

Northland Pioneer College

Instructional Council (IC)

10-10-14

Voting Members Present: Brian Burson (proxy for Rickey Jackson), Janice Cortina, Amber Gentry, Eric Henderson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk

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

Guests: John Chapin, Tom Hodgkins, Shannon Newman and Everett Robinson

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

- I. Roll Call
- II. Approval of 09-26-14 IC Minutes – Ryan Rademacher
 - a. Pat **MOVED** to approve the minutes of 09-26-14; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by majority vote.
 - ii. Eric **ABSTAINED**.

III. IC Subcommittees/Task Forces

- a. Charge to Assessment of Student Knowledge (ASK) Subcommittee – Shannon Newman
 - i. There was some discussion regarding the charge to the ASK Subcommittee. Assessment is a significant part of our ongoing accreditation with the Higher Learning Commission. Leslie noted that since there is not a field in Jenzabar to sort by modality; therefore, if modality data is requested, the Institutional Effectiveness Department will need some time to complete the task.
 - ii. Ken **MOVED** that the following charge be given to ASK Subcommittee for 2014-2015:
 1. Continue with the assessment of student knowledge
 2. Send information to the Instructional Division about ASK events, including Planning Day, Reading Day and Dialog Day
 3. Implement plan to assess student learning across modalities
 4. **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. **Task**: Shannon will investigate previous directives from IC regarding quantity/composition of the ASK Subcommittee and will bring that information back to IC, so that it can be solidified.
- b. Charge to Catalog Review (CR) Subcommittee – Tom Hodgkins
 - i. There was some discussion regarding the charge to the CR Subcommittee.
 - ii. Ken **MOVED** that the following charge be given to CR Subcommittee for 2014-2015:
 1. Review course descriptions
 2. Keep the catalog concise

3. Create a template of best practices for what a course description should include and bring it to IC for approval
 4. In the wording of the quantity/composition of the CR Subcommittee (from 10-25-13 IC Meeting), replace Dean of Student Services with Enrollment Services Director or Designee as a voting member and clarify that the representative from M&PR will be a voting member.
 5. **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
- c. Charge to Learning Technology (LT) Subcommittee – John Chapin
- i. There was a great deal of discussion regarding the LT charge and regarding the quantity/composition of the Subcommittee.
 - ii. Ryan J. **MOVED** that the quantity/composition of LT will be 6 Faculty members who are interested in non-traditional teaching modalities with a minimum of one from each division; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - iii. Pat **MOVED** that the following charge be given to the LT Subcommittee for 2014-2015:
 1. Priority - facilitate improved communication between Faculty and IS (aggregate issues with technology and move them forward)
 2. Continue to give recommendations for best practice trainings
 3. Continue Quality Matters course reviews for online courses
 4. Continue to review and coordinate issues related to learning technology
 5. **SECOND** by Brian.
 - a. Motion **APPROVED** by unanimous vote.
 - iv. **Task:** John Chapin will take inventory of the LT Subcommittee by contacting members from last year and asking if they will be willing to serve again on LT. He will work with Faculty Association and the Deans to fill any holes in membership.

IV. Curriculum

- a. ACRES – there are a few course forms pending (MAT 105 cannot be moved forward until program modifications are completed) – votes needed – Ryan Rademacher (reminder)
- 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. Procedure 2125 (Potential Changes) – Ryan Rademacher
 - i. Ryan presented the suggested changes to Procedure #2125 (proposed revision document dated 10-05-14) and a discussion followed. More changes that were proposed included:
 1. Remove wording – “in lieu of one of the spots for Arts and Science faculty”.
 2. Consider removing the language “an adjunct faculty member who is not also a full-time college employee”.
 - ii. Other discussion included: 1) there was not concern with having an even number of voting members on the committee; 2) IC can create their own

guidelines in the case of a split vote; 3) if there is a split/or close vote, there needs to be more discussion – why is the vote so close?

- iii. **Task:** Regarding Procedure 2125, Ryan R. will take the suggested changes that came from today's IC Meeting and incorporate them into the proposed procedure change and will bring it back to IC.

