

Northland Pioneer College

Instructional Council (IC)

04-12-13

Voting Members Present: Clover Baum, Janice Cortina, Peg Erdman (proxy for Lynn Browne-Wagner), Eric Henderson, Rickey Jackson, Michael Lawson, Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

Non-Voting Members Present: Trudy Bender, Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma, Leslie Wasson and Hallie Lucas (recorder)

Guests: Eric Bishop, Ruth Creek-Rhoades and Rich Harris

(NOTE: IC approved some items be taken out of order from original agenda.)

- I. Roll Call
- II. Approval of 03-08-13 IC minutes
  - a. Ryan **MOVED** to approve the minutes of 03-08-13; **SECOND** by Julie.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
  - a. Learning Technology (LT) Subcommittee Report to IC of January 2013 – Ruth Creek-Rhoades
    - i. Ruth noted that there is one online course review in process. Seven courses were slated to be reviewed for Spring, but LT is waiting on several instructors to get back with them before they can proceed.
    - ii. LT formed a subcommittee to create a scale, designed for the Deans and Chairs to use, for interpreting the Quality Matters Rubric (QMR) recommendation given by LT. They hope to have the scale completed by the end of this semester.
    - iii. Eric B. noted that Information Services (IS) and IC recommended that all Audio/Video/Model (A/V/M) Classrooms be scheduled the same way (see IC Minutes from 03-08-13 for specifics).
      1. **Task:** Mark and Eric B. will contact the Campus and Center Managers and arrange a teleconference to discuss the scheduling process.
    - iv. IS/Learning Technology Matters – Eric B.
      1. Eric B. noted that IC previously requested a video update work plan, and he brought a handout with him today (see document posted on the IC Group in MyNPC).
      2. There was a discussion about the Video Room floor plan/layout and the need to make it more user friendly for the students and instructors. A change in the instructional environment would need to be approved by Faculty and IC. There was a suggestion that LT coordinate with IS to set up a demonstration and invite Faculty who teach in this environment to view a proposed plan and give feedback. LT and IS will subsequently report their findings to IC.

3. IC recommendations for (A/V/M) training times were: 1) same day as Division meetings; 2) breakout sessions at Convocation (if possible); 3) Chairs' week; 4) additional training sessions can be requested once the equipment is installed. In addition, it was suggested that the training sessions could involve a couple of locations, so that the training can provide a better sense of how the system will actually operate in a real setting.
  4. Eric B. gave an update on the confidence monitors.
  5. Rickey **MOVED** that we approve the Video Update Work Plan, as presented; **SECOND** by Clover.
    - a. **DISCUSSION** included:
      - i. When Eric B. submits the funding request to the District Governing Board (DGB), he will clarify that the requested equipment/plan was approved by IC.
      - b. Michael made a **FRIENDLY AMENDMENT** that the motion includes the wording "pending DGB approval of funding".
      - c. Motion **APPROVED** by unanimous vote.
  6. Regarding IS communications, as they proceed with the Video Update Work Plan:
    - a. After discussion, it was decided that all updates regarding this work will be posted on Tech Web.
  7. Eric B. will research the issues with showing DVDs in the Model Classrooms. Michael noted that currently, the DVD has to be converted to an AVI and there is a lag while showing it. Eric B. stated that the long term solution will be DVD players tied into the system; however, there will always be somewhat of a lag.
    - a. Michael mentioned that some of the Faculty would like a status update in a more detailed conversation.
  8. Eric B. reported that we are still waiting on the FEDS to approve our budget request for NEFSIS licenses for Faculty.
  9. There was discussion about potentially providing a whiteboard camera (in the distance education classrooms) and a lapel microphone for the instructor. Eric B. will investigate further.
- b. Assessment of Student Knowledge Subcommittee Report to IC – Eric Henderson
    - i. 12-10-12 Report and HLC Supplemental Document (see MyNPC for full reports)
    - ii. 03-05-13 Report (see MyNPC for full report)
      1. Ryan **MOVED** that we accept both reports and the HLC Supplemental Document; **SECOND** by Ken.
        - a. Motion **APPROVED** by unanimous vote.
  - c. Catalog Review Subcommittee – no report
  - d. Dual Enrollment (DE) Report (Verbal)– Rich Harris
    - i. Rich reported that yesterday was the annual DE Workshop and approximately 50 people attended. Some high schools expressed interest in SOAR training for their students. The DE Subcommittee is trying to implement measures to ensure that DE courses meet content regulations (college level rigor) and hope to have something in place for Fall 2013.
    - ii. Mark reported on the Higher Learning Commission (HLC) survey of DE practices and issues; the report is available on the HLC Web site. With the exception

NPC's challenge to visit the DE classes, due to our huge service area, our DE looks pretty good. We have already addressed some of the primary recommendations from the report and have overcome some of the things that they cite as major challenges.

- iii. Rich noted that DE is considering joining National Alliance of Concurrent Enrollment Partnerships (NACEP).
- iv. Ryan **MOVED** that we accept the DE verbal report; **SECOND** by Julie.
  - 1. Motion **APPROVED** by unanimous vote.
- e. **Task:** Hallie will contact the Placement Subcommittee and ask them to report at the next IC Meeting.

