

Northland Pioneer College
Instructional Council (IC)
12-11-09

Voting Members Present: Mark Vest (Chair), Doug Seely, Cynthia Hutton, Debra McGinty, Ruth Zimmerman, Eric Henderson, Kenny Keith, Shannon Newman, Sandra Johnson
Advisory Members Present: Trudy Bender, Cindy Hildebrand, Jake Hinton, Russell Dickerson (recorder)
Guests: Ryan Jones, Gary Mack, Brenda Manthei

- I. Approval of 11-13-09 IC minutes
 - a. Debra moved to approve the 11-13-09 IC minutes as presented; second by Shannon.
 - b. 11-13-09 IC minutes approved unanimously.
- II. Subcommittee reports
 - a. Assessment of Student Knowledge (ASK)
 - i. Eric reported that ASK met on 12-10-09. Written report posted on MyNPC for IC member review.
 - ii. Eric reminded members that Reading Day is scheduled for 02-12-10. Eric requested that IC members talk to their departments to assess fall 2009 artifact collection efforts and to formulate plans for action concerning artifacts from the spring 2009 semester.
 - iii. Debra noted that the October 2009 minutes reflected a deadline for the presentation of an outline for continued investigation of general education outcomes. Eric reported that ASK will continue to focus on Humanities and Social and Behavioral Sciences to look at critical inquiry, effective communication this year, then move on to scientific inquiry and quantitative reasoning next year. Eric reported that ASK would like to include plan formulation in Dialog Day discussions in order to get more faculty input.
 - iv. Doug moved to accept the 12-11-09 ASK subcommittee report; second by Ruth. The 12-11-09 ASK was accepted unanimously.
 - b. Learning Technologies (LT)
 - i. Gary reported that the subcommittee is not sure of the composition for the Internet review committee. Gary listed two members of the LT subcommittee and the Educational Technology faculty member as possibilities. Gary asked for clarification as to the role of deans and departments. Mark confirmed that the Internet review committee would be responsible for reviewing existing and new courses.
 - ii. Process: new Internet courses would be presented to the review committee and evaluated using an established checklist. The LT subcommittee would forward new Internet course recommendations to IC indicating whether it is suitable to be offered. With technical issues addressed, IC would then go through the standard new course approval process that includes evaluation of course content.
 - iii. Susie Acton will generate a list of issues related to multifunction printing devices and the LT subcommittee will bring them to the next IC meeting.
 - iv. Idea: faculty web server for faculty websites that would be controlled and maintained by faculty.
 - v. Doug expressed concern over faculty going in many different directions regarding planning for faculty special skills trainings/workshops and asked that there be some sort of central coordination. Shannon agreed that the college has many in-house experts and that there is a

need for coordination of effort and the establishment of consistent guidelines for offering training and compensation of presenters and participants.

- vi. Debra suggested that Employee Relations (subcommittee to College Council) work, done in conjunction with the IC Professional Development subcommittee be reported to College Council with notification that information generated will be handled by IC.
 - vii. Trudy will send Technical Literacy guidelines to IC for distribution to the LT subcommittee, the course review committee and eventually, the new Ed Tech person.
 - viii. Sandy moved to accept the LT subcommittee report as presented; second by Shannon. The 12-11-09 LT subcommittee report was accepted unanimously.
- c. Placement
- i. Brenda reported that the Placement subcommittee had its initial meeting on November 20, 2009 with 3 of 6 members in attendance. The group reviewed its charge and divided up responsibilities among members. The Placement subcommittee will meet next on December 18, 2009.
 - ii. Review and possible changes to cut scores: registration for the fall 2010 semester begins in April. All Placement subcommittee recommendations must be submitted to IC no later than February 26, 2010 for fall implementation. IC members agreed that a piecemeal approach to adjusting cut scores is acceptable given some departments may have success data before others.
 - iii. Kenny moved to accept the Placement subcommittee report as presented; second by Doug. The 12-11-09 Placement subcommittee report was accepted unanimously.
- d. Professional Development
- i. Ryan reported that one Professional Development application was denied due to travel restrictions and lateness of submission.
 - ii. Ryan reported that the subcommittee has contacted the deans and requested assistance in identifying possible professional development needs.
 - iii. Ryan reported that the major issue is compensation. Shannon agreed that the staff development model is outdated and should be revised, perhaps with help from Peggy Belknap.
 - iv. Compensating instructors at the current overload rate for a one-half or 1 credit hours course would allow for abundant professional development through the end of the academic year, based upon current funds available.
 - v. Mark suggested that Ryan use Open Space time at convocation to pull together faculty from across the college for a discussion of in-house professional development. Cindy Blodgett was identified as a knowledgeable professional development resource.
 - vi. Does IC want to have oversight of subcommittee funding decisions? IC members agreed that it was up to the subcommittee to review applications and make recommendations that can be forwarded to the VPL for approval.
 - vii. Information to be collected to ensure consistent, quality training: location, course cap, procedure for booking rooms and equipment, outcomes, attendee list, objectives. Information should be turned into Human Resources as well as course surveys. Trudy suggested that an annual report is required for accreditation purposes.
 - viii. Eric suggested that the subcommittee issue a statement regarding use of a substitute instructor by faculty who choose to pay for and attend conferences and other professional development activities. The deans, who should be notified by the faculty member, should then notify the subcommittee that a faculty member is engaged in a professional development activity. This information would then be incorporated into professional development activity reporting. Mark

