

Northland Pioneer College

Instructional Council (IC)

03-20-15

Voting Members Present: Janice Cortina, Amber Gentry, Andrew Hassard (proxy for Eric Henderson), Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk
Non-Voting Members Present: Karen Hall, Wei Ma and Hallie Lucas (recorder)
Guests: Everett Robinson

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

- I. Roll Call
- II. Approval of 03-13-15 IC Minutes – Ryan Rademacher
 - a. Ryan J. **MOVED** to approve the IC Minutes of 03-13-15; **SECOND** by Andrew.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Dual Enrollment (DE) Subcommittee Report to IC 03-16-15 – Ryan Rademacher
 - i. Ryan R. went over the report and said that the only item on there is DE's response to Charge #g (Explore the feasibility of participation in the FIPSE Grant...); and, the Subcommittee thinks it is a good idea. Some discussion followed.
 - ii. Pat **MOVED** to accept the Dual Enrollment Subcommittee Report to IC 03-16-15 with the recommendation that we table further action on this recommendation until a later IC Meeting; **SECOND** by Ryan J.
 1. **DISCUSSION** – issues related to the recommendation include adding additional work to Information Services and scheduling issues with distance education courses taught at the high schools.
 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Hallie will place the recommendation from the DE Subcommittee Report 03-16-15 on the next IC agenda as an action item.
 - b. NAVIT Subcommittee – no report
 - c. Professional Development – 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. Procedure 2625 – Ryan Rademacher
 - i. On Wednesday, Ryan R. sent IC Members another version of Procedure 2625. It included Eric Henderson's suggestions and was discussed at today's meeting.

Ryan R. asked IC members for specific feedback on the procedure. Discussion followed and Ryan R. made notes on the actual document to reflect suggested changes. Other ideas expressed were: 1) if instructor imposes some type of sanctions for academic misconduct, procedure to require reporting; 2) discussion about how to handle repeat offenders and when should they be referred to the hearing panel; 3) students be given option to request a hearing panel; 4) include some type of wording regarding compliance of specific standards required for a program; 5) clarifications on hearing section; 6) Pat mentioned an article that she read in The Chronicle of Higher Education 10-20-14 version (Ryan R. forwarded it to IC Members) that may include language that we need to consider.

- ii. **Task:** If IC members have any thoughts or suggestions regarding Procedure 2625, they will e-mail Ryan R., as he will work on it over Spring Break.
- iii. **Task:** Ryan R. will continue working on a strike-through document to Procedure 2625 taking into account today's discussion and will put it on the agenda for the next IC Meeting.

VI. New Business Not Related to Curriculum

a. Textbook Issue – Pat Lopez and Ryan Jones

- i. Ryan R. noted that Vicki Bessinger and Maderia Ellison will attend the next Faculty Association meeting (the 2nd Friday) to discuss textbook issues.
- ii. There was concern expressed regarding the quality of service our students receive from eCampus (outside vendor) and the possible need to poll the students to get their opinion. Could there be a portal that students access before they get to eCampus that includes a spreadsheet with Faculty recommendations, with more flexibility for the students? Discussion followed, as many of the described situations are instructional issues.
- iii. **Task:** Pat will contact Leslie Wasson regarding a possible survey to students to get feedback regarding customer service experiences/satisfaction with eCampus. She will also ask about a similar survey designed to get Faculty responses.

VII. Other

- a. Do we need to consider having a deadline for items to be submitted in ACRES? Should we take into account deadlines for bookstore/catalog, as it ties into curriculum deadlines?
 - i. **Task:** For the next IC Meeting Hallie will post a suggested curriculum deadline schedule for 2015-2016 and will add it as an action agenda item, as well.
- b. Karen Hall took Marius Begay's position as the AZ Transfer contact and will attend IC meetings. She hopes to review NPC's information in ACETS and check with appropriate Department Chairs/Deans to make sure it is correct. Bill Fee might be a good resource.
- c. **Task:** Hallie will add an action agenda item for the next IC meeting to discuss the term length for the IC Chair.
- d. **Task:** Hallie will add an agenda item for the next IC meeting to review membership for next year.

VIII. Adjournment

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