

Northland Pioneer College

Instructional Council (IC)

10-09-15

Voting Members Present: Janice Cortina, Amber Gentry, Eric Henderson, Ryan Jones, Pat Lopez, Shannon Newman (proxy for Rickey Jackson), 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: Beth Batson, Ruth Creek-Rhoades, Tom Hodgkins and Everett Robinson

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

- I. Roll Call
- II. Approval of 09-25-15 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 09-25-15; **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge (ASK) Subcommittee Report to IC 10-09-15 – Shannon Newman
 - i. Shannon gave a review of the report, and there was discussion regarding the benefits of possibly making Dialog Day mandatory for Faculty.
 - ii. Ken **MOVED** that we accept the ASK Subcommittee Report to IC 10-09-15; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan R. will speak with the Faculty Association today to see if they are agreeable with having a mandatory Dialog Day on the morning of the NPC picnic, with classes being cancelled. He will report his findings back to IC.
 - b. Catalog Review (CR) Subcommittee Report to IC 10-09-15 – Tom Hodgkins
 - i. There was a great deal of discussion about the report, including: 1) if it is added to the course description (in the catalog) which semester a course would likely be offered, would course modifications be needed for each course (catalog descriptions are part of the course form in ACRES)? 2) what about the possibility of doing a 2-year catalog? 3) this is really a scheduling issue and not a curriculum issue; 4) possibly have a table in catalog (or on the website of when courses offered; 5) what should the table look like – how detailed – which courses? 6) table would be useful for Advisers and front office staff.
 - ii. Ken **MOVED** to accept the first recommended change (first bullet point in red) on the report [“If a course has not been offered for the past several years, and the Department has no plans to offer it during the next year, it should not appear in the course catalog for the coming year. It should remain in the course bank, however, if it may be offered during subsequent years.”]; **SECOND** by Carol.

1. Motion **APPROVED** by unanimous vote.
[IMPORTANT NOTE – Recommendation #1 was later REJECTED at 12-11-15 IC Meeting]
- iii. Pat **MOVED** that we assign Deans and Department Chairs the task to create a table indicating when courses will be offered and possibly using the language “occasionally offered” when applicable. Her motion included the rejection of the second recommended change (second bullet point in red) on the report [A note should be added to the end of the course description as to whether the course is normally offered only in the Fall semester, only during Spring semester or is offered during the Fall and Spring semesters. See the course description for CHM 130 below for an example.”]; **SECOND** by Janice.
 1. **DISCUSSION** – should we consider a timetable of completion? Eric presented a chart that might become the basis for the table. Exactly what are the Deans and Department Chairs being asked to do? Ken also showed a draft document of a CON course rollout. Deans and Department Chairs provide scheduling for NPC. Mark gave an overview of planned 2-year scheduling. What are NPC’s summer plans? We are currently dependent upon Faculty to volunteer to teach during summer. This is an incredibly complicated topic.
 2. Pat **RETRACTED** her motion.
- iv. Pat **MOVED** to reject the second recommended bullet (as stated in the motion above, including no change for the catalog and no table); **SECOND** by Ken.
 1. **DISCUSSION** – In the examples (in the report) of recommendations for changes in wording to course descriptions: 1) concern was expressed regarding listing names of outside agency certifications in course descriptions (such as NCCER) (as seen in suggested changes for CON 110); 2) why does CHM 130 suggested course description have prerequisite to the NUR program included?
 2. Motion **APPROVED** by unanimous vote.
- v. Exception Refund Policy (Catalog Change) – Tom Hodgkins
 1. Mark explained that the added verbiage was just an oversight on the Exception Refund Policy that was approved by IC last year.
 2. Ken **MOVED** to approve the Exception Refund Policy (catalog change) revised on 09-22-15; **SECOND** by Amber.
 - a. Motion **APPROVED** by unanimous vote.
- vi. Tom noted that in the 2015-2016 NPC Catalog, CHM 151 includes MAT 121, which is no longer listed in the Catalog. It was noted that the CHM Department Chair needs to create a course modification in ACRES to correct it.
- c. Learning Technology (LT) Subcommittee Report to IC 10-09-15 – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the LT Subcommittee Report to IC 10-09-15. She asked for feedback from IC regarding the sustainability of the Title III EAGLE Grant that ended 09-30-15. Some discussion followed.
 - ii. In conjunction with the general discussion, Mark gave an overview of the Title III Native American Serving Non-Tribal Institutions Grant that we just received, and it will be submitted to the NPC District Governing Board for approval. Some specifics of the grant include: 1) 5 years; 2) 1.8 million dollars; 3) 6 months ago we had ten school districts committed to the project; 4) will hire a project director, who may teach some of the initial courses; 5) we can add two school

districts per year in grant years 2, 3 and 4; 6) will do an equipment refresh in year 5 in as many of the high school district classrooms as we can; 7) will allow us to experiment with Dual Enrollment classes, including hopefully expanding offerings; 8) might allow adult basic education classes in the evenings; 9) hopefully will result in a FTSE benefit.

