

Northland Pioneer College

Instructional Council (IC)

09-11-15

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

Non-Voting Members Present: Karen Hall, Cindy Hildebrand, Wei Ma, Stan Pirog, Jeremy Raisor, Mark Vest and Hallie Lucas (recorder)

Guests: Vicki Bessinger, Ruth Creek-Rhoades, Maderia Ellison, Rich Harris, Tom Hodgkins, Sandy Manor, Shannon Newman and Everett Robinson

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

- I. Roll Call
- II. Approval of 04-24-15 IC Minutes – Ryan Rademacher
  - a. Ken **MOVED** to approve the IC Minutes of 04-24-15; **SECOND** by Carol.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
  - a. Charges to IC Subcommittees, Including Updating Subcommittee Composition – Ryan Rademacher
    - i. Charge from IC to Academic Standards (AS) for 2015-2016:
      1. Work with PASS and Department Heads in evaluating placement testing and making a recommendation for long-term; deadline of December 2015 for this charge
      2. Look at NPC's academic standards
    - ii. Composition of AS for 2015-2016:
      - 6 Faculty Members (2 from Arts and Sciences (A&S), 2 from Career and Technical Education (CTE), 1 from Nursing and Allied Health (N&AH), 1 from Education and College and Career Preparation (EDU/CCP) (voting members)
      - Advisory Members (librarian, academic adviser, Disability Resources Coordinator) (non-voting members)
    - iii. Charge from IC to Assessment of Student Knowledge (ASK) for 2015-2016:
      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
    - iv. Composition of ASK for 2015-2016:
      - The chair, appointed by the Vice President of Learning and Student Services (VPLSS) and ratified by a vote of IC, to serve a 2 year term. The chair may be re-appointed for an additional term. The chair will receive a 3 load reduction per semester.

- A vice-chair, appointed by the VPLSS and ratified by a vote of IC, to serve a 2 year term.
- Two faculty members from the Division of A&S appointed by the Committee Chair.
- One faculty member from the Division of EDU/CCP appointed by the Committee Chair.
- Two faculty members from the Division of CTE appointed by Committee Chair. At least one of faculty member from this division shall teach at least one general education course on a regular basis.
- One faculty member from the Division of N&AH appointed by Committee Chair.
- An academic adviser appointed by the chair.

All members are voting.

A specific number is not specified because there may be overlap. The minimum is 7 members.

v. Charge from IC to Catalog Review (CR) for 2015-2016:

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. Update assessment language from 2015-2016 catalog, page 60, Section V.

vi. Composition of CR for 2015-2016:

- 6 people: 1 Faculty member each from A&S, CTE, EDU/CCP and N&AH; Director of Enrollment Services or Designee (voting member); representative from Marketing and Public Relations (M&PR) (voting member).

vii. Charge from IC to Dual Enrollment (DE) for 2015-2016:

1. Look at classes taught at the collegiate level and classes taught at the high school level (what are we teaching at the DE level and what needs to be evaluated?)
2. Investigate the feasibility to implement the quality control measures approved by IC during the 2014-2015 academic year
3. Evaluate relationships with high school institutions and determine ways we can more effectively streamline those relationships, including: 1) bringing new DE Contacts up to speed; 2) consistency of academic advising; 3) consider including Deans/Department Chairs in DE Meetings
4. Review general guidelines/standards to define courses that may or may not be available for DE
5. Ken **MOVED** that the IC add a charge to the DE Subcommittee to e-mail the Deans, every year, to inform them that it is time for the Deans and Department Chairs to update the list of acceptable DE course offerings;
  - a. **DISCUSSION:** 1) in the past, DE courses first went to DE Subcommittee for approval/disapproval and then brought to IC; 2) State statute was reviewed as a reminder of the role of the DE Subcommittee; 3) whose responsibility is it to update the list – this could be part of the DE Subcommittee’s check list to the

President confirming that they have reviewed the DE Course list and it is up to date.

