

Northland Pioneer College

Instructional Council (IC)

01-24-14

Voting Members Present: Clover Baum, Janice Cortina, Rich Harris (proxy for Brian Gardner), Eric Henderson, Rickey Jackson, Ryan Jones, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

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

Guests: Stuart Bishop, Ruth Creek-Rhoades, Peg Erdman, Thomas Hodgkins, Shannon Newman

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

- I. Roll Call
- II. Approval of 12-13-13 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 12-13-13; **SECOND** by Ken.
 - i. Motion **APPROVED** by majority vote.
 - ii. Eric **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC 01-24-14 – Shannon Newman
 - i. Shannon gave an overview of this report. There was some discussion whether there is a possible conflict with a State articulation meeting on 04-11-14 (Dialog Day).
 - ii. Ryan R. **MOVED** to accept the ASK Subcommittee Report to IC of 01-24-14; **SECOND** by Carol.
 1. Motion **APPROVED** by unanimous vote.
 - b. Learning Technology Subcommittee Report to IC January 2014 – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report. It was noted that if the course is an existing course and has never been reviewed by Quality Matters Rubric (QMR), it is not up to the instructor to determine whether or not they are ready to be evaluated and the Deans help determine the priority list.
 - ii. For the Distance Education Guidelines, it was clarified that legacy courses have two alternate pathways for QMR and these changes should be reflected in the guidelines: 1) Peer review process with LT Subcommittee; 2) Work directly with Wei Ma, Faculty in Educational Technology. [Note – see 10-25-13 IC Meeting Minutes for this decision.]
 - iii. Ryan J. **MOVED** to accept the LT Subcommittee Report of January 2014; **SECOND** by Clover.
 1. Motion **APPROVED** by unanimous vote.
 - iv. **Task:** Ruth will send an e-mail to the Deans to ask for a priority list of courses to be evaluated for QMR.

- v. **Task:** Ruth will contact Eric Bishop to discuss forming a group to go to each Audio/Video/Model Classroom to talk about the physical and technological layout. In the next LT Subcommittee Report to IC, they will give an update regarding the progress on this project.
- c. NAVIT (NAV) Subcommittee Report to IC 12-11-13 – Ken Wilk
 - i. Ken gave an overview of the report.
 - ii. Rickey noted that he will attend an upcoming NAV Career Tech Meeting to discuss a proposed new EDU Certificate of Proficiency.
 - iii. Ryan R. **MOVED** that we accept the NAV Subcommittee Report of 12-11-13; **SECOND** by Janice.
 - 1. Motion **APPROVED** by unanimous vote.
 - iv. **Task:** Ken will send an e-mail to Leslie regarding setting up a time to meet about assessing recitation models used and looking for areas of improvement.
 - v. **Task:** Ken will send an e-mail to Charlie Perkins to see if he might come to a NAV Career Tech Meeting and discuss the IMO Program.
- d. Professional Development (PD) Subcommittee Report to IC 01-21-14 – Ryan Jones
 - i. Ryan gave an overview of the report and a great deal of discussion followed.
 - ii. Ken **MOVED** that we accept the PD Subcommittee Report of 01-21-14; **SECOND** by Ryan R.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan J. will contact Human Resources regarding Faculty Professional Development and the current process related to it.
- e. Catalog Review (CR) Subcommittee Recommendations to IC 01-24-14 – Tom Hodgkins
 - i. The CR Subcommittee brought forth a recommendation for catalog changes and gave an overview of the proposed changes: 1) Reverse the order in which the AAS, CAS and CP degrees are listed; 2) Requirements for each CP should only be listed once and simply referenced where needed.
 - ii. There is still discussion on the committee regarding possible recommended changes to the transfer degrees.
 - iii. It was also noted that their request includes: 1) Moving narrative portion of the degrees into one section; 2) “Direct to Work” terminology added.
 - iv. The document presented does not give a clear picture of how an entire degree would look with the proposed changes, and there were some concerns how it would work with other programs. The following was decided:
 - 1. Ryan J. **MOVED** that CR bring back their suggested changes for the entire BUS and NUR degrees to the 02-14-14 IC Meeting for review; **SECOND** by Clover.
 - a. Motion **APPROVED** by unanimous vote.
 - v. **Task:** Leslie will do a survey regarding preferences for the two possible catalog options concerning the order in which the degree is listed (CPs first or AAS first?). She will report her findings at the 02-14-14 IC Meeting.
 - vi. **Task:** Stuart Bishop will send Tom Hodgkins and Everett Robinson an e-mail about an error he spotted in the catalog.
 - vii. **Task:** After today’s IC Minutes are typed, Hallie will send Tom Hodgkins the CR section, which includes a request from IC for more information regarding their catalog recommendation.

