

Northland Pioneer College

Instructional Council (IC)

09-27-13

Voting Members Present: Clover Baum, Brian Burson (proxy for Eric Henderson), Janice Cortina, Brian Gardner, Rickey Jackson, Ryan Jones, Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present: Susan Acton, Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma and Hallie Lucas (recorder)
Guests: Ruth Creek-Rhoades, Rich Harris, Michael Solomonson and Jennifer Witt

(NOTE: Some items were taken out of order from original agenda.)

- I. Roll Call
- II. Approval of 09-13-13 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 09-13-13; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Charges to IC Subcommittees
 - i. Assessment of Student Knowledge (ASK) – Michael Solomonson
 1. There was a great deal of discussion regarding the charge to ASK, especially in light of the fact that we will be exiting the Higher Learning Commission (HLC) Assessment Academy; and, it was noted that we want to continue our current momentum and develop a plan for internal evaluation.
 2. Julie **MOVED** that for 2013-2014 ASK: 1) continue with the same charge given in 2012-2013; 2) add a bullet point - develop a plan, by the end of the 2013-2014 academic year, to evaluate learning outcomes by department in distance education vs. live instruction; 3) add a bullet point - coordinate with the HLC for NPC to exit the Assessment Academy. **SECOND** by Ryan R.
 - a. Rickey gave a friendly **AMENDMENT** to change the reference to distance education to read “evaluate learning outcomes based on learning modality”.
 - b. Motion and friendly amendment **APPROVED** by unanimous vote.
 3. **Task**: Mark will speak with Cynthia Hutton, Gary Mack and the Career and Technical Education (CTE) Dean regarding the need for another CTE Faculty member to serve on the ASK Subcommittee.
 4. **Task**: Michael will communicate IC’s charge to Shannon Newman and the ASK Subcommittee.
 5. **Task**: Michael will speak with the ASK Subcommittee and discuss the Chair position for 2013-2014, keeping in mind that there are contract

implications involved with the position; and, it is uncertain whether or not the current Chair will be available to continue in that role.

- ii. Placement (PL) – Jennifer Witt [Reminder – current charge extends to January 2014]
 1. There was a general discussion regarding the charge to the PL Subcommittee including: 1) possible need for Academic Adviser representative; 2) there may be a need for someone else to temporarily step up as Chair; 3) 11-15-13, LCC, discussion with Arizona Community Colleges regarding placement (Developmental Summit) – should the PL Subcommittee attend (maybe include this in their charge)?; 4) changes to placement testing should be data driven.
 2. **Task:** Hallie will invite Barry Graham, Tom Hodgkins, Jennifer Witt and David Smith to come to the next IC Meeting to help determine where the PL Subcommittee is with their current charge.
 3. **Task:** Jennifer will speak with Joan Valichnac to gather current PL Subcommittee information and review it to see where we are in the process of the current charge; she will follow up with individuals who served on PL over the last couple of years to see what knowledge they have regarding what has transpired with PL.
- iii. Learning Technology (LT) – Ruth Creek-Rhoades
 1. There was a great deal of discussion regarding the LT charge from IC and the need for more LT members/QMR Reviewers. Various ideas/suggestions were given regarding ways to handle the heavy load associated with this Subcommittee.
 2. It was suggested that in addition to the charges given to LT in 2012-2013 that the following items should be listed/changed, as well:
 - a. add a bullet point - evaluate new online courses and legacy online courses (approximately 50 legacy courses – we have a directive from NPC’s President to review at least 10 of these per year), using the Quality Matters Rubric (QMR).
 - b. add a bullet point - review and revise the Distance Education Guidelines.
 - c. Item #II,c – add the following to the current language – “and appoint annual membership to Change Advisory Board”.
 3. Ruth noted that LT would like the opportunity to discuss ideas suggested by IC for the Subcommittee; and, once a charge is given, we should have a better idea how many additional members will be needed.
 4. **Task:** Hallie will add an agenda item for the next IC Meeting to determine the charge from IC to LT.
- iv. Dual Enrollment (DE) – Rich Harris
 1. Rich gave an overview of last year’s DE charges and noted that it is the only IC Subcommittee that is, by State statute, appointed by the President. Regarding item #I,b&C from last year’s charge, the DE Subcommittee gave a recommendation (see 02-08-13 DE Report to IC) to hire a DE Coordinator to visit the environments of the DE courses and assess whether or not post-secondary pedagogies are being implemented in the classroom and assess the value of instruction being

given. If IC wants to move this recommendation forward, a decision needs to be made no later than early December. NAVIT is willing to help cover the cost of this Coordinator.

