

Northland Pioneer College

Instructional Council (IC)

09-12-14

Voting Members Present: Clover Baum, Janice Cortina, Amber Gentry, Eric Henderson, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk

Non-Voting Members Present: Cindy Hildebrand, Wei Ma, Mark Vest, Leslie Wasson and Hallie Lucas (recorder)

Guests: None

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

- I. Roll Call
- II. Approval of 04-25-14 IC Minutes – Ryan Rademacher
 - a. Pat **MOVED** to approve the minutes of 04-25-14; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Review Charges to IC Subcommittees for 2013-2014 & decide which Subcommittee Chairs to invite to next IC Meeting – Ryan Rademacher
 - i. Subcommittee Chairs will be asked to come to an IC Meeting to receive their charge and formal motions will be made at that time, as well as confirmation of composition of Subcommittees. See notes on actual document regarding preliminary discussion and potential changes needed for 2014-2015 Charges to IC Subcommittees:
 1. Assessment of Student Knowledge (ASK) Subcommittee
 2. Catalog Review (CR) Subcommittee
 3. Dual Enrollment (DE) Subcommittee
 4. Learning Technology (LT) Subcommittee
 - a. It was also noted that there are eight legacy online courses that have not yet passed the Quality Matters Rubric (QMR) and cannot be offered (beginning SP15) until they have passed.
 - b. Any courses that are listed as “pending” (in the NPC QM Reviews Status Report – see link on main page of MyNPC Group) must pass QMR before SP15 begins, or they will have to be cancelled.
 5. NAVIT (NAV) Subcommittee
 - a. **Task:** Regarding part of the charge for NAVIT Subcommittee for 2013-2014, item #1d “Host NAVIT/Faculty in-service (cross disciplinary) to identify concerns”, Ken will check with the group that hosted this event to receive feedback on whether or not this should be an ongoing part of the NAVIT Subcommittee charge.
 6. Professional Development (PD) Subcommittee

7. Placement (PL) Subcommittee

- a. There was a great deal of discussion regarding PL, including: 1) history of how the Subcommittee has evolved; 2) 18-month cycle and why it was set that way; 3) what mission/purpose should be; 4) what is best way to predict student success?; 5) do we need more of a holistic approach - identify things to help them be successful; 6) ACT has a new version of Compass (5.0) and cost will go up about 30%.
 - i. Pat **MOVED** that IC disband the Placement Subcommittee; **SECOND** by Janice.
 - 1. Motion **APPROVED** by unanimous vote.
- b. In lieu of the PL Subcommittee, there was considerable discussion about replacing it with some type on “academic standards subcommittee”, and potential charges could be: 1) give broader charge, including looking at the rules in the catalog; 2) how to place the right student in the right class; 3) evaluate re-establishing academic probation; 4) best ways to handle plagiarism; 5) evaluate credit limit; 6) class modality; 7) look at all the elements that contribute to student success.
 - i. Pat **MOVED** that we create a new subcommittee of IC to address academic standards (name to be determined); **SECOND** by Janice.
 - 1. **DISCUSSION** – Ryan R. will speak with the Faculty Association President and inform him of this decision and give notice that members will be needed for the Subcommittee. IC will determine the charge.
 - 2. Motion **APPROVED** by unanimous vote.

IV. Curriculum

- a. ACRES – there are a couple of course deletions & 1 new course form pending – votes needed – Ryan Rademacher
 - i. It was noted that program changes anticipated for this year include: 1) EDU modifications and deletions; 2) possible NUR modification; 3) ABUS modification; 4) ECD modifications and deletions.
- 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. None

VI. New Business Not Related to Curriculum

- a. IC Curriculum Review Calendar and Processes - Ryan Rademacher
 - i. It was agreed that we will invite Chairs of DE, NAV and PD to attend the next IC Meeting to discuss/receive their charge, and we will also discuss charges/membership for the new academic standards subcommittee, which replaces PL. ASK, CR and LT Chairs will be asked to attend the 10-10-14 Meeting to discuss/receive their charge.

