

Northland Pioneer College

Instructional Council (IC)

01-29-16

Voting Members Present: John Chapin, Janice Cortina, Amber Gentry, Amy Grey (proxy for Ken Wilk), Eric Henderson, Rickey Jackson, Pat Lopez, Mike Solomonson (proxy for Ryan Jones) and Mark Vest (proxy for Ryan Rademacher)

Non-Voting Members Present: Cindy Hildebrand, Wei Ma, Jeremy Raisor, Josh Rogers and Hallie Lucas (recorder)

Guests: Jennifer Bishop

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

- I. Roll Call
- II. Approval of 01-15-16 IC Minutes – Mark Vest
 - a. Pat **MOVED** to approve the IC Minutes of 01-15-16; **SECOND** by Rickey.
 - i. Motion **APPROVED** by majority vote.
 - ii. Mike **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee Report to IC 01-29-16 – Amy Grey
 - i. Amy gave an overview of the report. A brief discussion followed.
 - ii. John **MOVED** to approve the Academic Standards Subcommittee Report to IC 01-29-16; **SECOND** by Pat.
 1. Motion **APPROVED** by majority vote.
 2. Janice and Amber **ABSTAINED**.
 - b. Dual Enrollment Subcommittee – no report
 - c. PASS Report to IC 01-29-16 – Josh Rogers
 - i. Josh gave an overview of the report and answered questions.
 - ii. John **MOVED** to accept the PASS Report to IC 01-29-16; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - d. Professional Development Subcommittee – no report
- IV. Curriculum
 - a. ACRES
 - i. MET 242 – Kenny Keith
 1. This course has enough votes in ACRES; there is no need to address it.
 - ii. FRS Courses
 1. There was a considerable amount of discussion about several FRS courses in ACRES (although the concerns are not unique to FRS). See hybrid discussion below.
 2. Eric **MOVED** that we do not approve FRS 110, 130, 132, 202, 207 and return them to the proposer; **SECOND** by Mike.
 - a. **DISCUSSION** – communication to Stuart Bishop may include: 1) in the absence of guidelines or instructions from IC about hybrid

courses, he is free to offer courses in any format he wants as long as they are not developed and offered in an Internet format; 2) in the near future, IC may have specific instructions about hybrid courses, which may involve running the course through a process to allow hybridization.

b. Motion **APPROVED** by unanimous vote.

3. **Task:** Hallie will ask Ryan R. to return the following courses, in ACRES, to the course proposer: FRS 110, 130, 132, 202 and 207. Ryan R. (or Mark) will also provide an explanation (to course proposer) of why the courses are being returned.

b. New Programs - none

c. Program Modifications - none

d. Program Deletions

i. BUS AAS, CAS, CP Retail Management Specialization – Jennifer Bishop

1. Jennifer gave an overview of the proposed program modification and noted that they are trying to enhance the quality of their program. Students who would have been candidates for the Retail Management will be funneled into the Management and Leadership program.
2. Pat **MOVED** to approve the BUS AAS, CAS, CP Retail Management Program Deletion; **SECOND** by Rickey.

a. **DISCUSSION** – there are eight students currently in this degree pipeline, but only two of them have taken classes recently (SP15). No courses associated with this degree will be deleted at this time. Any time we delete a certificate or degree program, we need to provide the Higher Learning Commission with a teach-out plan, including: 1) list of students identified as being in the program; 2) how we are going to notify the students; 3) how we will move the students to a degree completion. The proposer or department chair should contact the office of the Vice President for Learning and Student Services to work out a teach-out plan. [Teach-out instructions also need to be included in the Instructions for Guidelines in ACRES.] BUS 215 will be kept as an option for students. Jennifer noted that BUS 216 was offered during the previous two academic years. NPC will offer classes that will meet the requirements for the Western Association of Food Chains Retail Management Certificate.

b. Motion **APPROVED** by unanimous vote.