- b. **SECOND** by Ryan J.
  - i. Motion **APPROVED** by unanimous vote.
- viii. Composition of DE for 2015-2016:
  - Rickey **MOVED** that we change the composition of the DE Subcommittee to add 1 faculty member from EDU/CCP; **SECOND** by Ken.
    - Motion **APPROVED** by unanimous vote.
  - 10 Faculty members - 3 from A&S, 5 from CTE, 1 from N&AH, 1 from EDU/CCP - Subcommittee will choose own chair
- ix. **Task:** Mark will invite Rich Harris, Karen Hall and Jeremy Raisor to an upcoming Deans' Meeting to nail down who is responsible to maintain the list of courses that are allowed for DE offerings.
- x. **Task:** Ryan R. will e-mail the list of DE Subcommittee members to Jeanne Swarthout.
- xi. Charge from IC to Learning Technology (LT) for 2015-2016:
  1. Priority - Work with Information Services (IS) Director to evaluate Title III grant data and make recommendations on sustainability
  2. Meet with new IS Director on a regular basis to improve facilitated communications between Faculty and IS
  3. Give recommendations for best practice trainings
  4. Conduct Quality Matters course reviews for online courses
  5. Review and coordinate issues related to learning technology
- xii. Composition of LT for 2015-2016:
  - Ken **MOVED** that the composition of LT include a faculty member from EDU/CCP; **SECOND** by Pat.
    - Motion **APPROVED** by unanimous vote.
  - 6 Faculty members who are interested in non-traditional teaching modalities with a minimum of one from each division (A&S, CTE, EDU/CCP and N&AH); one representative from Library Services; one representative from IS
- xiii. **Task:** Ruth Creek-Rhoades will ask the LT Subcommittee to make their charge #b (from last year's charge) a priority [Work with IS Director to evaluate Title III grant data and make recommendations on sustainability].
- xiv. Charge from IC to Professional Development (PD) for 2015-2016:
  1. Continue with their evaluations of professional development applications
  2. Review possibility of funding tuition for coursework and pay for publication
- xv. Composition of PD for 2015-2016:
  - Ken **MOVED** that we add a faculty member from EDU/CCP to the composition of PD; **SECOND** by Ryan J.
    - Motion **APPROVED** by unanimous vote.
  - 5-6 Faculty members - minimum of 1 from each division A&S, CTE, EDU/CCP and N&AH.

- xvi. In addition to some motions made regarding IC Subcommittee charges and compositions, Ken **MOVED** to approve the charges to the IC Subcommittees and the compositions as previously reflected in today's IC Meeting; **SECOND** by Pat.
  - 1. **DISCUSSION** – 1) How does IC want to handle the HLC faculty qualification issue? 2) Deans and Department Chairs are currently working on a strike-through document of the Teaching Fields and Subject Matter Areas; 3) possibly form an ad hoc committee at a later date.
  - 2. Motion **APPROVED** by unanimous vote.
- b. DE Matters – Ken Wilk
  - i. Course List for Courses being Offered for DE (Where should this document be housed)
    - 1. This item was already discussed in conjunction with the DE Subcommittee Charge.
  - ii. Procedural Policy for DE Course Approvals and Denials
    - 1. Ken gave an overview of some of his policy/procedural concerns with DE (mixture of gray areas; and at times procedures not being followed) and discussion followed, as there are a number of broad issues/questions.
      - a. **Task:** Ken Wilk will work with the DE Subcommittee, the DE staff, the Deans and the Deans' Secretaries regarding changes needed to the DE Handbook. After a strike-through document is created, Ken will bring it back to IC for final approval.