IV. Curriculum

- a. New Programs - none

- b. Program Modifications
 - i. FRS AAS, CAS, CP – Stuart Bishop
 - 1. Ryan R. **MOVED** that we approve the Program Modification – FRS, AAS, CAS, CP; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. Paramedic to RN (NUR) – Peg Erdman
 - 1. Ryan R. **MOVED** that we approve the Program Modification – Paramedic to RN (NUR); **SECOND** by Ken.
 - a. Motion **APPROVED** by majority vote.
 - b. Carol **ABSTAINED**.
 - iii. BUS AAS Specialization in Entrepreneurship – Mark Vest
 - 1. Ryan R. **MOVED** that we approve the Program Modification - BUS AAS Specialization in Entrepreneurship; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
- c. ACRES
 - i. PSY 250 (Course Modification) – Eric Henderson
 - 1. Ken **MOVED** that we approve the Course Modification – PSY 250; **SECOND** by Carol.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
- d. Program Deletions
 - i. HUS CP in Substance Abuse Counseling – Eric Henderson
 - 1. Eric noted that the courses will remain for now, so that the students can complete this program. Eric will create a Teach-Out Plan by the end of the Spring 2014 semester.
 - 2. Ryan R. **MOVED** that we approve the Program Deletion - HUS CP in Substance Abuse Counseling; **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric **ABSTAINED**.
- e. Program Suspensions – none
- f. Misc. Curriculum – none
- g. **Task:** Hallie will send the following Program Modifications to the District Governing Board (DGB) for approval: 1) FRS; 2) BUS; 3) Paramedic to RN.
- h. **Task:** Hallie will send the HUS CP in Substance Abuse Counseling Program Deletion to the DGB for approval.

V. Old Business Not Related to Curriculum - none

VI. New Business Not Related to Curriculum

- a. Moodle, Course Evaluations, and Assessment – Leslie Wasson
 - i. Our current assessment for face-to-face courses and Moodle courses is somewhat different. There was discussion about: 1) Whether or not it should be consistent across modalities; 2) What the evaluations are used for – what are we trying to accomplish; 3) Should we use this as an opportunity for the questions to be reviewed/revised (should be Faculty driven); 4) Could be program specific.
 - ii. **Task:** Leslie will send both evaluation surveys (online surveys and live surveys) to Hallie. **Task:** Hallie will post both versions of the evaluation surveys to the Instructional Council Group in MyNPC. Also, she will invite the Deans to come to the 03-21-14 IC Meeting to discuss these surveys.

- iii. **Task:** Hallie will poll IC members and ask them if we can change the time of the 03-21-14 Meeting to 10:00 a.m.-1:00 p.m. (instead of 8:30-11:30 a.m.). Also, she will make sure we can get a room for that meeting.
 - b. Proposal to Remove Earned F – Jake Hinton-Rivera
 - i. Jake gave an overview of the Notification to Remove “Earned” F in Final Grading Process document that he submitted to IC. Discussion followed. On final grade screen in Jenzabar, under LDA (last day of attendance), the following changes will be made:
 - 1. If Grade is F enter date or earned (language will be removed)
 - 2. If Grade is F enter LDA (language will be added)
 - ii. At some point, there needs to be a discussion about consistency with giving F grades or W (withdrawals).
 - c. Placement Research and Recommendations – Reference Rickey Jackson’s e-mail of 01-06-14 and was resent 01-22-14
 - i. There was a general discussion regarding the literature (research on placement) Rickey sent out, including: 1) It is unknown what the Placement Subcommittee will recommend regarding placement testing; however, the literature was provided to IC so that they can be informed to be able to make a decision; 2) As we enter the Higher Learning Commission Retention and Completion Academy, placement ties in with it; 3) Alternative assessment; 4) Variables affecting assessment.
 - ii. For any IC Members who have not reviewed the material, they are asked to do so before the 02-14-14 IC Meeting.
 - iii. **Task:** Hallie will notify the Placement Subcommittee that Rickey Jackson provided the same placement research to IC as he did to their committee. She will ask their committee to come to the 02-14-14 IC meeting to discuss the matter. She will also let them know that IC wants their recommendation.
- VII. Other
- a. Julie Neish has resigned from Instructional Council.
 - b. Stan Pirog, new Head Librarian, was introduced.
- VIII. Adjournment
- a. Ryan R. **MOVED** the meeting be adjourned; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.