

Northland Pioneer College

Instructional Council (IC)

04-26-13

Voting Members Present: Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Michael Lawson, Wei Ma (proxy for Clover Baum), Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present: Jake Hinton-Rivera, Leslie Wasson and Hallie Lucas (recorder)
Guests: Ruth Creek-Rhoades, Ryan Jones and Joan Valichnac

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

- I. Roll Call
- II. Approval of 04-12-13 IC minutes
 - a. Ryan R. **MOVED** to approve the minutes of 04-12-13; **SECOND** by Wei.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Placement (PL) Subcommittee Report to IC 04-26-13 – Joan Valichnac
 - i. Joan gave an overview of the written report (full report posted in MyNPC).
 - ii. Rickey noted that there will be a developmental summit, in approximately October, and recommended that a member of PL attend.
 - iii. It was the consensus of IC to support the PL Subcommittee's request to recruit an ENL Faculty member (possibly Jennifer Witt) and an Adviser (possibly Deb McGinty).
 - iv. Based on the information we have on Accuplacer, it appears that it is too early to make a decision regarding a change to our placement testing. PL needs to conduct a more rigorous comparison between the two tests, after the Compass updates are launched (late summer or early fall).
 - v. It was the consensus of IC that PL continue to gather more data regarding Accuplacer.
 - vi. Regarding the PL Subcommittee's charge from IC to recommend cut scores for some of the non general education courses (specific courses determined by the Deans), the consensus of IC was to have PL move forward, as planned, and finish by January, 2014.
 - vii. Lynn **MOVED** to accept the PL Subcommittee Report to IC of 04-26-13; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
 - viii. **Task:** PL will do a compare/contrast with Accuplacer Elementary Algebra and Compass regarding the items that are being tested, as it relates to MAT 109.
 - ix. **Task:** Mark will work with Joan to acquire access to demo testing for Accuplacer (to be conducted in September, before the developmental summit).
 - x. **Task:** PL will further explore statistical data to help determine how test scores correlate with student performance.

- xi. **Task:** Leslie will provide sources to PL Subcommittee which contain grade point average information that could be more effective for placement.
 - 1. **Task:** PL will look at these sources and report back to IC in the Fall with their recommendation regarding this option.
- b. Professional Development (PD) Subcommittee Report to IC 04-23-13 – Ryan Jones
 - i. Ryan J. gave an overview of the written report (full report posted in MyNPC).
 - ii. Of those IC members who have attended a NISOD Conference, there were somewhat mixed reviews as to the usefulness.
 - iii. Ryan J. indicated that PD could solicit suggestions from Faculty and Deans regarding professional development conferences that are:
 - 1. Content specific (possibly pick specific ones that could be on a rotation basis for different departments)
 - 2. Cross-disciplinary
 - iv. There is a need for six Faculty members to be trained for the Quality Matters Rubric (QMR) to become certified evaluators (training is \$600 per person), totaling \$3,600; and, Ryan J. felt that PD could accommodate that amount in 2013-2014 (see LT April, 2013 Report to IC). In addition, the pool of certified evaluators would need to be expanded each year (two per year, and if need arises could give consideration for more).
 - v. Ken **MOVED** that we accept the PD Subcommittee Report to IC of 04-23-13 and that PD set aside 25% of their yearly budget for developmental training and that Ryan J. contact Department Chairs and Deans regarding suggestions for organizations to be endorsed. Also included in the 25% would be QMR training for two instructors; **SECOND** by Julie.
 - 1. Michael made a **FRIENDLY AMENDMENT** that the Faculty Association would also be contacted for input.
 - a. Motion **APPROVED** by unanimous vote.
 - vi. **Task:** Ryan J. will contact Department Chairs, Deans and the Faculty Association and ask for recommendations for conferences/trainings that could be part of the PD budget (possibly 25%) on a recurring or rotating basis.
- c. Assessment of Student Knowledge (ASK) Subcommittee Report to IC 04-23-13 – Shannon Newman
 - i. Shannon gave an overview of the written report (full report posted in MyNPC).
 - ii. Ryan R. **MOVED** to accept the ASK Subcommittee Report to IC of 04-23-13; **SECOND** by Ken.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Shannon will e-mail the assessment criteria from HLC (NPC’s six general education outcomes) to Michael.
 - iv. **Task:** Shannon will e-mail Michael the name of NPC’s library book on information literacy and she will let him know if there is a rubric on this matter, as well.
- d. Learning Technology Subcommittee Report to IC:
 - i. January 2013 – Ruth Creek-Rhoades (report already discussed at last IC Meeting) (full report posted in MyNPC)
 - ii. Ryan R. **MOVED** to accept the LT Subcommittee Report to IC of January, 2013; **SECOND** by Lynn.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. April 2013 – Ruth Creek-Rhoades

