Northland Pioneer College

Instructional Council (IC)

05/08/09

Voting Members: Mark Vest (Chair), Lynn Browne-Wagner, Ruth Zimmerman, Kenny Keith,

Jeannie McCabe, Michael Lawson (proxy for Michael Solomonson), Bill Bohn,

Shannon Newman, Clifton Lewis, Bobette Welch (proxy for Patrick Canary).

Non-Voting: Eric Henderson, Jake Hinton, Russell Dickerson (recorder).

I.   Approval of 04-24-09 Instructional Council minutes
   a.   Two edits were suggested:
      i.   Insert *225* in item III. Curriculum, a., v., 2., a. to read *TMP 225 approved unanimously.*
      ii. Omit *of* and insert *if* in item II. Subcommittee Reports, b., ii, 5. to read *Shannon asked if the draft guidelines could be posted on MyNPC for IC member review and for distribution to interested faculty members.*
   b.   Lynn moved to approve the 04-24-09 minutes as amended; second by Jeannie.
   c.   04-24-09 IC minutes approved unanimously as amended.
II.   Subcommittee Reports
   a.   Assessment of Student Knowledge
      i.   Eric reported that the ASK subcommittee has set dates for next year for Planning Day, Reading Day and Dialog Day which will be announced at division meetings. Mark noted that Dr. Swarthout is reviewing the shared governance procedure and that there is the possibility that IC may not exist in its current form, have the same function, or meet in the same format or at the same time in the fall.
      ii. Eric urged faculty to attend Planning day and Dialog Day.
   b.   Learning Technologies
      i.   Michael reported that the Learning Technologies report has gone out to the faculty for review, comment and discussion and that a lot of input has been received. The subcommittee took the input from the faculty, condensed it, and incorporated much of it into the current report.
      ii. Bobette noted that the current report closely follows materials developed by the Internet Guidance Committee (IGC). Michael explained that the current proposed guidelines build upon the work of IGC, includes legacy issues as far as what has been done in the past, as well as new agreements related to platforms.
      iii. Lynn noted that comments from two CIS faculty members indicate strong opposition to portions of the proposed guidelines. Michael explained that the subcommittee sent the

proposed guidelines out to faculty to receive the widest possible input and that considerable dialog occurred as a result. At the subcommittee level, faculty input was incorporated into the latest revision of the proposed guidelines being presented to the Instructional Council. Michael noted that the subcommittee tried to keep simple, accessible language and create guidelines that are inclusive and provide a historical context for Internet courses. Michael added that Internet courses are part of distance learning and that it is the time to integrate Internet courses into the institution and treat them like any other course, regardless of delivery method.

iv. Shannon observed that according to the proposed guidelines, virtually any course with a syllabus on JICS is considered a distance learning course and questioned whether DSL service would be paid for by the college, for example. Mark agreed that the guidelines must be very clear due to the fact that the adoption of MyNPC blurs the line between a "traditional" courses and Internet courses.

v. Mark informed IC members that he had received comments from John Velat that while generally supportive, call for the elimination of specific platform names to provide greater future flexibility. Mark asked IC members if more general wording such as "college approved format" would be appropriate. Michael noted that the specific inclusion of Moodle into the guidelines reflects an agreement between Information Services and faculty members. Shannon suggested that a supplemental document that specifically lists the college approved formats is needed for use by instructors interested in developing Internet courses.

vi. Shannon, on behalf of Trudy Bender, brought to the attention of IC members that a library link and course survey link are not included in the proposed guidelines.

vii. Mark noted that the proposed guidelines do not address the legacy Internet courses.

viii. IC members decided to take action on the proposed guidelines and go through the document section by section to hear IC member concerns and suggested changes.

1. Suggested changes:
    a. Guidelines I., 1., a: insert language so statement reads "Internet course development will be addressed in the same manner as the development of a traditional course (except as specified in Item I, 4, d)."
    b. Guidelines I, 4., d: change statement to read "Partially completed course content for at least one major topic from the course outline will have to be approved by the Department Chair and Dean prior to review by the Instructional Council."
    c. Guidelines I., 5: add "d. Course meets current ADA web compliance standards."
    d. Guidelines II., 2: edit second paragraph to read "Except for open entry/open exit courses, the compensation proration will be calculated based on enrollment on the semesterly prorate day."
    e. Guidelines II., 3: delete.

2. Bill moved to adopt the Guidelines for Development and Management of Internet Courses (Effective Fall 2009) as amended. Lynn seconded the motion. Motion to adopt approved by a majority with one abstention.

c. Professional Development
    i. Kenny reported that a faculty meeting was held last week to get input. The subcommittee will stick to their prior report and handle professional development requests on a case by case basis. Kenny reported that the subcommittee wants to push for more in-house training opportunities and increase accountability.
    ii. Kenny added that professional development requests for certification will also be treated on a case by case basis.
    iii. Michael noted that Professional Development is a standing report within the Faculty Association and that the association passed a motion to table the current revisions to the Faculty Professional Development guidelines until fall 2009 so as to give faculty time to discuss and further revise the guidelines.
    iv. The current guidelines will remain in effect through June 30th and the incoming Professional Development subcommittee can review for further revision.
d. Placement
    i. No report—work done for the year.
    ii. Mark informed IC members that the college is starting to receive requests from area high schools for Compass software to be installed on their systems. A technical feasibility meeting is planned with Hopi High School in June. Mark explained that he feels that the college needs a recommendation from the Placement subcommittee due to testing security and academic integrity issues. More input is required before the option is explored.