2. DE Course Exception Approvals – does IC need to approve?
 - a. Discussion followed this topic and the following motion was made:
 - i. Ken **MOVED** that through regular DE Subcommittee Reports IC will give final approval of the courses that have been reviewed for DE. **SECOND** by Ryan R.
 1. **DISCUSSION** – the DE Subcommittee will keep a running list of approved courses.
 2. Motion **APPROVED** by unanimous vote.
3. Carol **MOVED** that for 2013-2014 we adopt the same charge for the DE Subcommittee that we had in 2012-2013. **SECOND** by Brian.
 - a. Motion **APPROVED** by unanimous vote.
- v. Catalog Review (CR) – Brian Gardner
 1. There was a general discussion about what the Subcommittee accomplished last year and what their ongoing tasks need to include.
 2. Ken **MOVED** that for 2013-2014 we continue with the CR charge from 2012-2013 and add a bullet point to create a template of best practices for what a course description should include and bring it to IC for approval. **SECOND** by Julie.
 - a. Carol gave a friendly **AMENDMENT** to delete item #i,ii as seen in the 2012-2013 charge.
 - b. Motion **APPROVED** by unanimous vote.
 3. **Task:** Mark will speak with Cynthia Hutton and Gary Mack regarding the need for more Faculty members to serve on the CR Subcommittee.
- vi. NAVIT (NAV) – Ken Wilk
 1. There was discussion about this Subcommittee and the consensus was that positive changes have resulted from this group and they should continue as a Subcommittee of IC.
 2. Ryan R. **MOVED** that for 2013-2014 we continue with the same charge that NAV had for 2012-2013 and add/change the following: 1) item #i,b - insert the word “evaluate” at the beginning; 2) add a bullet point - host NAVIT/Faculty in-service (cross disciplinary) to identify concerns.
 - a. **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
- vii. Professional Development (PD) – Ryan Jones
 1. Ryan J. **MOVED** that for 2013-2014 PD continue with the same charge from 2012-2013 and add a bullet point to investigate ongoing funding for individual professional development activities by PD. **SECOND** by Julie.
 - a. Motion **APPROVED** by unanimous vote.
 - b. There was a general discussion about the need for more Faculty participation on committees and different ideas were given regarding ways to boost participation.
 - c. Ken **MOVED** that we add an agenda item for our next IC Meeting to look at the composition (which department/division they are from) of the IC Subcommittees and give a recommended number of Faculty members to serve on each; **SECOND** by Julie.

- i. Motion **APPROVED** by unanimous vote.
 - ii. **Task:** Hallie will notify the Co-Presidents of the Faculty Association that IC will determine the quantity (number of Faculty members)/composition (which department/division represented) of the IC Subcommittees at the next IC Meeting; and, she will make it clear that IC will NOT determine specific names of Subcommittee members.
 - iii. **Task:** Hallie will add an action agenda item for the next IC Meeting to determine the quantity/composition of each IC Subcommittee.
 - d. **Task:** Hallie will e-mail the IC Subcommittee charges to the representative from each Subcommittee who attended this meeting.
 - e. Reminders to Subcommittees:
 - i. All Subcommittees must notify Hallie (via e-mail) of final membership, including name of Chair. (this agenda item will be deferred to the next IC Meeting)
 - ii. Per request from IC last year, when Subcommittees submit their written report, they need to have their current charge from IC listed first on the report.
 - f. Professional Development Subcommittee Report to IC of 09-24-13 – Ryan Jones
 - i. Ryan R. **MOVED** that we accept the PD Subcommittee Report to IC of 09-24-13; **SECOND** by Rickey.
 - 1. Motion **APPROVED** by unanimous vote.
 - g. **Task:** Carol will notify the Faculty Association of the names of the Faculty members who will again serve on the IC Program/Course Development Task Force.
- IV. Curriculum
- a. New Programs - none
 - b. Program Modifications - none
 - c. ACRES
 - i. ACRES Course Forms needed for 099s and 299s – Rickey Jackson (item will be deferred to the next IC Meeting)
 - ii. As of 09-25-13, there are 7 FRS course deletions that need votes.
 - 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. AGECE Certificates – Leslie Wasson (deferred to next IC Meeting)
 - b. Internship Manual – Jeremy Raisor (deferred to next IC Meeting)
- VII. Other - none
- VIII. Adjournment
- a. Ryan R. **MOVED** the meeting be adjourned; **SECOND** by Julie.
 - i. Motion **APPROVED** by unanimous vote.