to email the deans with a summary of the process for reporting faculty activities to the Professional Development subcommittee.

- ix. Shannon moved to accept the 12-11-09 Professional Development report as presented; second by Doug. The 12-11-09 Professional Development subcommittee report was accepted unanimously.
- e. Business Plan Task Force
 - i. Report posted to IC MyNPC for IC member review. Debra reviewed the draft business plan outline.
 - ii. Suggested additions: locations; inclusion of the list of courses (and credit hours) within a program.

III. Curriculum

- a. Operations/Maintenance hybrid Certificate of Proficiency
 - i. Kenny clarified that the proposed program modification calls only for a new ITP Operations/Maintenance CoP consisting of existing coursework. The proposed CoP consists of ITP 210 (6 cr.), ITP 211 (6 cr.), ITP 201 (4 cr.), ITP 230 (6 cr.) and ITP 231 (6 cr.) totaling 28 credit hours.
 - ii. Ruth moved to approve the 28 credit ITP CoP as clarified and presented; second by Eric. The new ITP Operations/Maintenance Certificate of Proficiency was approved unanimously.
- b. ACRES curriculum
 - i. Administration of Justice Studies
 - 1. Eric notified IC members that he will propose the deletion of the Parks and Recreation Management (REC), Tribal Court Advocacy (TCA) and Heritage Preservation (HPP) programs and that the deletions will require changes to the AJS program.
 - 2. Simplest approach: eliminate all the AJS areas of specialization and make it look more like a typical AJS-AAS degree. Eric added that should the Law Enforcement Academy become a reality, the AJS-AAS would probably have to be revised again.
 - 3. Eric reported that he would like to move forward with AJS revisions regardless of Law Enforcement Academy because of changes necessitated by the program deletions listed above.
 - 4. Eric reported very low student program enrollment and degree completion since 2004. AJS is offered as Dual Enrollment which is largely offered at a single high school.
 - 5. Shannon moved to table the AJS program and related course modifications until the January 22, 2010 IC meeting; second by Sandra. Motion to table AJS program and related course modifications approved unanimously.
 - ii. Emergency Medical Technician
 - 1. Internet connectivity issues and lack of ACRES voting quorum.
 - 2. TASK: IC members are to go into ACRES between now and Christmas recess and provide comments (votes) and Mark will move curriculum along. Russell will check ACRES and put stragglers on next IC agenda.
 - iii. Parks and Recreation Management
 - 1. Eric suggested that REC changes not be acted upon until AJS is addressed.
 - 2. Upon review of ACRES comments, it was determined that there were enough votes to approve the deletion of the six REC core classes (REC 120, 150, 210, 220, 285 and 290) as well as the proposed REC AAS program deletion. Mark to sign off as VPL.
 - 3. Eric will bring HPP and TCA program and course deletions to IC at the January 22, 2010 meeting.

IV. Old business not related to curriculum

a. 3035 form revision: sustainability marker.

