

Northland Pioneer College

Instructional Council (IC)

03-21-14

Voting Members Present: Clover Baum, Peggy Belknap (proxy for Eric Henderson), Janice Cortina, Brian Gardner, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart, Mark Vest, Leslie Wasson (proxy for Rickey Jackson) and Ken Wilk

Non-Voting Members Present: Stan Pirog and Hallie Lucas (recorder)

Guests: Eric Bishop, Ruth Creek-Rhoades, Shannon Newman and Doug Seely

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

- I. Roll Call
- II. Approval of 03-14-14 IC Minutes
 - a. Ryan R. **MOVED** to approve the minutes of 03-14-14; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge (ASK) Subcommittee – no written report
 - i. Shannon verbally reported the following: 1) Dialog Day, 04-11-14, has been moved to PDC (IC will still meet at SCC that day); 2) ASK is looking for some type of report from every department; 3) plan to access student learning across modalities.
 - b. Learning Technology (LT) Subcommittee Report to IC March 2014 – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report and noted that the Quality Matters Rubric (QMR) will be revised at the end of this year. Mark noted that the Instructional Support budget can pay for training courses for QMR reviewers.
 - ii. LT QMR Course Review List 03-18-14 – Ruth Creek-Rhoades
 1. Ruth gave an overview of this document, which records the status of QMR required course reviews. If the instructor listed is someone who is no longer with the college, the Dean will appoint the responsibility of making sure the QMR is completed to the Department Chair.
 2. **Task:** Ruth will give the Deans access to the LT QMR Course Review List in Google Docs.
 3. **Task:** The Deans and Department Chairs will review the LT QMR Course Review List for accuracy and will report any needed corrections to Ruth.
 - iii. Ryan R. **MOVED** to accept the LT Subcommittee Report to IC March 2014 [report includes the LT QMR Course Review List 03-18-14]; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
 - c. NAVIT Subcommittee – no report
 - d. Professional Development Subcommittee – no report
- IV. Curriculum
 - a. ACRES – none

- b. New Programs - none
 - c. Program Modifications – none
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum – none
- V. Old Business Not Related to Curriculum
- a. Moodle Registration and E-Mail Recommendation – Eric Bishop/Mark Vest
 - i. This is a follow up to the discussion that IC had on 03-14-14 regarding the spamming attack we had on Moodle. A recommendation was given that new Moodle registrations would be restricted to npc.edu or mail.npc.edu e-mail accounts. Faculty members were invited to attend today’s meeting or send input to Hallie to post in MyNPC (which was done).
 - 1. Discussion/responses to Faculty input included:
 - a. Concern about NPC e-mail activation delay
 - i. Eric B. noted that a Gmail account takes up to 24 hours to be created (Information Services hopes to speed up this process).
 - b. General concerns about use of Google mail
 - i. Philosophical concerns were expressed about the data-mining that occurs with Gmail and Google.
 - c. Doug Seely gave an overview of his support of the use of NPC student e-mail (as seen on the Faculty input document).
 - d. Clover expressed her support of this restriction.
 - e. Peggy (proxy for Eric Henderson) reported that after reading the Faculty input document, Eric H. is now in favor of the restriction to use NPC domain e-mail accounts.
 - 2. Ryan R. **MOVED** that we approve the recommendation to require NPC students to use NPC e-mail when registering for Moodle courses; **SECOND** by Clover.
 - a. Motion **APPROVED** by unanimous vote.
 - 3. **Task:** Beginning on 03-31-14, IS will begin implementing this new process. Also, they will send an e-mail out to all Faculty who currently have active Moodle courses to notify them of this decision to use NPC domain e-mail addresses for new Moodle registrations.
- VI. New Business Not Related to Curriculum
- a. Average Course GPA by Modality – Mark Vest
 - i. Mark gave an overview of some data we received from Institutional Effectiveness (IE) regarding GPA by modality, and IC discussed the matter.
 - 1. Questions that IC members were asked to consider include:
 - a. How should Ws and Ps be handled?
 - b. When you look at a GPA, what are you looking for? Do you want to see the GPA for those students who did the work and finished the class? Do you want to look for successful completers?
 - c. Should Dual Enrollment be included?
 - d. What is our minimum threshold for the number of students in the class?
 - e. Where are the students located?

- f. For which classes should the data be reviewed?
 - 2. Mark showed an example of a document from Eric H., which included his suggestions regarding a way that the data could be displayed/compiled.
 - 3. **Task:** Mark will send the IE data document and the document from Eric H. to Hallie so that she can post it on the MyNPC Instructional Council group.
 - a. **Task:** IC Members will review these documents and will be prepared for the next meeting to discuss quantitative and qualitative data they would like to see regarding GPA by modality. They will also contact IE if they have any questions regarding the data.
 - b. Faculty Input Needed for Student Evaluation of Institutional Effectiveness – Should ASK Be Given this Charge Next Year? – Leslie Wasson
 - i. On behalf of the ASK Subcommittee, Shannon/Leslie had some questions regarding a possible upcoming charge to the Subcommittee to develop recommended changes to the Student Evaluation of Institutional Effectiveness: 1) what are we trying to accomplish?; 2) how will the data be used?; 3) what do we want to get out of course evaluation process?; 4) are we evaluating content, learning modality, faculty member’s performance?
 - ii. Should IC consider appointing a separate task force to address this issue?
 - iii. **Task:** IC Members are encouraged to think about questions and the focus that they would like to see on Student Evaluations of Institutional Effectiveness.
 - 1. Leslie clarified that what they need from IC is guidance on what role(s) this instrument (in every delivery mode) will have in assessment? What are the overall goals of student evaluations as an assessment tool?
- VII. Other
 - a. Ryan J. volunteered to chair the next IC Meeting.
 - i. **Task:** Approximately 04-09-14, Ryan J. will get with Hallie to review meeting agenda items.
 - b. Mark gave an update regarding COMPASS changes, including poor timing of implementation date and considerable price increases.
 - c. AGECEC
 - i. Leslie reported that it appears to her that all other community colleges in Arizona offer certificates for AGECEC.
 - 1. **Task:** Leslie will compile information she has collected regarding the AGECEC processes of the other community colleges, and she will send it to Hallie to post on the Instructional Council Group in MyNPC.
- VIII. Adjournment
 - a. Ryan R. **MOVED** the meeting be adjourned; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.