

Northland Pioneer College

Instructional Council (IC)

04-25-14

Voting Members Present: Clover Baum, Janice Cortina, Brian Gardner, Eric Henderson, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk
Non-Voting Members Present: Cindy Hildebrand, Wei Ma, Stan Pirog, Leslie Wasson and Hallie Lucas (recorder)
Guests: Ruth Creek-Rhoades and Shannon Newman

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

- I. Roll Call
- II. Approval of 04-11-14 IC Minutes – Mark Vest
 - a. Ryan R. **MOVED** to approve the minutes of 04-11-14; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC 04-25-14 (includes backup documentation – ASK Reports Received and Dialog Day Notes) – Shannon Newman
 - i. Shannon gave an overview of her report and backup documentation. She noted that departments should submit a progress report every year, but they are not expected to complete the whole cycle every year. Shannon also gave a summary of NPC’s timeline to exit the Assessment Academy.
 - ii. Ryan J. **MOVED** to accept the ASK Subcommittee Report to IC 04-25-14, including the following documents: 1) ASK Reports Received 2013-14; 2) Dialog Day Notes 04-11-14.
 1. **SECOND** by Ryan R.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Before Shannon sends in the Assessment Academy Exit Report to the Higher Learning Commission (HLC), she will send it to Hallie, who will forward it to IC members.
 - iv. **Task:** Shannon will notify Mark if she cannot find a Faculty member to attend the exit interview for the HLC Assessment Academy.
 - v. **Task:** From the current year ASK Membership, Shannon will try to identify the members who would be willing to serve again next year and will notify the Faculty Association President.
 - b. Learning Technology (LT) Subcommittee Report to IC April 2014 – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report and discussion followed. It was clarified that for the 05-02-14 equipment check session it is important to have Faculty (who teach in that environment) participating at each location, since Faculty are the ones most affected by the teaching environment.

- ii. Ryan R. **MOVED** to accept the LT Subcommittee Report to IC for April 2014; **SECOND** by Carol.
 - 1. Motion **APPROVED** by unanimous vote.
- iii. **Task:** Ruth will let Mark know if she needs someone to help with the 05-02-14 afternoon equipment check session. Once she identifies the time that it will begin, she will send that information out to participants.
- iv. **Task:** For legacy courses that need Quality Matters Rubric review and the instructor has not made contact with LT (approximately 14 courses identified), Mark will check with the Deans.
- v. **Task:** Ruth will speak with the current year membership for LT and ask who will be willing to serve again next year; she will notify the Faculty Association President.
- c. NAVIT Subcommittee – no report
- d. Professional Development (PD) Subcommittee – no report
 - i. Ryan J. reported that it looks like they have plenty of members for the PD Subcommittee for next year.
- e. Guidelines for Course Forms in ACRES (Task Force) – Janice Cortina
 - i. Additional changes that IC requests:
 - 1. Page 2, #7 – Department Chair – (add word “Chair”)
 - 2. Page 2, #9 – There is a 50-word (add word “a”)
 - 3. Page 6 – Header mid page – Cross-listing Effects (not affects)
 - ii. The Guidelines for Course Forms in ACRES Task Force recommends that IC appoint another task force next year to develop another document (or add to this document) to give in-depth instructions on how to develop/build curriculum, including definitions of key words.
 - iii. Even though a rationale for cross-listing is not required on the ACRES form, it might be a good idea to provide one to help IC Members understand why it is necessary, and it would also provide historical documentation.
 - iv. Eric **MOVED** that we adopt the Guidelines for Course Forms in ACRES (04-23-14 version), with the additional changes noted above, and distribute it to the Faculty and deans; **SECOND** by Clover.
 - 1. Motion **APPROVED** by unanimous vote.
 - v. **Task:** Janice will make the changes to Guidelines for Course Forms in ACRES that IC recommended. She will then send the document to Mark.
 - 1. **Task:** Once Mark receives the document from Janice, he will send it to the Deans, Faculty and Hallie.
 - a. **Task:** Hallie will post it under the Faculty tab in MyNPC.
 - b. **Task:** Wei will check into possibly uploading a link in ACRES for the guide.
 - vi. It would be helpful if we send the document to IC Members at the beginning of each year.
 - vii. The work of the Guidelines for Course Forms in ACRES Task Force is completed and this group can disband.