- i. Sandra reported that on 12-04-09, the NPC Faculty Association passed a resolution and recommend that the NPC course outline form (3035) include a sustainability marker that indicates whether a course has a sustainability component. The marker is to be included on course outlines for new courses and any existing courses that are revised. The inclusion of a sustainability component in courses is optional. The Faculty Association recommendation also called for a definition of sustainability to be included in the sustainability marker language included on course outline forms.
- ii. Trudy and Sandra added that sustainability marker language presented to IC should be amended to include Yes and No checkboxes and a line to read *If yes, please explain*. Sandra explained that the inclusion of the marker would be for the benefit of those instructors who already incorporate sustainability components in coursework, would raise sustainability awareness in general and would serve to solidify a definition of sustainability over time. Clarification: the marker will show sustainability components in course content.
- iii. Eric explained that the literacy and critical inquiry and the racial/ethnic gender awareness components listed on the current form have long-standing histories involving the AGEC and serve to show how the components are embedded in NPC general education courses. Eric asked what will the completion of the proposed sustainability marker show.
- iv. Placement of the marker on the 3035 form: Mark suggested that the marker, as a simple checkbox, could be placed on the *Check all that apply* line (new, revision, vocational, etc.). Doug explained that faculty wanted the marker to be down by the *Learning Components* section so that a definition of sustainability could be included. Trudy added that the marker will allow the college to report on the number of courses with sustainability components as required by the President's Climate Commitment agreement.
- v. Doug moved to approve inclusion of the sustainability marker on the 3035 form (before course outcomes), as recommended by faculty, presented to and discussed and amended by IC; second by Kenny. The inclusion of the sustainability marker was approved by a majority affirmative vote and a single vote against by Eric.

V. New business not related to curriculum

- a. Late registration recommendation from the VPL and the Deans to modify language pertaining to late course registration.
 - i. Proposed language: *Beginning the third week of the semester, instructor and dean permission is required to add any closed entry class that has already started.*
 - ii. Current language: only requires instructor permission beginning the third week of class.
 - iii. Eric explained that some students have enrolled, with instructor permission, as late as the 13th or 14th week of the semester and have then faulted the instructor for not being able to complete a 16 week course in the last few weeks of a semester. Debra added that it is helpful for the deans to be aware of late registrations so as to be able to avoid registration related problems that require the creation of new sections or other adjustments to student enrollment.
 - iv. What happens if the instructor and dean disagree on a late registration? The dean has the final word. Should a particular registration become controversial, the instructor, dean and VPL would discuss and resolve the matter.
 - v. Given the relatively small number of late registration problems, is it necessary to change the current policy? Some faculty IC members expressed concern over a possible loss of instructor autonomy.

- vi. Mark explained that in late registration cases where class capacity is an issue, the current system requires dean approval of capacity overrides. The proposed language would extend dean approval for all late course adds.
 - vii. Debra added that the proposed change would serve to protect faculty, ensure program integrity and to acknowledge that a student will not be able to learn everything they need to when adding a course well into the semester.
 - viii. Eric moved to approve the revised late registration language as presented; second by Cynthia. The motion to modify late registration language was approved by a majority vote consisting of 5 affirmative votes, two votes against and a single abstention.
- b. Test monitoring at NPC
- i. IC members reviewed materials provided by Trudy.
 - ii. Trudy expressed the need to get people together to discuss computer testing, testing for non-NPC students and multifunction printing devices.
 - iii. How does IC want to proceed with addressing testing issues?
 - iv. Proposed group to look at testing issues: A/V instructor, Internet instructor, library staff from WMC and an administrator.
 - v. Debra moved that IC authorize Trudy to form an ad hoc group to address, evaluate, review and make testing recommendations that are to be returned to IC on February 12, 2010; second by Ruth. Motion to form an ad hoc testing group was approved unanimously.
 - vi. Fees must be addressed at the January 22, 2010 IC meeting for incorporation into fee schedule that will go to the Board for approval in March.
 - vii. Trudy announced that the libraries at SPE and STJ are being removed. The two Apache County center will still have complete library services, just no permanent collection of books.

VI. Other?

- a. Graduation requirements
- i. Credit earned with a letter grade of D may only be applied to a degree as unrestricted elective credit.
 - ii. Issue: various college publications classify D credit in different ways. Some indicate that D is a passing grade while others classify D work as unsatisfactory and imply that it is not a passing grade.
 - iii. Eric believes that this is an academic integrity issue and should be reviewed by a group like IC from time to time. Is there interest in reviewing this issue for either the 2010-2011 catalog or the following year?
 - iv. Eric to send out a list of discussion points to IC members. After discussions with departments and some reflection, the issue may be discussed at future IC meetings.

Doug moved to adjourn the meeting; second by Cynthia. Meeting adjourned.

Next meeting: January 22, 2010, live meeting at SCC.