III. Curriculum
a. ACRES curriculum submitted at the last meeting have not been revised and resubmitted. Eric anticipates IC will see welding classes in August.

IV. Old business not related to curriculum
a. Jake reported that last month, IC adopted the FTSE Day Notification Proposal with the exception of proposal items F and G and a provision to contact the Faculty Association for comment and recommendations. Jake recommended that IC move forward with items F and G and included the following option:
    i. Form a retention group under the Enrollment Management standing committee of College Council that would be composed of both faculty and staff to direct Student Services on communication to students.
    ii. Shannon asked for clarification as to how students will be contacted. Jake suggested the use of postal mail until NPC student email is available.
    iii. Michael reported that the Faculty Association discussed this issue last Friday and that members have serious concerns about this proposal concerning content and implementation and passed a motion to table this proposal until fall 2009.
    iv. Jake offered to attend the May 15th Faculty Association meeting to address faculty member concerns and recruit faculty for a retention letter formulation committee. Clifton moved to approve the formation of a committee to formulate a draft retention documents that will be presented to faculty members at the Faculty Association meeting following fall convocation which will be presented to IC in September 2009 for review. Michael seconded the motion. The motion was approved unanimously.

b. Late adds/withdrawals and incomplete grades
  i. NPC has one of the most restrictive procedure concerning incomplete grades as compared to other community colleges.
  ii. Michael expressed concern about faculty members leaving themselves open to violations of college rules concerning assigning incomplete grades.
  iii. IC faculty members came to an informal consensus that instructor discretion is the best option citing a wide array of methods of treating incomplete grades. IC members also discussed the possibility of having departmental rules. Michael suggested that IC void the incomplete policy and leave the decision to assign an incomplete grade up to the instructor, as guided by departmental rules with an effective date of fall 2009.
  iv. Clifton moved to change the current incomplete policy to leave the assignment of incomplete grades up to the instructor. Jeannie seconded the motion.
    1. Discussion:
      a. Eric noted that some instructors like the current policy because it insulates instructors from having to explain to students why they don't give incomplete grades. Eric suggested that this is not a critical issue and that no action is required until feedback is received from the Faculty Association.
      b. If left at a departmental level, departments concerned with how adjunct faculty issue incomplete grades could set more restrictive rules.
      c. Michael moved that Clifton's motion be amended to include instructor discretion/departmental rules to determine policies on giving incomplete grades.
      d. Eric and Mark both indicated that they were not interested in rushing a decision on this issue without more input which would include taking it to the Faculty Association, the deans, department chairs and then put it on the IC agenda for fall.
      e. Motion by Michael to amend Clifton's original motion died for lack of a second.
  v. Original motion by Clifton voted on and defeated with 3 affirmative votes and 6 negative votes.
c. IC membership roster update for 09-10
  i. Shannon Newman, Jeannie McCabe, Michael Solomonson and Clifton Lewis will rotate off IC in 09-10.
  ii. Bill Bohn, Kenny Keith, Eric Henderson, Ruth Zimmerman, Lynn Browne-Wagner, Don Richie (fill vacant WFD Dean position?)
d. IC meeting dates for 09-10
  i. IC members agreed to continue meeting second and fourth Fridays alternating between the Audio system and in-person meetings.
  ii. The two dual enrollment subcommittees report to IC but did not hear a report during 08-09. Mark has requested that both groups provide regular reports in 09-10.
  iii. First meeting for 09-10 will be 09-11-09, in-person.

    iv. Eric would like to have IC subcommittees chaired by members of IC in order to keep both groups focused and foster good communication. Lynn suggested that an IC member sit on each subcommittee and not necessarily be the chair.

V. New business not related to curriculum
  a. IC and District Governing Board curriculum approval timeframes and the impact on course fees
    i. Course fees usually approve in February and courses approved after are not able to implement IC approved course fees until DGB approval is received.
    ii. Mark explained that the deadline for DGB approval of tuition and fees is not flexible. Do we set up a hard and fast rule in IC that says no courses with course fees will be approved after the DGB approves tuition and fees?
    iii. No action taken. IC members asked to think about this issue in preparation for fall.
  b. 3035 form sustainability tracking
    i. Kenny explained that the Sustainability Committee would like to have a checkbox on the 3035 form and that the instructor is aware of it.
    ii. Mark asked if there is going to be any explanation of what sustainability is. Kenny noted that a definition of sustainability has been approved by the Sustainability Committee.
    iii. Mark asked Kenny if the Sustainability Committee was requesting action to change the 3035 form and if more information on sustainability would be made available. Mark stated that he would like to have more information before affecting changes to the 3035 form, IC members agreed.
    iv. Shannon moved to table; second by Mark. Motion to table approved unanimously.

Ruth moved to adjourn; seconds by multiple IC members. Motion to adjourn approved unanimously.

Next meeting: September 2009