

Northland Pioneer College

Instructional Council (IC)

04-08-16

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: Cindy Hildebrand, Wei Ma, Stan Pirog, Jeremy Raisor, Josh Rogers, Mark Vest and Hallie Lucas (recorder)

Guests: Ruth Creek-Rhoades, Amy Grey, Everett Robinson and Mike Solomonson

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

- I. Roll Call
- II. Approval of 03-25-16 IC Minutes
 - a. Ken **MOVED** to approve the IC Minutes of 03-25-16; **SECOND** by Carol.
 - i. Motion **APPROVED** by majority vote.
 - ii. Janice **ABSTAINED**.

III. IC Subcommittees/Task Forces

- a. Academic Standards Subcommittee
 - i. Procedure 2625 Draft 04-01-16 – Amy Grey
 1. Ryan R. said that the proposed changes to Procedure 2625 only apply to the academic misconduct portion of the procedure; and, for the most part, the proposed changes are new. Amy stated that the new form “Northland Pioneer College Report for Academic Misconduct Violations” will be used to report academic misconduct violations.
 2. Discussion and/or suggested changes to the procedure/reporting form included: 1) under III, b, this wording is important because it underscores the value of teaching students about scholarly integrity; 2) some schools basically have zero tolerance for plagiarism; 3) Office of the Vice President for Learning and Student Services (VPLSS) keeps records of academic misconduct; 4) reporting form should include a distribution list of VPLSS, student, faculty member; 5) identifying plagiarism is a complex and complicated process – students sometimes get contradictory information from various instructors; 6) there seemed to be some agreement that more serious sanctions become an institutional issue for the hearing panel and the VPLSS; 7) there was some discussion about adding a step where faculty member would contact the VPLSS prior to imposing sanctions; however, we do not want to put a process in place that people will not follow; 8) the use of the reporting form communicates to the student that this is serious; 9) there was discussion about the clause “possibly jeopardize future employment and educational opportunities” and there was some

differences in opinions whether or not this should be included in the procedure – could it be added to the report form? 10) under step III, consider what happens if a non-faculty member catches the violation – possibly add something like “if any member of the college community identifies academic misconduct, it is their responsibility to report it to the faculty member” 11) under III, a, i, 1 – should this section include “within 30 days of the incident”? 12) under III, c, i – who provides form to student? – also change word “should” to “must” 13) there was discussion about plagiarism boot camp and how effective/ineffective it is – the library staff is happy to provide “in classroom” trainings; 14) the link on the reporting form should be changed to procedure 2625.

3. Ken **MOVED** to have Amy Grey and Ryan Rademacher revise Procedure 2625 Draft 04-01-16, according to today’s discussion; **SECOND** by Janice.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. NPC Report for Academic Misconduct Violations Draft 04-01-16 – Amy Grey
 1. Ken **MOVED** to have Amy Grey and Ryan Rademacher make changes to the NPC Report for Academic Misconduct Violations Draft 04-01-16, as discussed in today’s meeting; **SECOND** by Janice.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan R. will contact Amy regarding needed changes to Procedure 2625, as discussed in today’s IC Meeting.
 - b. Assessment of Student Knowledge Subcommittee – no report
 - c. Catalog Review Subcommittee – no report
 - d. Learning Technology (LT) Subcommittee Report to IC Draft 04-04-16 – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report, including the two recommendations contained therein. Discussion followed.
 - ii. Ken **MOVED** to send the first recommendation back to LT to consider the “lecture” wording.
 1. Ken **AMENDED** his motion to approve the first recommendation as amended: “To clarify how to label courses that are more than 50%, but not 100% online, LT recommends that NPC defines a Hybrid course as ‘A Stand Alone course in which 25% -75% of the course *lecture instruction and interaction* is delivered online through the internet, e-mail, or other electronic sources.’”; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. Ken **MOVED** to approve the second recommendation: “add wording to Distance Education and Best Practices Guidelines encouraging students take the ICT 095 for hybrid courses, at the instructors’ discretion or adviser recommendation”; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - e. IC Subcommittee Charges/Review Quantity & Composition (Proposed Subcommittee Charges for 2016-2017 and Subcommittee Compositions Draft 03-29-16) for Academic Standards, Assessment of Student Knowledge and Learning Technology – Ryan Rademacher
 - i. Academic Standards (AS)

