

Northland Pioneer College

Instructional Council (IC)

04-22-16

Voting Members Present: John Chapin, Janice Cortina, Amy Grey (proxy for Carol Stewart), Eric Henderson, Susan Jamison (proxy for Amber Gentry), Ryan Jones, Pat Lopez, Ryan Rademacher, Doug Seely (proxy for Rickey Jackson) and Ken Wilk

Non-Voting Members Present: Cindy Hildebrand, Mark Vest and Hallie Lucas (recorder)

Guests: Jason LaBute and Everett Robinson

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

- I. Roll Call
- II. Approval of 04-08-16 IC Minutes
 - a. Ken **MOVED** to approve the IC Minutes of 04-08-16; **SECOND** by John.
 - i. Motion **APPROVED** by majority vote.
 - ii. Doug **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards – no report
 - b. Dual Enrollment – no report
 - c. PASS – no report
 - d. Professional Development Subcommittee Report to IC Draft 04-18-16 – Ryan Jones
 - i. Ryan J. gave an overview of the report.
 - ii. Ken **MOVED** to accept the Professional Development Subcommittee Report to IC Draft 04-18-16; **SECOND** by Doug.
 1. **DISCUSSION** – there are important connections between keeping current levels of professional development funding as it relates to current revisions being proposed to Procedure 2970.
 2. Motion **APPROVED** by unanimous vote.
 - e. IC Subcommittee Charges/Review Quantity & Composition (2016-2017) for Dual Enrollment and Professional Development – Ryan Rademacher
 - i. Dual Enrollment (DE)
 1. John **MOVED** to give Dual Enrollment their charge as stated in the IC Proposed Subcommittee Charges for 2016-2017 and Subcommittee Compositions Draft 03-29-16 and ask Ken to disseminate the information; **SECOND** by Eric.
 - a. **DISCUSSION** – there was a brief discussion about “consistency of academic advising”.
 - b. Motion **APPROVED** by majority vote.
 - c. Ken **ABSTAINED**.
 2. Pat **MOVED** to change the composition of the Dual Enrollment Subcommittee to 6 Faculty members - 2 from Arts & Sciences (A&S), 2

from Career and Technical Education, 1 from Nursing & Allied Health, 1 from Education/College & Career Preparation; **SECOND** by Doug.

- a. Motion **APPROVED** by majority vote.
- b. Ken **ABSTAINED**.

3. Mark reported that we have a verbal acceptance of an offer for the Title III Project Director; hopefully, the person will start 06-01-16.

ii. Professional Development (PD)

1. Doug **MOVED** to give Professional Development their charge as stated in the IC Proposed Subcommittee Charges for 2016-2017 and Subcommittee Compositions Draft 03-29-16; **SECOND** by Ken.

- a. Motion **APPROVED** by unanimous vote.

2. The composition of PD is fine, as listed.

IV. Curriculum

- a. ACRES - none
- b. New Programs - none
- c. Program Modifications - none
- d. Program Deletions - none
- e. Program Suspensions – none
- f. Misc. Curriculum

i. Instructions for Course Forms in ACRES Draft 04-18-16– Pat Lopez and Janice Cortina

1. Pat gave a summary of the changes to this document, including: 1) cleaned up formatting, punctuation and grammar; 2) provided tighter definitions; 3) supplied instructions for every field on each form; 4) changed the order; 5) made the document more user-friendly.
2. A strike-through document was not provided, because there were massive changes from the previous document.
3. Going forward, IC plans to require that all incoming forms in ACRES meet the standards set in this document.
4. Ryan R. will send the document out to the Faculty early this Fall and we will make sure the document is visible in MyNPC.
5. Ken **MOVED** to accept the Instructions for Course Forms in ACRES Draft 04-18-16; **SECOND** by Doug.
 - a. Motion **APPROVED** by majority vote.
 - b. Pat and Janice **ABSTAINED**.
6. **Task:** Ryan R. will send a copy of the Instructions for Course Forms in ACRES to Ruth Creek-Rhoades so that the Learning Technology Subcommittee can make sure that the language contained therein lines up with the Distance Education Guidelines.

V. Old Business Not Related to Curriculum

- a. Strategic Planning Recommendations from IC – Ryan Rademacher
 - i. Items that IC would like the Strategic Planning and Accreditation Steering Committee to consider (some already under consideration) include: 1) child care; 2) transportation; 3) more money to the libraries – possibly giving students the opportunity to check out laptops.
 - ii. A brief, general discussion followed.

VI. New Business Not Related to Curriculum

- a. Curriculum Specialist for Faculty – Ryan Jones

- i. There was a considerable amount of discussion about the possibility of having a Faculty Curriculum Specialist, possibly as early as next year. It was noted that every other college/university in the State has at least one, even if it is only a part-time person. This specialist would assist with curriculum development in a variety of ways, including making sure it aligns for transfer credit (if applicable). IC agreed that this is a good idea, but nothing definite was decided.
- b. Procedure 2125 Draft 04-18-16– Ryan Rademacher
 - i. Ryan noted that this revision will provide specific language regarding a minimum amount of time an IC Chair should serve.
 - ii. Ken **MOVED** to approve Procedure 2125 Draft 04-18-16; **SECOND** by Ryan J.
 - 1. **DISCUSSION** – the verbiage “or three” (regarding the minimum amount of time a Chair would serve) needs to be removed.
 - 2. Ken **AMENDED** his motion to approve Procedure 2125 Draft 04-18-16 with the revision to strike the verbiage “or three”; **SECOND** by Ryan J.
 - a. **DISCUSSION** – in the last sentence of the draft, an IC member really prefers the word “dissolve”, instead of “disband”; however, no change was made to the proposed document.
 - b. **AMENDED** motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan R. will send a recommendation to Dr. Swarthout regarding the changes that IC proposes for Procedure 2125.

VII. Other

- a. Assessment at NPC Catalog Language
 - i. Everett noted that the Assessment at NPC language in the 2015-2016 NPC Catalog, pages 60-61 appears to be outdated. He suggested that IC appoint an ad hoc task force (this Fall) to review it and bring a recommendation to IC.
 - 1. If IC Members are interested in serving on this task force, please let Ryan R. know.
 - ii. **Task:** Hallie will add an agenda item for the first IC Meeting of Fall 2016 to appoint an ad hoc task force to review the “Assessment at NPC” language, as seen in the 2015-2016 NPC Catalog, pages 60-61, and ask them to bring a recommendation back to IC.
- b. Course Delivery Methods
 - i. This recommendation, approved by IC 10-09-15, was sent to the Change Advisory Board (CAB) and they kicked it back to IC, because of some technical glitches. Doug, Cindy and Jason relayed the concerns expressed by CAB.
 - 1. Some of the discussion regarding the matter, included: 1) instead of the four digit code (such as Stand Alone Learning Environment – SALE), would it be possible to use a two digit code (such as Stand Alone – SA) - Jenzabar could currently accommodate it in the Instructional Method field; 2) customizations to Jenzabar are incredibly involved and should be minimized; 3) this type of change would affect almost every department at the college; 4) analysis of resources vs. benefit; 5) consider an implementation date of Fall 2017.
- c. IC Meeting for 05-13-16? – Ryan Rademacher
 - i. IC decided that there is no need for an IC Meeting 05-13-16.

VIII. Adjournment

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