

Northland Pioneer College
Instructional Council (IC)
04-24-09

Voting Members: Mark Vest (Chair), Ruth Zimmerman, Lynn Browne-Wagner, Bill Bohn, Kenny Keith, Michael Lawson, Clifton Lewis, Shannon Newman, Jeannie McCabe

Non Voting Members: Cindy Hildebrand, Trudy Bender, Russell Dickerson (Recorder)

- I. Approval of 04-03-09 IC minutes
 - a. Michael moved to approve; second by Jeannie.
 - b. 04-03-09 IC minutes approved unanimously.
- II. Subcommittee Reports
 - a. Assessment of Student Knowledge
 - i. IC members reviewed Dialog Day notes and ASK subcommittee report posted on MyNPC.
 - ii. Shannon reported that the ASK subcommittee is moving forward with the assessment of general education, critical thinking and will develop a plan to utilize departmental assessment mechanism already in place.
 - b. Learning Technologies
 - i. IC members reviewed the Learning Technologies subcommittee report posted on MyNPC.
 - ii. Michael reported:
 1. The subcommittee is waiting for additional review, discussion and support for the proposed draft IS policy. Members of the subcommittee met with John Velat in March.
 2. A draft of NPC distance learning guidelines for the development and management of Internet courses (4th revision) is under final review by subcommittee members. Subcommittee members are to forward their final comments to Michael by Monday, April 27th. The draft guidelines will be on the May 1st Faculty Association meeting agenda for faculty feedback. Once faculty feedback has been obtained, the draft guidelines will be forwarded to IC.
 3. Michael reported that earlier in the week, a request was sent to Mark to reschedule submission of the final report from the subcommittee to IC for sometime in May. This request was forwarded to members of IC for consideration.
 4. Lynn asked if IC will definitely receive the subcommittee report in May. Michael invited Lynn to attend the May 1st Faculty Association meeting. Lynn asked when and where the meeting will take place and commented that she does not receive notification of Faculty Association meeting schedules. Michael noted that email notifications are sent to faculty members and that Lynn should contact Mira White to be added to the distribution list.
 5. Shannon asked Michael if the draft guidelines could be posted on MyNPC for IC member review and for distribution to interested faculty

members. Michael explained that the report is currently under subcommittee member review. Once the subcommittee review has been completed, it will be available for distribution.

6. Russell asked for clarification as to when IC members would like the subcommittee report posted to MyNPC for review. Michael notified Russell that the subcommittee report would be submitted on Monday, May 4th for posting on MyNPC.
7. IC members expressed concern:
 - a. Ruth commented that IC has previously received assurance that the subcommittee report would be submitted while receiving very little information as to ongoing subcommittee activity. Ruth again asked if IC is assured of receiving the report by May 4th.
 - b. Shannon commented that several departments are eagerly awaiting the subcommittee report to begin Internet course development.
- c. Mark reported that the Placement subcommittee is effectively done for the year. He noted that the approved placement changes are in effect.
 - i. Task: Mark to notify Sandy Johnson that a request has been received to establish Hopi High School as a secondary testing location for web-based Compass testing. The Placement subcommittee should be aware of the request for next year and address security protocols, supervision and cost issues.

III. Curriculum

a. ACRES

- i. DRF 120, revision: course title and description changes.
 1. IC members reviewed the DRF 120 course modification form in ACRES.
 2. Issues:
 - a. The modification form calls for a title change but no title change is indicated on the course form.
 - b. The course description used to refer to technical drafting; now it refers to architectural drafting.
 - i. DRF 130 is architectural drafting.
 3. Shannon moved to return DRF 120 for revision; second by Ruth.
 - a. Motion to return DRF 120 approved unanimously.
- ii. DRF 130
 1. ACRES forms introduce a prerequisite. Mark noted that technically, the deadline is past for implementing prerequisite changes to go into effect in fall 2009. According to IC protocol, the prerequisite change would go into effect fall 2010.
 2. Shannon moved to return DRF 130 for revision; second by Ruth.
 - a. Motion to return DRF 130 approved unanimously.
- iii. DRF 140
 1. Question: what is a *deliverable*? Drafting lingo?
 2. ACRES housekeeping: ACRES faculty proposers need to check ACRES and address IC member questions and comments.
 - a. This needs to be discussed with the deans and chairs.
 - b. Task: Russell, in the course of preparing for IC meetings, is to check ACRES for IC member questions and comments about

pending curriculum. Unresolved curriculum issues are to be emailed to the appropriate dean prior to the IC meeting. Ideally, changes can be made before the meeting thereby eliminating a delay in approving curriculum.