1. Ken **MOVED** to give Academic Standards their charge as stated in the IC Proposed Subcommittee Charges for 2016-2017 and Subcommittee Compositions Draft 03-29-16; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 2. The subcommittee composition will remain as stated on the above mentioned document with the following exception: Sandy Manor, the Disability Resources Coordinator will no longer be able to serve on this committee. If AS decides to replace her position on the subcommittee, they will bring a recommendation back to IC for consideration.
- ii. Assessment of Student Knowledge (ASK)
1. Ken **MOVED** to give Assessment of Student Knowledge their charge as stated in the IC Proposed Subcommittee Charges for 2016-2017 and Subcommittee Compositions Draft 03-29-16; **SECOND** by Carol.
 - a. Motion **APPROVED** by unanimous vote.
 2. Regarding the subcommittee composition:
 - a. ASK will give a recommendation to Mark Vest for a faculty member to fulfill the vice-chair position.
 - b. After discussion about the wording of the chair and vice-chair the following was decided:
 - i. The second bullet point will change to “A vice-chair will be selected by the subcommittee to serve a 2 year term.”
 - ii. The first bullet point we will remove the language about IC having to ratify the appointment and the position being appointed by the VPLSS.
- iii. Learning Technology (LT)
1. Ken **MOVED** to submit charges to LT as stated in the IC Proposed Subcommittee Charges for 2016-2017 and Subcommittee Compositions Draft 03-29-16 and add an additional charge that subcommittee will have a discussion whether or not hybrid courses need to be evaluated by Quality Matters and will report back to IC; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 2. Regarding composition, IC agreed that Hallie can add the language that the Library Services representative and the Information Services representative will be voting members.

IV. Curriculum

- a. ACRES
 - i. HES 103 – Due to a technical glitch with ACRES, IC needs to vote on this course as soon as it reaches IC level.
- b. New Programs - none
- c. Program Modifications - none
- d. Program Deletions - none
- e. Program Suspensions – none
- f. Misc. Curriculum
 - i. ACRES Forms – Proposed Changes Draft 04-04-16 – Pat Lopez and Janice Cortina
 1. Needed changes to the proposed form include: 1) 1st sentence should read “four classes” (instead of five classes); 2) the numbers of the Mode of Instructional Delivery (for New Course Form and Course Modification

Form) should be changed to 1 thru 5; 3) the numbers on the Mode of Instructional Delivery (for X99 Course Form) should be changed to 1 thru 5.

2. Ken **MOVED** to accept the ACRES Forms – Proposed Changes Draft 04-04-16, including the minor changes stated above; **SECOND** by Carol.
 - a. Motion **APPROVED** by majority vote.
 - b. Janice & Pat **ABSTAINED**.

V. Old Business Not Related to Curriculum

- a. Instructional Council Curriculum Review Calendar 2016-2017 Draft 03-29-16 – Ryan Rademacher
 - i. Ken **MOVED** to accept the Instructional Council Curriculum Review Calendar 2016-2017 Draft 03-29-16, **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.

VI. New Business Not Related to Curriculum

- a. Strategic Priority Recommendations from IC – Mark Vest
 - i. Mark asked IC to discuss and provide any items that they would like SPASC to consider (for future planning) before IC adjourns for the year. Items should be submitted to Mark Vest and Randy Hoskins.
- b. Procedure 2125 Draft 03-25-16 – Ryan R.
 - i. Ken **MOVED** to approve the Procedure 2125 Draft 03-25-16; and, in addition, change the following (under Standing Subcommittees): 1) remove NAVIT; 2) “IC may create **and disband** such standing....”; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.

VII. Other

- a. IC Chair for 2016-2017 – Ryan Rademacher
 - i. Pat **MOVED** to keep Ryan Rademacher as IC Chair for 2016-2017; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
 2. Mark suggested that IC might consider for the future that the IC Chair be designated for two or three years, so that the IC Chair does not constantly feel like they are in training.

VIII. Adjournment

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