#### IV. Curriculum

- a. New Programs - none
- b. Program Modifications
  - i. NUR – Paramedic to RN Specialization (informative) – Peg Erdman
    - 1. Peg reported that this new specialization (approved by IC and DGB) has to be approved by the Board of Nursing and National League for Nursing Accreditation Commission (NLNAC). We received a list of questions/suggestions/improvements from the Board of Nursing, which will need to be addressed. There will be a program modification presented to IC in the Fall.
    - 2. Mark noted that the specialization was pulled from the catalog and degree audits or check sheets will not be created, at this time. Also, Financial Aid will wait to submit the program, to become Pell eligible.
- c. ACRES – Review Everything in ACRES that Needs to be Discussed
  - i. ECD 251
    - 1. Wei verified that this course was approved by LT, with the QMR.
    - 2. Rickey **MOVED** that we approve ECD 251; **SECOND** by Michael.
      - a. Motion **APPROVED** by unanimous vote.
- d. Program Deletions - none
- e. Program Suspensions – none
- f. Misc. Curriculum - none

#### V. Old Business Not Related to Curriculum - none

#### VI. New Business Not Related to Curriculum

- a. Satisfactory Placement – Eric Henderson
  - i. There was discussion regarding NPC's definition of "satisfactory placement". Since that term was first used, there has been a lot of variation and it is probably not a universal phrase, at this time. The consensus of IC was to address this matter again in the Fall.
- b. Proxy Procedure – Mark Vest
  - i. The College Council Bylaws regarding proxies was presented for discussion.
  - ii. Possible solutions for IC Proxies include: 1) continue our current practice to have no rules on proxies (anyone being able to proxy for anyone); 2) faculty proxy for faculty and staff proxy for staff; 3) proxy from the same division only; 4) no proxies allowed; 5) alternates for voting members; 6) requirement that proxies be well informed about discussions/votes slated for that day.
  - iii. **Task:** IC Members will talk to their colleagues and folks in their department about proxies and IC/Subcommittee composition (IC Members possibly chairing the IC Subcommittees).

- iv. **Task:** Hallie will add an agenda item for the next IC Meeting to discuss proxies, IC/Subcommittee Composition.
- c. What Goes in the Official Major List for Enrollments and Surveys – Leslie Wasson
  - i. Leslie stated that when they conduct surveys, etc. to determine student intent, sometimes there is confusion, when it comes to a major. There was discussion and several suggestions were offered, especially regarding the ultimate goal of the student and what choices should be given for data collection.
- d. 2014-2015 Academic Calendar – Rickey Jackson
  - i. Rickey presented the proposed 2014-2015 Academic Calendar. Sensitivity was given to the high schools, in terms of a Summer start date.
  - ii. **Task:** Rickey will remove the “No Registration” dates from the proposed 2014-2015 Academic Calendar and will send it to Mark A.S.A.P.
    - 1. **Task:** Mark will then send the 2014-2015 Academic Calendar to all Faculty and ask for their input (there will be a short deadline to review, since this will be discussed at the next IC Meeting).
    - 2. **Task:** Hallie will add the proposed 2014-2015 Academic Calendar as an action agenda item for the next IC Meeting.
- e. Audio/Video/Model Classroom Description – Mark Vest
  - i. There was discussion concerning the current language from the 2012-2013 NPC Catalog regarding the description of distance education environments:
 

**Interactive Video and Multimedia Learning Environment**

NPC also offers interactive instructional video (~~VID~~) and multimedia (~~AUD~~) classes with a number of exciting visual components using new digital technologies that link all of our locations. This flexible format allows us to expand our course offerings to provide you with more educational options close to home. If you have questions prior to registering, please contact an academic adviser.
  - ii. Campus and Center Managers have reported that the term “Model Classroom” means nothing to students. Also, the word audio seems to have negative connotations with students and probably needs to be addressed in the future.
  - iii. Rickey **MOVED** that we approve the language listed above and delete (VID) and (AUD) from the catalog description; and, in the catalog and the schedule the Audio and Model Classrooms will be referred to as multimedia classes; **SECOND** by Michael.
    - 1. Motion **APPROVED** by unanimous vote.
- f. Team Teaching – Ryan Rademacher
  - i. Ryan brought a handout (see document posted on the Instructional Council Group in MyNPC) regarding team teaching; and, he wanted feedback regarding any potential problems. The handout included benefits, connections to the Strategic Plan and concerns. After discussion, there seemed to be a consensus that team teaching is a great idea; however, there were a lot of questions concerning the logistics. Ryan and Leslie volunteered to be on a Team Teaching Task Force to: 1) establish parameters; 2) clearly definition of team teaching; 3) present a list of subjects or courses for which team teaching would be viable; 4) determine what would fall under institutional policy; 5) determine what would fall under the discretion of the dean or department. At some point, the Task

Force will probably want to consult with a dean. They will bring their proposal to IC as soon as possible.

VII. Other

- a. **Task:** Hallie will add an agenda item for the next IC Meeting to discuss whether or not there is a need to have an IC Meeting on 05-10-13.

VIII. Adjournment

- a. Eric **MOVED** the meeting be adjourned; **SECOND** by Ryan.
  - i. Motion to adjourn **APPROVED** unanimously.

Approved