

Northland Pioneer College

Instructional Council (IC)

09-09-16

Voting Members Present: John Chapin, Ruth Creek-Rhoades, Amber Gentry, Amy Grey (proxy for Janice Cortina), Rickey Jackson, Ryan Jones, Pat Lopez, Deb McGinty, Ryan Rademacher, Carol Stewart and Ken Wilk

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

Guests: Everett Robinson and Mike Solomonson

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

- I. Roll Call
- II. Approval of 04-22-16 IC Minutes
 - a. Pat **MOVED** to approve the IC Minutes of 04-22-16; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge (ASK) Subcommittee
 - i. Assessment of Student Learning, A Report of the 2015-2016 Assessment Cycle (Draft 08-19-16) - Michael Solomonson
 1. There was a considerable amount of discussion about this report, and it includes some preliminary data about how different modalities affect student performance. A small typo was noted on the 4th page, 5th paragraph. Correction - "The cycle began with **Reading Planning** Day..."
 - ii. ASK Subcommittee Report to IC (Draft 05-24-16) – Michael Solomonson
 1. There were no particular comments or questions about this report.
 2. Rickey **MOVED** that we accept the Assessment of Student Learning, A Report of the 2015-2016 Assessment Cycle (Draft 08-19-16) and the ASK Subcommittee Report to IC (Draft 05-24-16); **SECOND** by Pat.
 - a. **DISCUSSION** – for next year’s report, TLC should be changed to CCP; however, for this report TLC best reflects the nature of the assessment cycle.
 - b. Motion **APPROVED** by unanimous vote.
 - c. **Task**: Hallie will make the typo correction to the Assessment of Student Learning, A Report of the 2015-2016 Assessment Cycle (Draft 08-19-16), as noted in today’s minutes.
- IV. Curriculum
 - a. ACRES – Six Courses in ACRES Need Votes – Ryan Rademacher
 - i. Currently, there are three courses in ACRES that need votes.
 - ii. Voting IC members are expected to get into ACRES regularly and vote/comment on all courses.
 - iii. IC members were asked to hold off on voting on the SOC courses until Dr. Henderson comes to an IC Meeting to discuss the upcoming changes. There

was some question about the SOC 212 New Course Form, as it has the SOC 130 course form attached.

- iv. **Task:** Hallie will invite Eric Henderson to come to an IC Meeting in the near future to discuss upcoming changes in SOC courses.
 - b. New Programs - none
 - c. Program Modifications - none
 - d. Program Deletions - none
 - e. Program Suspensions – none
 - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum
- a. CIE/CLEP/DSST Exams – Ryan Rademacher
 - i. There was discussion about the CIE/CLEP/DSST Exams, including: 1) involves many different departments at NPC; 2) evidently, part of the delay in responding was to first see how the three State universities responded, as we will likely follow their lead; 3) guidance is needed before folks head out to various Articulation Task Force (ATF) meetings this year.
 - ii. Pat **MOVED** that we instruct NPC folks attending ATFs to follow State standards until further notice; **SECOND** by Ken.
 - 1. **DISCUSSION** - it is best to let each NPC department take charge of this. In some cases, a particular university might name specific courses, while other universities give a blanket statement.
 - 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan R. will send an e-mail to Tracy Chase to let her know what IC decided about NPC's direction for CIE/CLEP/DSST Exams.
- VI. New Business Not Related to Curriculum
- a. Placement Testing in High Schools – Amy Grey
 - i. While Academic Standards (AS) researched various placement testing options, they discovered that the companies are steering away from paper tests. She asked IC to readdress the possibility of allowing computerized placement testing in the high schools. Discussion included: 1) ways to make sure testing is appropriately monitored; 2) do high schools have enough computers/hardware/resources to accommodate? 3) time demands this might create for Dual Enrollment staff; 4) lockdown browser concerns; 5) test security; 6) time limits for computer-based tests; 7) underprepared students; 8) there is no perfect placement method; 9) whether or not high schools would be allowed to administer tests.
 - ii. Deb **MOVED** that AS Subcommittee be given the freedom to explore non-paper based testing for high schools; **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Karen will attend the next AS Subcommittee Meeting to further discuss NPC placement testing in high schools.
 - b. Petition to Enroll in a Course Taught by a Relative (Draft 05-23-16) – Ryan Rademacher
 - i. Hallie noted that the suggested changes will bring the document into alignment with procedure and update a very outdated form.
 - ii. Pat **MOVED** to approve the changes to the Petition to Enroll in a Course Taught by a Relative (Draft 05-23-16); **SECOND** by Ken.
 - 1. **DISCUSSION** – The form does not need to be used for nieces or nephews.