- ii. Ken **MOVED** that we approve the IC Curriculum Review Calendar and Processes for 2014-2015 [includes replacing PL reporting dates with new academic standards subcommittee]; **SECOND** by Carol.
 - 1. Motion **APPROVED** by unanimous vote.
- b. Add Media Relations Coordinator to IC as a Non-voting Member? – Ryan Rademacher
 - i. Anyone can attend IC.
 - ii. **Task:** Hallie will send Everett Robinson an e-mail and let him know that he is welcome to attend IC Meetings any time he wants to.
- c. LEC/LAB - Ryan R.
 - i. To lesson confusion in the class schedule, Everett has asked if there is a better way to identify what the following terms actually mean (Ryan R. read an e-mail from Everett regarding the matter): 1) lecture; 2) lab; 3) model classroom; 4) audio.
 - 1. The names need to accurately describe the room and the type of instruction that is going on. Discussion followed and IC members were asked to consider wording.
- d. Alternative Learning Policy – Mark Vest
 - i. Mark described several ways that NPC students can receive credit without taking the class. He noted that, as a college, we can expect a significant increase in the coming years to accept credit for prior learning or knowledge gained from experience in a particular field. A great deal of discussion followed. At some point we should make a recommendation to the NPC President about how we should respond to a push to accept prior learning (perhaps this is a task for the new academic standards subcommittee).
- e. Housekeeping Reminders/Discussion – Ryan Rademacher
 - i. Ryan R. reported that IC may not have Video 2 available next semester for meetings and a discussion followed.
 - 1. **Task:** Ryan R. and Hallie will work with Information Services to identify AV slots or other potential connections that could be used in place of Video 2 for IC Meetings, for SP15 semester.
 - ii. Proxy for IC
 - 1. If you need a proxy for an IC meeting, send an e-mail to Ryan R. and copy Hallie (as much ahead of time as possible). If you need help finding a proxy, Ryan R. will try to assist.
 - iii. Voting
 - 1. You cannot vote on your own curriculum or curriculum from your Department.
 - iv. Guidelines for Course Forms in ACRES
 - 1. This document is posted in the MyNPC Instructional Council Group and is useful for anyone who is developing curriculum.
 - 2. Ryan R. encouraged IC to create another task force to add to this document and include more specifics regarding how curriculum should be developed.
 - v. As Chair of IC and Faculty member, what role should Ryan R. play?
 - 1. The consensus was that Ryan R. should be able to vote, while being as objective as possible as Chair.
 - vi. Shared Governance requires an Adjunct Faculty Member on IC

1. There was a considerable amount of discussion regarding the probability of locating someone to fill the position; and, if it cannot be filled, how we might handle the empty slot. Possible options for resolution included: 1) pay model; 2) change the language in the Shared Governance Procedure; 3) poll adjuncts; 4) for the present, add another Faculty member.
 2. **Task:** Ryan R. will bring suggested wording to IC for their portion of the Shared Governance Procedure regarding the Adjunct Faculty member on IC (required for that committee).
- f. NPC to NAU Articulation – Mark Vest
- i. Discussion followed concerning possible articulation agreements with NAU and UofA.
 - ii. **Task:** Mark Vest will contact Doug Small of NAU and Rafael Meza of UofA to see if they can attend the 10-24-14 IC Meeting at SCC to discuss articulation.
 1. **Task:** Hallie will add these as potential agenda items for the 10-24-14 IC Meeting.
 2. **Task:** Hallie will send Mark an e-mail letting him know the date/time/location of the 10-24-14 IC Meeting.
- VII. Other – none
- VIII. Adjournment
- a. Ken **MOVED** the meeting be adjourned; **SECOND** by Pat.
 - i. Motion **APPROVED** by unanimous vote.

Approved at 09-26-14 IC Meeting