IV. Curriculum

- a. ACRES – everything pending action in ACRES is for Fall 2015
- 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. Internship Recommendation (from Seely/Chase) – Mark Vest
 - i. Per IC’s instructions, Mark took the Internship pay formula recommendation to the Deans (which was to keep it the same as the old model) and they agreed to keep the old pay model [.2 X level X credits X students].
 - ii. Ryan R. **MOVED** that we adopt the recommendation from Doug Seely and Tracy Chase for the Internship pay to be .2 X level X credits X students; **SECOND** by Clover.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Grade Averages for Courses by Delivery Mode – Mark Vest
 - i. There was a general discussion regarding this subject including: 1) critical questions; 2) different interpretations of data; 3) best practices - instructional, instructional technology, institutional; 4) factors outside of data; 5) define which courses work well on the system; 6) Assessment will be tracking modality, which will provide more data; 7) expand SOAR; 8) workshops; 9) teaching techniques – share ideas how to connect with students; 10) caution on how to evaluate; 11) **tentative plan of action** – think about questions to ask students, at the beginning of FA14 check with Departments regarding questions that they would like to ask students, pull all information together in September, put together a short set of questions that can be administered through Qualtrics, get survey data out by early November, during Spring determine what we would like to look at, implement changes in FA15 if needed; 12) faculty training for best practices (possibly Learning Technology Subcommittee could be given this charge).
 - ii. **Task:** At the FA14 Division Meetings, Mark will give a brief overview of IC’s concerns regarding the topic of grade averages for courses by delivery mode. He will ask them to help identify some questions for a student survey, taking into consideration specific things they would to look at within their Department or best practices unique to their Department.
- VI. New Business Not Related to Curriculum
- a. Student Evaluation of Instructional Effectiveness (content and mode of delivery) – Leslie Wasson
 - i. Leslie gave an overview of possibly moving many of the Student Evaluations of Instructional Effectiveness to an online format and clarified why it would be beneficial. Leslie distributed a handout that she brought titled “Student Course Evaluations: Standard Operating Procedures for Online and Scanned Evaluations” (draft) and a discussion followed. IC was comfortable with moving forward with this plan beginning FA14.
- VII. Other
- a. IC Meeting scheduled for 05-09-14, 8:00-10:45 a.m., Video 2 – (scheduled in case we needed it) – Do we want to have the meeting? – Mark Vest
 - i. Ken **MOVED** that we do not have an IC Meeting on 05-09-14; **SECOND** by Carol.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Ken gave an overview of our partnership with WIA to build a Community Garden. TLC and CON Departments will implement an integrated instructional model so that students can work toward their GED and receive training in CON for employability.

c. IC Leadership

i. Mark made a recommendation to the President that he be removed as the Chair of IC. He believes that the Vice President for Learning should not chair a Faculty committee that is responsible for academic policy. Mark will request that the Chair of IC receive some type of release time to carry out their duties. If IC would like him to, he is willing to be a non-voting member. It was noted that this model is present in most institutions.

1. Ken **MOVED** that we recommend to President Swarthout that Ryan Rademacher be the Chair of IC for the 2014-2015 academic year with an appropriate release time (a lengthy discussion followed); **SECOND** by Ryan J.

a. Pat **MOVED** that we close nominations; **SECOND** by Ken.

i. Motion **APPROVED** by unanimous vote.

b. Motion **APPROVED** by majority vote.

c. Ryan R. **ABSTAINED**.

VIII. Adjournment

a. Ryan R. **MOVED** the meeting be adjourned; **SECOND** by Brian.

i. Motion **APPROVED** by unanimous vote.

Approved at 09-12-14 IC Meeting