

Northland Pioneer College
Instructional Council (IC)
03-11-16

Voting Members Present: John Chapin, Janice Cortina, Peg Erdman (proxy for Amber Gentry), Eric Henderson, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk
Non-Voting Members Present: Cindy Hildebrand, Wei Ma, Jeremy Raisor, Josh Rogers, Mark Vest and Hallie Lucas (recorder)
Guests: Clover Baum, Kathy Patikan (NUR leadership student), Everett Robinson and Mike Solomonson

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

- I. Roll Call
- II. Approval of 02-26-16 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 02-26-15 with the correction under Academic Standards that “Amy gave an overview” (instead of Pat); **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. ASK Subcommittee Report to IC 03-06-16 – Mike Solomonson
 - i. Mike gave an overview of the report.
 - 1. Ken **MOVED** to accept the ASK Subcommittee Report to IC 03-06-16;
SECOND by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric and Carol **ABSTAINED**.
 - b. Catalog Review – no report
 - c. Learning Technology – no report
- IV. Curriculum
 - a. ACRES
 - i. IMO 211, 212 and 213 had enough votes in ACRES to move them forward.
 - ii. Met 100 had enough votes in ACRES to move it forward.
 - iii. CIS 103, 141, 168, 190, 200 had enough votes in ACRES to move them forward.
 - iv. All Courses Remaining in ACRES – There were none.
 - b. New Programs - none
 - c. Program Modifications
 - i. MET AAS, CAS, CP: Industrial Electrical, Motors & PLC’s; Industrial Mechanics and Fluid Power; Electrical and Instrumentation – Draft 03-04-16– Kenny Keith
 - ii. Ken **MOVED** to approve the MET AAS, CAS, CP Draft 03-04-16: Industrial Electrical, Motors & PLC’s; Industrial Mechanics and Fluid Power; Electrical and Instrumentation; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
 - d. Program Deletions - none

- e. Program Suspensions – none
- f. Misc. Curriculum
 - i. ACRES – Mode of Instructional Delivery Recommendation Draft 03-04-16 – Pat Lopez
 - 1. Pat gave an overview of the document and noted that the only changes, from the previous draft, are in the definitions and guidelines. The main request is to change the fields on the ACRES form, as presented in this document. The definitions and guidelines will ultimately be addressed in the Guidelines (Instructions) for Course Forms in ACRES document. A lengthy discussion followed, and main considerations were: 1) under number 5, insert a bullet point – “In rare cases, Internet labs may be considered, but proposer should be prepared to make a strong argument to IC”; 2) there are differences in opinions as to what constitutes homework versus what constitutes a lab; 3) reword second bullet point under number 5 to - “Do not check this box if the course is intended to be scheduled in a multi-course learning environment (MCLE) if it does not include actual hands-on work”; 4) it is important to decouple the MCLE (a learning environment) with laboratory (a mode of instructional delivery).
 - 2. Ken **MOVED** to allow Wei Ma to change course form fields, as presented in the ACRES – Mode of Instructional Delivery Recommendation Draft 03-04-16, without accepting the definitions and guidelines included in the document. **SECOND** by John.
 - a. Motion **APPROVED** by majority vote, with one **NAY**.
 - b. Janice and Pat **ABSTAINED**.
 - ii. New Course Form in ACRES:
 - 1. Sustainability field: Does it need to be retained? Does it need to be enforced? If so, how? – Pat Lopez & Janice Cortina
 - a. Eric provided a little history regarding this field and stated that it was an effort to integrate concepts of sustainability into curriculum. Ken described ways in which he incorporates sustainability into some CON curriculum. It is commendable that, in all aspects of what the college does, we take sustainability into consideration; however, for the most part, this field is ignored.
 - 2. Attachment field: Can IC members provide examples of attachments? – Pat Lopez & Janice Cortina
 - a. Examples of attachments were identified: 1) Word catalog strike-through document, for all program forms; 2) new program feasibility study; 3) program deletion teach-out plan.
 - b. It is NOT recommended that a syllabus attachment be required.
 - iii. Credit Hour Calculations When it Doesn't Equate to a Whole Number – Pat Lopez
 - 1. Pat raised the question whether or not the practice of rounding down (when credit hour calculation does not equate to a whole number) should be included in the Guidelines (Instructions) for Course Forms in ACRES. Is this something that needs to be included in best practices? Should you ever have a course with only one lab hour per week?

2. Ken **MOVED** to invite Dean Belknap to next IC Meeting to discuss “Credit Hour Calculations When it Doesn’t Equate to a Whole Number”; **SECOND** by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. Pat and Eric **ABSTAINED**.
- V. Old Business Not Related to Curriculum
 - a. Cambridge International Exam – Josh Rogers
 - i. Josh noted that the universities have now decided to accept Cambridge International Exams, for the most part. Discussion followed, and some IC members believe that this should be decided at the ATF level.
- VI. New Business Not Related to Curriculum - none
- VII. Other
 - a. College Council – Need IC Representative for April 2016 – Ryan Rademacher
 - i. Ken agreed to give the IC Report at the College Council Meeting on 4-08-16, 2:00 p.m., Video 1.
 - b. IC Meeting 05-13-16 – Ryan Rademacher
 - i. IC will wait to decide whether or not we will have an IC Meeting on 05-13-16, which is tentatively scheduled.
 - c. Charges to IC Subcommittees – Ryan Rademacher
 - i. Ryan asked that IC members begin thinking about charges for the IC subcommittees for 2016-2017.
- VIII. Adjournment
 - a. Pat **MOVED** the meeting be adjourned; **SECOND** by Ken.
 - i. Motion **APPROVED** by unanimous vote.

Approved by IC 03-25-16