1. Ruth gave an overview of the written report (full report posted in MyNPC).
2. Mark gave an overview of some tentative dates, times and topics for Audio/Video/Model Classroom trainings for the start up of the Fall, 2013 semester; and, this information will be e-mailed to Faculty before the end of this semester.
3. In response to questions from IC: 1) for QMR Review, 5 courses were reviewed Fall, 2012 and 1 course Spring, 2013 (target was 10 for the year); 2) regarding the courses that were slated for QMR for Spring, 2013 (instructors did not get back with LT), Wei already notified Dean Belknap regarding the BUS courses and during today's IC Meeting he informed Dean Henderson regarding the ENL courses.
4. Regarding Charge I, C), bullet two of the LT report (compensation for performing QMR course review), Mark noted that this is not something that IC can approve (we don't have the authority or the budget); but, we could make a recommendation to the President. Discussion followed, including: 1) concern for paying Faculty for committee work, part of their job; 2) would set a precedence; 3) would first need specific guidelines from administration if compensation is given for committee work; 4) if Quality Matters reviewed courses, it would cost \$1,650 annually and \$1,000 per course; 5) since there are several labor intensive committees in the college, it needs to be looked at system-wide; 6) broader question – "How do you value the service that a Faculty member gives to the college outside of the classroom?"
5. Regarding the LT Subcommittee Report to IC of April, 2013, Ryan R. **MOVED** that we accept the first bulleted recommendation (Charge I, C), table the second bulleted recommendation and accept the remainder of the report.
 - a. After discussion, Ryan R. **RESCINDED** his motion.
6. Michael **MOVED** that we accept the LT Subcommittee Report to IC of April, 2013 with a note that we concur with the first bullet point under Charge I, C (affirming what was approved in the PD Subcommittee Report) and we decline support for the second bullet point under Charge I, C, at this time, pending additional discussion of information; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
7. **Task:** Since LT will not meet again this academic year, Ruth will put together a report to LT (hopefully within 1 week) that will cover the last IC Meeting and this IC Meeting, as it relates to LT matters.
8. **Task:** Wei and Mark will discuss the possibility of having a different structure for putting together Faculty groups to evaluate courses (including whether or not evaluators are required to be part of LT). They will report back to LT this Fall.
- e. NAVIT (NAV) Subcommittee Report to IC 03-21-13 – Ken Wilk
 - i. Ken gave an overview of the written report (full report posted in MyNPC).
 - ii. Lynn **MOVED** that we accept the NAV Subcommittee Report to IC of 03-21-13; **SECOND** by Carol.
 1. Motion **APPROVED** by unanimous vote.

IV. Curriculum

- a. New Programs - none
 - b. Program Modifications - none
 - c. ACRES
 - i. No outstanding courses in ACRES!!!!
 - ii. Update on AIS 170 – Mark Vest
 - 1. Mark gave an update regarding problems that we have experienced with the new BUS program (AIS/BUS Merger) and explained our resolutions.
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum
- a. 2014-2015 Academic Calendar – Rickey Jackson
 - i. Mark gave an overview of the input he received (minimal number of responses) from Faculty regarding the proposed calendar.
 - ii. Eric **MOVED** to approve the 2014-2015 Academic Calendar; **SECOND** by Lynn.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Proxies – Mark Vest
 - i. There was a great deal of discussion regarding the practice of using proxies in IC, including:
 - 1. The principle of the matter is a much larger issue regarding committee service at the college, in general.
 - 2. On the pragmatic side, of the question, it is important to have people who know what we are voting for and have a stake in it.
 - ii. Ryan R. **MOVED** that we table the discussion on proxies and a formal ruling for IC until Fall (2013); **SECOND** by Carol.
 - 1. Motion **APPROVED** by unanimous vote.
 - c. IC/Subcommittee Composition – Mark Vest
 - i. There is a suggestion that each voting member of IC serve as the chair an IC Subcommittee. If we decided to implement this practice, it would first have to be a recommendation to the President that the Shared Governance Procedure be changed. There was a general discussion that followed, including various ways that the communication could be improved between IC and its Subcommittees.
 - 1. If additional responsibilities are given to IC Members, this reinforces the need for some type of compensation or release time.
 - ii. Eric **MOVED** that we table the discussion on IC Subcommittee composition; **SECOND** by Lynn.
 - 1. Motion **APPROVED** by unanimous vote.
- VI. New Business Not Related to Curriculum - none
- VII. Other
- a. Need for 05-10-13 IC Meeting? – Mark Vest
 - i. Ken **MOVED** that we do not have an IC Meeting on 05-10-13; **SECOND** by Ryan R.
 - 1. Eric **ABSTAINED**.
 - 2. Motion **APPROVED** by majority vote.

- b. IC voting members who are at the end of their two year term should contact Kenny Keith, the current Faculty Association President, so that the Faculty Association can consider the request this Fall, when they appoint committee members.

VIII. Adjournment

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

Approved