought that students should be strongly encouraged to contact their instructor to find out why the student received an unsatisfactory mark.
- vi. Tracking would consist of looking at pass rates for students who had satisfactory grades at midterm (compared to those that didn't).
- vii. Question: is there any way to track students who are referred to the writing center by their instructors? Shannon indicated that there is no tracking system in place. TLC does not know if students are referred and instructors have no way of knowing if their students go to TLC.
- viii. Three things to keep in mind:
 - 1. Must have institutional commitment to communicate with students that are struggling.
 - 2. Look at ways student services can reach out to students.
 - 3. Look at how NPC collects and reacts to assessment information.
- ix. Shannon moved that Records and Registration move forward with the identification of at risk students, based upon guidelines to faculty (D, F grades or falling behind) on the 45th day of the semester and that those students should be contacted and made aware of support services available to them; second by Bill.
 - 1. Discussion: Eric would like to see a written student retention proposal, including follow-up actions for students labeled unsatisfactory, before proceeding.
 - 2. IC members agreed that a written proposal should be returned to IC before taking action. Shannon withdrew her motion and Bill withdrew second.
- x. Doug moved that Jake prepare and submit a written student retention proposal to IC at the next meeting for review and vote (action); second by Shannon.
 - 1. Motion passed unanimously.

Pat moved to adjourn; second by Shannon.

Motion to adjourn approved unanimously.

Next meeting: Friday, February 27, SCC, LC 111, 9-11:30am.