- c. Task: Russell and Mark to work on ACRES protocol notification to deans, deans' secretaries and faculty as a whole for fall.
 - d. Maintain original 10 day curriculum cutoff for ACRES submissions. Curriculum submitted after the cutoff date will roll over to the next IC meeting for discussion and action.
3. Bill moved to return DRF 140 for revision; second by Lynn.
 - a. Motion to return DRF 140 approved unanimously.
- iv. DRF 251
 1. Issues: questions about the title and beyond the date for the addition of a prerequisite to take effect in fall of 2009.
 2. Lynn moved to return DRF 251 for revision; second by Bill.
 - a. Motion to return DRF 251 for revision approved unanimously.
 - v. TMP 225
 1. Clarification: TMP 225 is to be a capstone course only offered in the summer. No implementation date issues.
 2. Shannon moved to approve TMP 225 as presented; second by Jeannie.
 - a. TMP 225 approved unanimously.
 - vi. WLD 130
 1. Issues: IC members wanted clarification on course load—lab/lecture.
 2. Shannon moved to return WLD 130 for clarification; second by Lynn.
 - a. Motion to return WLD 130 approved unanimously.
 - vii. WLD 131, new course.
 1. Task: invite Don Richie to attend the next IC meeting.
 2. Issues: IC members noticed discrepancies between the ACRES form and the 3035.
 3. Lynn moved to return WLD 131 for revision; second by Kenny.
 - a. Motion to return WLD 131 for revision approved unanimously.
- IV. Old business not related to curriculum
- a. Mark reported that a matrix containing information regarding incomplete grades is not yet complete. Mark reported that research on the topic revealed that NPC is a more restrictive institution regarding incomplete grades. Most schools leave incomplete grades at the discretion of the instructor.
 - b. Plagiarism Traffic School
 - i. Trudy explained that education is needed to help students understand what plagiarism is so they can avoid it. This could be accomplished by some online and face to face means.
 - ii. Trudy addressed this issue to the NPC English department and five instructors indicated interest.
 - iii. Trudy brought this before IC to see if members want to charge individuals with working on this issue.
 - iv. Mark reported that three weeks ago, the Faculty Association requested that a Faculty Disciplinary committee be established to address academic misconduct. Disciplinary action is currently handled by the Vice President for Student Services.

1. Concern with Faculty Disciplinary committee: timeliness of response.
 - v. Mark asked Trudy if there has been a study to measure the effect that student education has on rates of plagiarism. Trudy indicated that she has not been able to make contact people who may have such information. Lynn commented that she has some contacts that may be able to assist with gathering such information. Trudy is of the opinion that the resources already exist within the college and what is needed is a group to pull that information together and formulate clear guidelines and spell out the student consequences of plagiarism.
 - vi. Approach to plagiarism issue: should NPC focus on the “law and order” aspects—catch as many students as able and administer consequences or focus on educating students so they do not commit acts of plagiarism, or both?
 - vii. Small initial working group to consist of: Trudy Bender, Lynn Browne-Wagner and Marianne Richardson. Shannon suggested that someone from TLC may also be able to join the work group.
- c. Agenda items for ACTION at May 8th IC meeting:
- i. FTSE day notification/retention proposal.
 - ii. Learning Technologies subcommittee report/draft guidelines for distance learning.
 - iii. 3035 issue from the sustainability committee.
 - iv. Meeting schedule
 1. No IC meetings in June, July and August.
 2. Task: IC members to bring calendars to May 8th meeting to determine if IC will continue to meet on the 2nd and 4th Fridays of the month for the 09-10 academic year.
 - v. Other issue: have gone all year without hearing reports from two subcommittees that theoretically report to IC: Dual enrollment general education and CTE. Mark notified committees that they need to give IC reports every semester on activities (at a minimum). For next year, need to add these two groups to the IC reporting schedule.
 - vi. Review IC membership roster for 09-10.
 1. Task: Russell to send out email to IC members to determine term lengths.

Ruth moved to adjourn; second by Bill. Motion to adjourn approved unanimously.

Next meeting: Friday, May 8th, SCC, LC 111, 9:00-11:30am.