Northland Pioneer College

Instructional Council (IC)

10-23-15

Voting Members Present: John Chapin, 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, Jeremy Raisor and Hallie Lucas (recorder)

Guests: Clover Baum, Jennifer Bishop, Tracy Chase, Peg Erdman, Everett Robinson and Doug Seely

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

I. Roll Call

II. Approval of 10-09-15 IC Minutes – Ryan Rademacher
    a. Ken **MOVED** to approve the IC Minutes of 10-09-15; **SECOND** by Pat.
        i. Motion **APPROVED** by unanimous vote.

III. IC Subcommittees/Task Forces
    a. Academic Standards Subcommittee Report to IC 10-23-15 – Ryan Rademacher
        i. Ryan R. gave an overview of the report. In conjunction with the report he went over the Placement Avenues for NPC document (draft of 10-15-15). The plan is to make recommendations for one year, review to see how the plan is working and then make recommendations for needed adjustments in the placement mechanisms.
        ii. Ken **MOVED** to accept the Academic Standards Subcommittee Report to IC 10-23-15; **SECOND** by Pat.
            1. Motion **APPROVED** by unanimous vote.
    b. Dual Enrollment Subcommittee – no report
    c. Professional Development Subcommittee – no report

IV. Curriculum
    a. ACRES
        i. There was a reminder vote in ACRES.
        ii. BUS 238, BUS 120, BUS 121 – Jennifer Bishop
            1. BUS 120 & 121 are currently 2 lecture, 2 lab. The BUS Department believes that 3 lecture would bring these courses into alignment with actual practice. There were no questions regarding this recommended change.
            2. Jennifer explained that middle managers are more and more being asked to be a part of the budget process and BUS 238 is designed for these students who demonstrate great potential but don't know very much about finance. The plan is to add this course to the BUS Management and Leadership CP. There were no questions regarding this course.

        iii. PHT 102 – Peg Erdman
1. Peg explained that PHT 102 has been on the books for a long time; however, they recognized that it was not loaded correctly; an externship is included in the course.
   a. Discussion followed, and IC recommended the following changes: 1) change externship from 120 hours to 128 hours (which will change the "Total Clinical Contact Hours per Week" to 8); 2) remove the wording in the catalog description "Students must have basic keyboarding skills (approximately 25 words per minute)."
   b. Ryan returned the course in ACRES to the department chair.
        iv. NUR 105
1. Amber explained that the 2013 ASK Assessment requested that a course be developed for NUR students who are not strong in math; therefore, the NUR Department developed a successful 199 course and now would like to give it a number. Discussion followed. Would this course be helpful for NAT students, as well?
b. New Programs - none
c. Program Modifications
    i. CIS AAS, CAS, CP Network and PC Support Request to Proceed – Doug Seely
1. Doug gave overview of the Proposed Modification to the CIS CP Network and PC Support document (dated 10-19-15) and elaborated on the new courses being developed. He noted that they would like to: 1) enhance the existing CP; 2) develop a CAS (where the Internship would be housed); 3) develop an AAS; 4) adjust our program to keep up with changes in technology.
2. Suggestions from IC included: 1) allow math courses of MAT 112 or higher; 2) use standard language proposed by IC for MAT wording.
3. Ken **MOVED** that CIS be allowed to proceed with the CIS AAS, CAS, CP Network and PC Support Program Modification with suggested MAT changes (as noted above); **SECOND** by Rickey.
   a. Motion **APPROVED** by unanimous vote.
d. Program Deletions - none
e. Program Suspensions – none
f. Misc. Curriculum - none

V.   Old Business Not Related to Curriculum
a. Guidelines to Course Forms in ACRES – Janice Cortina
    i. Janice noted that many of the forms being submitted to ACRES have incorrect information (such as effective dates, total contact hours, etc.). In particular, there seems to be some confusion whether or not total contact hours should be calculated on 15 weeks or 16 weeks. Do we need to send these forms back to the department chair when they have incorrect information or do we want Hallie to correct them? Hallie clarified that she never changes anything in ACRES without having permission from the department chair/dean. Discussion included: 1) mode of instructional delivery – in particular hybrid learning; 2) do we need to move away from the indiscriminant use of the word lab?
    ii. **Task**: For the next IC Meeting, Hallie will add an agenda item to review the Guidelines for Course Forms in ACRES (Rev. 12-12-14).

      iii. **Task**: IC members should come to the next IC Meeting with their suggestions for needed changes to the Guidelines for Course Forms in ACRES (Rev. 12-12-14).

   b. Proposed changes to NPC's virtual bookstore – Pat Lopez

      i. Pat gave an overview of the Proposed Changes to the NPC Virtual Bookstore document (draft of 10-16-15). Evidently part of the eCampus contract stated that NPC could not publish the ISBN numbers anywhere and Vicki Bessinger worked with eCampus to get them to strike that language. Discussion included: 1) faculty will have the opportunity to be proactive in providing specific textbook information for students (for instance providing specific book ISBN numbers – instead of ISBN bundle numbers); 2) Vicki currently works off of a spreadsheet and she would likely be fine with including a field for links (provided by faculty); 3) preferred implementation timeline is SP16; 4) training will be needed for Advisers, Front Office Staff, Faculty, SOAR Instructors – possibly at Convocation; 5) current literature, website (handled by Marketing and Public Relations), SOAR booklets (online and printed) and catalog will be affected; 6) a clear process is needed – What has to be changed? – Where does it have to be changed? – What does it have to be changed to? 7) does this need to go through Change Advisory Board or Student Services Coordinators? 8) recommendation will need to go to Dr. Swarthout after Faculty Association has approved – how to proceed from there will be decided; 9) link for students might include "you might find textbook information in your MyNPC course shell".

      ii. Ryan J. **MOVED** to approve the Proposed Changes to the NPC Virtual Bookstore document (draft of 10-16-15) and to send it to Faculty Association for consideration; **SECOND** by Carol.

         1. Motion **APPROVED** by majority vote.

         2. Pat **ABSTAINED**.

      iii. **Task**: Ryan R. will take the Proposed Changes to NPC Virtual Bookstore (draft 10-16-15) document to the Faculty Association to get their feedback. Then he will take the document to Dr. Swarthout.

VI. New Business Not Related to Curriculum

   a. CIE/CLEP/DSST Exams – Tracy Chase

      i. Tracy Chase and Jennifer Bishop attended the Business ATF Meeting last month and were presented with this matrix information for the first time. They were asked to make decisions regarding whether they would or would not accept these various types of testing. Tracy requested ICs input regarding this matter. Discussion followed and it was noted that not only is it complicated, but it is an institutional decision.

      ii. **Task**: Jeremy will bring NPC's existing policy regarding CLEP exams to the 11-20-15 IC Meeting.

      iii. **Task**: Hallie will add CLEP exams as an agenda item for the 11-20-15 IC Meeting.

VII. Other

VIII. Adjournment

   a. Ken **MOVED** the meeting be adjourned; **SECOND** by Ryan J.

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