3. **Task:** Jennifer Bishop will ask Mark Vest for a template of a teach-out plan. She will then prepare a teach-out plan for BUS AAS, CAS, CP Retail Management Specialization and submit a copy to the Office of the Vice President for Learning and Student Services and the Dean of Career and Technical Education.

e. Program Suspensions – none

f. Misc. Curriculum

i. Hybrid Course Discussion

1. Several of the FRS courses and the ACRES Mode of Instructional Delivery Recommendation (see below) triggered a discussion about hybrid

courses, including: 1) on the course forms, under topics, does there need to be an allocation of what percentage, of a particular topic, should be taught online and what percentage will be face-to-face – OR should this type of designation only be done at the course level? 2) there are scheduling ramifications; 3) replace face-to-face instruction with an online component – some of the contact hours covered only online; 4) hybrid is different than using Moodle as online storage (resources) for a course – not to be confused with an instructional environment; 5) should hybrid courses have to pass some form of a Quality Matters Rubric? 6) when course policies and procedures are approved by IC, there will always be courses that no longer meet the new standards – what do we do with those courses? 7) should the Guidelines (or Instructions) for Course Forms in ACRES include more direction as to how a topic should be defined? 8) do we need to incorporate some of the rules that we are beginning to establish into the Distance Education Guidelines (Learning Technology Subcommittee would need to be involved and the NPC President would need to approve); 9) in the absence of a clear differentiation between a live course and a hybrid course, it is essentially left up to the Dean how they want to schedule a course.

ii. ACRES Mode of Instructional Delivery Recommendation Draft 01-25-16 – Pat Lopez and Janice Cortina

1. There was a great deal of discussion regarding modality.
2. John **MOVED** to table the recommendation, pending the following revisions:
 - a. **all** ACRES forms that contain Mode of Instructional Delivery will have the same choices
 - i. the Individualized box will be removed from the X99 Course Form (under Mode of Instructional Delivery)
 - b. the modified choices under Mode of Instructional Delivery will be:
 - i. ~~Traditional~~ Live Classroom Instruction
 - ii. Hybrid
 - iii. Internet with Live Lab
 - iv. Internet Class
 - v. Laboratory
 - vi. Other: Specify
 - c. the Guidelines (Instructions) for Course Forms in ACRES will include a brief description of what each modality means
 - i. **SECOND** by Mike.
 1. **DISCUSSION** – clarification is needed to clearly define Traditional Classroom Instruction.
 2. Eric made a **FRIENDLY AMENDMENT** (and John accepted the amendment) to change Traditional Live Classroom Instruction to Live Classroom Instruction; **SECOND** by Mike.
 - a. **DISCUSSION** – the definitions of hybrid from the Higher Learning Commission

- and Quality Matters are not the same and they are evolving.
 - b. Motion **APPROVED** by majority vote.
 - c. Janice and Pat **ABSTAINED**.
 - 3. IC members were encouraged to read the Distance Education Guidelines and determine if changes need to be made.
 - 4. There is a link on the MyNPC Instructional Council Group which tracks which courses have been approved by Quality Matters Rubric.
 - 5. **Task:** Pat and Janice will revise their ACRES Mode of Instructional Delivery Recommendation and incorporate suggested changes as discussed in today's IC Meeting. They will bring it back to our next IC Meeting for approval.
- V. Old Business Not Related to Curriculum
 - a. Competency Based Education – Mark Vest (Ken Wilk's Notes from 12-07-15)
 - i. Pat **MOVED** to table the Competency Based Education discussion; **SECOND** by Amber.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Amy **ABSTAINED**.
 - ii. **Task:** Hallie will notify Ken Wilk and Carol Stewart to be prepared to lead the competency based education discussion at the next IC Meeting.
- VI. New Business Not Related to Curriculum
 - a. Catalog Changes Recommendation 01-25-16 – Jeremy Raisor
 - i. Jeremy gave an overview of the changes. Discussion followed.
 - ii. Pat **MOVED** to accept the proposed changes with the following modification: add to first paragraph – “Credits awarded through **the following National Examinations:**” ... Jeremy is responsible for making the modification and giving the amended version to Hallie; **SECOND** by Eric.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Catalog Changes Informational 01-25-16 – Jeremy Raisor
 - i. Jeremy gave an overview of the document and mentioned that they are simply clarifying actual practice.
- VII. Other
 - a. Learning Contracts
 - i. Mark noted that there are several issues regarding Learning Contracts that we need to clean up, including: 1) how do we guarantee that we only do as few as possible? 2) process; 3) pay.
 - b. **Task:** At the next Executive Team Meeting, Mark will try to get the date of the NPC picnic, and he will notify Mike Solomonson, Chair of the Assessment of Student Knowledge Subcommittee.
- VIII. Adjournment
 - a. John **MOVED** the meeting be adjourned; **SECOND** by Mike.
 - i. Motion **APPROVED** by unanimous vote.