2. Motion **APPROVED** by unanimous vote.
- iii. **Task:** Hallie will ask Marketing and Public Relations to update the Petition to Enroll in a Course Taught by a Relative with the changes approved by IC.
- c. Ad Hoc Task Force to Review the “Assessment at NPC” Language, as seen in the 2016-2017 NPC Catalog, pages 60-61 – Ryan Rademacher
 - i. This proposed change will involve clarifying assessment at NPC, and the current document is dated 1996. Discussion followed.
 - ii. John **MOVED** that we assign the task of reviewing the “Assessment at NPC” language, as seen in the 2016-2017 NPC Catalog, pages 60-61 to the ASK Subcommittee; and, that it will be added to their charge from IC for 2016-2017; ASK was given a deadline of the 11-18-16 IC Meeting to bring a recommendation forward to IC; **SECOND** by Rickey.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Hallie will add the following charge to the ASK Subcommittee: review the “Assessment at NPC” language, as seen in the 2016-2017 NPC Catalog, pages 60-61, and bring a recommendation to IC no later than the 11-18-16 IC Meeting.
 - iv. **Task:** Ryan R. will e-mail Michael Solomonson notifying him of the additional charge for the ASK Subcommittee.
- d. Course Drops - Timeliness of Instructor Approval - Jeremy Raisor and Josh Rogers
 - i. When a student needs instructor permission to drop a class, at what point should the decision be moved up the chain (Department Chair and then Dean) if the Instructor is not responding in a timely manner? Discussion followed and there are a variety of factors involved in the importance of this being accomplished quickly.
 - ii. Ken **MOVED** that the drop date reflect the date that the student initiates the drop; **MOTION DIED** due to a lack of a second.
 - iii. Ryan J. **MOVED** that if a student wants to drop a course, the Adviser will send an e-mail to the Instructor and the Department Chair; if the Instructor has not responded within 72 hours, the Department Chair will give permission for the drop, if in agreement; the drop date will also reflect the date that the request was initiated; **SECOND** by Ken.
 1. Motion **APPROVED** by unanimous vote.
 - iv. Josh will make sure Advisers and anyone affected by this motion be notified.
- e. Learning Contract Proposal (Draft 07-19-16) – Ryan Rademacher
 - i. It was noted that Instructor pay for teaching a student through a learning contract is only \$36.00 per hour; and, has been that rate for years and years. Discussion followed.
 - ii. Pat **MOVED** to approve the revision to the Learning Contract Proposal (Draft 07-19-16); **SECOND** by Carol.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Hallie will e-mail the Learning Contract Proposal (strike-through document) to Ryan R.
 1. **Task:** Ryan R. will send the Learning Contract Proposal to Dr. Swarthout, along with a recommendation that IC supports the proposed changes.

VII. Other

- a. College Council & IC Representatives (Signup) – Ryan Rademacher

- i. As Faculty Association President, Ryan R. has a standing spot on College Council; therefore, he will also give an IC update at each meeting. If he needs to miss a College Council Meeting, he may ask another voting IC member to fill in for him.
 - b. Proxy Reminder – Ryan Rademacher
 - i. If a voting IC member needs to miss an IC meeting, they need to find a Faculty replacement, ideally someone from their division and send an e-mail to Ryan R. and Hallie (preferably at least 5 business days before the meeting) notifying them of the date of the meeting and who the proxy will be.
 - c. Record Retention & ASLAPR Supporting Documentation (Revision 06-09-16) – Hallie Lucas
 - i. Hallie presented the IC Records Retention plan, for the Office of Learning, as it pertains to IC document retention. She explained that Arizona State Library, Archives & Public Records (ASLAPR) creates schedules that state how long records should be kept; and, those schedules were used to create a records retention plan for the Office of Learning. IC members were fine with the plan, as presented.
 - d. The live meetings at SCC have been changed to room LC #133.
 - i. **Task:** When Hallie sends out the next IC meeting reminder and the next IC agenda, she will note the room change at SCC (moving from LC #111 to LC #133).
 - e. IC members were invited to make a bowl today, between 9:00 a.m. and 4:00 p.m., for the Empty Bowl project.
- VIII. Adjournment
 - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Pat.
 - i. Motion **APPROVED** by unanimous vote.