IV. Curriculum – reminder to vote

- a. ACRES – none
- b. New Programs – none
- c. Program Modification - 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. Bookstore Future – Vicki Bessinger and Maderia Ellison
  - i. Pat gave an overview of some of the bookstore challenges, including customer services issues and conflicts of interest. Alternative solutions might include: 1) not have a bookstore (either online or in-house) – instead, provide a list on website (ISBN #'s); 2) possibly change contract with eCampus – more student discounts, add Market Place where students can buy from other students or vendors (used books at a discount); 3) find another vendor. There was a great deal of discussion regarding this complicated issue; and, even if we went to an alternative solution we could end up with many of the same problems that we currently have and will likely end up with new problems, as well. As we evaluate this process, an important consideration from a DRA perspective will be accessibility and universal design.
  - ii. Jenzabar offers the option to attach textbook information to individual class sections.

1. **Task:** Cindy will check on who has the Jenzabar access to be able to put textbook information into the system. She will notify Ryan R. of her findings.
- b. Instructional Council Curriculum Review Calendar and Processes – Ryan Rademacher
  - i. Ken **MOVED** to approve the Instructional Council Curriculum Review Calendar and Processes as presented, with the clarification that the January, 2016 meetings be held only on the 15<sup>th</sup> and 29<sup>th</sup>, live at SCC; **SECOND** by Pat.
    1. Motion **APPROVED** by unanimous vote.
- c. Incomplete Grades – Mark Vest
  - i. Mark gave an overview of this topic and noted that the form/process is not consistently being used throughout NPC. Evidently it is particularly useful if a Faculty member leaves the college and he/she has assigned an “I”. Later this year, either AS Subcommittee or IC will review the form/process and bring a recommendation forward.
- d. IS Division Allocation of Resources – Pat Lopez
  - i. Pat gave an overview of the topic of hiring/keeping an A/V tech. This issue is viewed by many Faculty members as a critical priority of the instructional side of the college. As suggested in the white paper, perhaps a more cost-effective and better solution would be to cross-train campus and center techs and hire more techs, as needed. Discussion followed.
    1. Ken **MOVED** that Pat be allowed to present the white paper to the IS Director, P.J. Way, on behalf of IC; **SECOND** by Ryan J.
      - a. **DISCUSSION** – before presenting the document to the IS Director, it is advisable to present it to the LT Subcommittee.
      - b. Motion **APPROVED** by majority vote.
      - c. Pat **ABSTAINED**.
    - ii. **Task:** Rickey will readdress (with HR) the pay concern (overtime/stipend) for ISW trainings, as it pertains to IS support staff.
    - iii. **Task:** Pat will take the IS Division Allocation of Resources document to the LT Subcommittee. If they support the document, she will then take it to the Director of IS.
- e. Placement: What’s ACRES Got to Do With It? – Ryan Rademacher
  - i. Hopefully within the next couple of months, AS will have a mechanism to present to IC regarding placement (it will likely be a fairly significant change). There was discussion regarding how we handle courses in ACRES (our historical repository), as many will be impacted by the changes. Courses that have the verbiage “satisfactory placement” may not require an ACRES update. No final conclusion was reached.
- f. LEC/LAB – Ryan Rademacher
  - i. There was discussion regarding how we should more accurately define/describe the ways that we offer classes. It is a very complicated topic, which can also involve instructor pay ramifications. More input is needed before anything can be resolved.
  - ii. **Task:** Hallie will add LEC/LAB/Clinical as an agenda item for the next IC Meeting, as “action if needed”.
  - iii. **Task:** Ryan R. will invite the Deans to attend the next IC meeting and bring specific examples of how their Division actually uses LEC/LAB/Clinical terminology and whether or not there are any anomalies.

VII. Other

- a. Proxy Policy – Ryan Rademacher
  - i. Shared governance procedure reads “In the event that an IC member cannot attend a meeting, a proxy may be designated by providing the Chair of the Council with the individual’s name at least five working days prior to the next scheduled meeting”. Please notify Ryan R. and Hallie.

VIII. Adjournment

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

Approved at 09-25-15 IC Meeting