- iii. Pat **MOVED** to accept the LT Report to IC dated 10-09-15 and approve the recommendation contained therein [LT recommends that email invitations for technology training sessions be expanded beyond the All-Faculty and All-Adjunct Faculty e-mail listings to include Library staff and Campus/Center managers, who assist faculty with using the technology, and Administrative staff who utilize the technology for college business.]; **SECOND** by Carol.
 - 1. Motion **APPROVED** by unanimous vote.

IV. Curriculum

- a. ACRES - Reminder to Vote In ACRES
- b. New Programs - none
- c. Program Modifications
 - i. WLD AAS, CAS, CPs Request to Proceed – Ken Wilk
 - 1. Ken gave an overview of the proposed WLD modification and noted that it will update the curriculum and will move the Certificate of Proficiencies to 3 levels (instead of 2 levels). A discussion and question/answer time followed. Specific suggestions/concerns included: 1) on Level III, there is no wording that Level II must be completed first; 2) look at prerequisites on all courses that will remain, as some courses will be deleted; 3) concern was expressed regarding how some of the new proposed courses are loaded, causing more class time for students; 4) there was serious concern regarding the proposed change from 64 to 67 credit hours for the WLD AAS; 5) Ken believes that the change in credit hours is tied in with the actual amount of time spent on the curriculum rather than NCCER dictating the specific number of hours for the program; 6) IC requests that the WLD Department Chair be present to state their requested changes.
 - 2. Carol **MOVED** that we reject this request to move forward with the WLD AAS, CAS, CPs request to proceed; **SECOND** by Pat.
 - a. **DISCUSSION** – we are basically kicking this back to the WLD Department until they have had time to discuss the considerations that were brought up in today’s meeting, specifically consideration of reducing the total credit hours back down to 64 and examining the question of 3-1 (3 lab hours, 1 cr. hour) or 2-1 (2 lab hours, 1 cr. hour).
 - b. Motion **APPROVED** by unanimous vote.
 - 3. **Task**: Regarding possible changes for the WLD proposal, Eric will send information to Ken with his suggestions.
 - a. **Task**: Once Ken receives Eric’s suggestions for changes to the WLD proposal, he will discuss them with the WLD Department.
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none

V. Old Business Not Related to Curriculum

- a. Course Delivery Methods (CCLE, MCLE, Bld.&Rm. #) – Ryan Rademacher
 - i. A Course Delivery Methods document dated 09-29-15 was presented and it is believed that it reflects the conversation at the last IC Meeting. Ryan R. contacted Deb Myers to see if she had any concerns regarding the proposed changes and she did not raise any concerns. Jeremy also spoke with his office regarding the proposed changes and they expressed concern that the names are too long and will likely be shortened by students. Discussion followed.
 - ii. Eric **MOVED** to adopt the Course Delivery Methods document dated 09-29-15 as presented; **SECOND** by Ken.
 - 1. Shannon **AMENDED THE MOTION** that we adopt the Course Delivery Methods document dated 09-29-15 with the change that Live Course Learning Environment be changed to Stand Alone Learning Environment; **SECOND** by Eric.
 - a. Motion **APPROVED** by unanimous vote.
 - b. Textbook Entry & Jenzabar – Pat Lopez
 - i. Pat gave an overview of the topic and noted that we would like to give our students the opportunity to find out what textbooks they need without having to go through eCampus. The document provided demonstrates how Jenzabar can be used to provide this information. Discussion followed and specific suggested changes to the document include: 1) change the name of the “Description” field to “Notes”; 2) could there be a field for edition?
 - ii. Evidently Jenzabar has the capability of adding more than one textbook per specific course (section).
 - iii. IC is comfortable proceeding in the general direction whereby we have two places book information is available for students – eCampus and a more public place where students can receive all the textbook options available.
- VI. New Business Not Related to Curriculum
- a. Request for VA/SOAR class prefix - VAS099x – Beth Batson
 - i. Beth described the mandatory VA/SOAR class that she and Sandy Manor created, which will include the regular SOAR class and will give our students who receive benefits from the US Department of Veterans Affairs (VA) important information about using their VA benefits at NPC. A considerable amount of discussion followed, and there was concern expressed regarding creating a new prefix.
 - ii. Ken **MOVED** that we accept the recommendation to create a VA/SOAR class prefix – VAS099x.
 - 1. **MOTION DIED** for lack of a second.
 - iii. Discussion continued and it was suggested that we use STU 099x (which is our current SOAR prefix) and change the title to it.
 - iv. Pat **MOVED** to reject the request to create a new prefix; **SECOND** by Ken.
 - 1. Motion **APPROVED** by unanimous vote.
- VII. Other
- a. Guidelines for Course Forms in ACRES
 - i. Once changes are approved that affect the Guidelines for Course Forms in ACRES document, IC gives the Administrative Assistant for Learning permission to reflect those changes in the above mentioned document. Hallie asked for IC’s assistance in knowing when changes are needed.
 - b. IC Membership

- i. Ryan R. noted that John Chapin and Fred Calderon are interested in filling the CTE voting member slot that is available on IC. IC did not prefer one candidate over the other.

VIII. Adjournment

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

Approved by IC 10-23-15