VI. New Business Not Related to Curriculum

a. General Education ATF Faculty Member – Eric Henderson

- i. Eric expressed his concern that the General Education ATF should involve more faculty and should be driven by them, and a discussion followed.
- ii. Eric **MOVED** that IC appoint 2 faculty members, 1 would be the lead (voting) member, to the General Education ATF. **SECOND** by Ken.
 - 1. **DISCUSSION** included: 1) send out a call to Faculty to see who is interested; 2) if the lead leaves the position, the second person could step into the lead position.
 - 2. Motion **APPROVED** by unanimous vote.
- iii. **Task:** Ryan R. will send an e-mail to the Faculty and ask if anyone is interested in serving on the General Education ATF. He will copy Gary Mack, Faculty Association President, on the e-mail.

b. MAT Wording in Programs and Catalog – Ryan Rademacher

- i. Discussion included: 1) Departments should determine which MAT courses are desired/appropriate for their program; 2) language needs to be consistent with all programs; 3) should every class that is acceptable be listed to make it clear to everyone concerned? 4) consider actual practice; 5) current wording of “or any mathematics class (MAT 112 as an example) is a prerequisite” creates confusion for students, advisers and people on the process end; 6) current wording of “or higher level course” is also confusing/deceptive; 7) for the programs that only delete the MAT 105, will the Department representative be required to come to an IC Meeting, or can it be handled thru ACRES? 8) petitions (should be exception) factor in; 9) should procedure be to charge the Deans/Department Chairs to assess MAT for their program, consult with the MAT Department, make recommendations to IC for change?; 10) curriculum decisions should come from IC; 11) since we are a small college and are limited in the number of course offerings, does there need to be a balance between what is ideal for a particular program and what can actually be accomplished?; 12) distinction between what is in the catalog and what advisers should recommend for a particular student; 13) when there are gray areas, things will be interpreted differently; 14) consider autonomy for students – however, research shows that community colleges with the most success in improving student completion rates have been more prescriptive.
- ii. **Task:** In light of MAT changes that will affect many departments, Ryan R. will send an e-mail to the Deans and the Department Chairs and recommend that they contact the MAT Department and discuss the math needed for their program(s) and which MAT classes are best suited. (Also, before Ryan R. sends the e-mail, he will consult with Brian B.)

VII. Other – none

a. Resignation of an IC Member – Ryan Rademacher (informational)

- i. Ryan R. reported that we will need a replacement for Clover Baum, who had to resign her position on IC. A replacement from CTE will need to be found A.S.A.P.

- b. LEC/LAB/MC/AUD Terminology – Ryan Rademacher (reminder)
 - i. Some ideas/discussion regarding terminology included: 1) instead of Video 1 & 2, Model Classroom or Audio, change it to Video 1, 2, 3, 4 or Distance 1, 2, 3, 4; 2) multicourse learning environments – maybe multis?; 3) enrollment in classes being taught sequentially – consider starting and ending dates; 4) NUR differentiates between clinical (for instance, going to the hospital setting) and lab (at the college doing lab work); 5) art labs – studio; 6) it is a complicated topic and sometimes terms have various meanings.
 - ii. **Task:** IC Members were asked to send recommended definitions regarding LEC/LAB/MC/AUD to Ryan R., so that he can compile them and bring them back to IC for further discussion.
- c. Articulation Agreements – NAU and UofA Next Meeting – Ryan Rademacher (reminder)
 - i. IC Members were asked to carefully study the proposed articulation agreements (posted in MyNPC) from NAU and UofA and take into consideration:
 - 1. Is this good for our students?
 - 2. What is the benefit to our students?
 - 3. The universities do receive a range of benefits.
 - 4. Are negotiations needed?
 - ii. GCU contacted Mark regarding another agreement (more general) proposal.
 - iii. **Task:** Before our next meeting, IC Members were asked to study the NAU and UofA proposed articulation agreements, keeping in mind the discussion during today's IC Meeting.

VIII. Adjournment

- a. Ken **MOVED** the meeting be adjourned; **SECOND** by Ryan.
 - i. Motion **APPROVED** by unanimous vote.