

Instructional Council (IC)  
02-12-10

Voting Members: Mark Vest (Chair), Shannon Newman, Doug Seely, Eric Henderson, Cynthia Hutton, Kenny Keith, Debra McGinty, Ruth Zimmerman, Lynn Browne-Wagner, Trudy Bender (proxy for Sandra Johnson)

Non-Voting Members: Cindy Hildebrand, Jake Hinton, Russell Dickerson (recorder)

Guests: Ryan Jones, Brian Burson

- I. Approval of the 12-11-09 IC minutes
  - a. Lynn moved to approve the 12-11-09 IC minutes as presented; second by Ruth.
  - b. The 12-11-09 IC minutes were approved unanimously.
- II. Subcommittee reports
  - a. Professional Development:
    - i. Ryan presented the subcommittee report, recommendations and a revised draft of the Professional Development guidelines and application.
    - ii. IC members examined four bullet point recommendations:
      1. IC approved a presenter rate of ½ credit of regular overload. A daily rate of \$44 was approved for participants in sessions lasting more than 4 days.
      2. IC members suggested that the presenter determine a projected number of attendees and that the Professional Development subcommittee should evaluate whether the number of attendees justifies holding the training session.
      3. IC members were OK with staff members presenting and attending professional development activities. Staff members must have supervisor permission to present/attend. Staff members will not be compensated for presentations that will occur during work hours. IC members felt that the subcommittee should continue to consist of faculty members.
    - iii. Shannon moved to accept the Professional Development subcommittee recommendations as discussed and amended; second by Kenny.
    - iv. The motion to accept the amended Professional Development subcommittee recommendations, as amended, was approved unanimously.
  - b. Dual Enrollment Standing Subcommittee (DESS)
    - i. Brian Burson, DESS Chair, presented the group's initial report to IC.
    - ii. Process for faculty review needed.

- c. Assessment of Student Knowledge (ASK)
  - i. Eric presented the ASK subcommittee report to IC members.
  - ii. Ruth moved to accept the ASK subcommittee report; second by Lynn.
  - iii. The motion to accept the 02-12-10 ASK subcommittee report was approved unanimously.
- III. Curriculum in ACRES
  - a. AJS
    - i. Eric notified IC members that the AJS program is ready to be modified following the previous deletion of the HPP and TCA programs.
    - ii. Doug moved to approve modification of the AJS program as presented; second by Ruth.
    - iii. The motion to approve AJS program modification was approved unanimously.
  - b. REC, HPP, TCA and modifications to AJS program are to be presented at the March DGB meeting.
  - c. Review of ATO course modifications
    - i. IC members took no action on ATO course modifications and seek clarification on proposed modifications and answers to comments in ACRES.
  - d. Eric showed IC members the revised ACRES new course form that includes the sustainability marker.
- IV. Old business not related to curriculum
  - a. Business Plan Task Force
    - i. Debra presented the draft NPC Business Plan outline to IC members.
    - ii. IC members received the materials favorably. Trudy and Cynthia suggested two amendments to the Business Plan.
    - iii. Doug moved to adopt the NPC Business Plan, as amended; second by Ruth.
    - iv. The motion to adopt was approved unanimously.
    - v. Debra will forward Excel budget spreadsheet revisions when received.
    - vi. Mark will send the adopted Business Plan to the deans and department chairs for immediate implementation.
  - b. Testing Task Force
    - i. Trudy presented the Testing Task Force recommendation that the college begin charging \$25.00 per exam for an academic test that is proctored for a non-NPC institution. Money would be collected at the campus/center office. A receipt for the \$25.00 fee is required for the person to take the exam.
    - ii. Shannon moved to approve the Testing Task Force recommendation as presented; second by Lynn.
    - iii. The motion was approved unanimously.
    - iv. Lynn moved to accept the Testing Task Force report as presented; second by Cynthia.
    - v. The Testing Task Force report was accepted unanimously.

- c. MFP Task Force
  - i. Trudy presented a report on current college efforts regarding multifunction printing devices.
- d. Plagiarism Traffic School
  - i. Sandy Johnson, NPCFA President, presented a statement of Association support for the implementation of the Plagiarism Task Force recommendations (Plagiarism Traffic School).
  - ii. Faculty members currently have access to plagiarism resources through MyNPC.
  - iii. The VPL needs to have a list of students who are referred to VAIL.
  - iv. Trudy will work with MP&R to develop the plagiarism referral form.
  - v. Mark will work to rewrite the current procedure after all plagiarism mechanisms are in place.
  - vi. Debra moved to approve the implementation of Plagiarism Traffic School; second by Shannon.
  - vii. The motion was approved unanimously.
- V. New business not related to curriculum
  - a. NPCFA textbook adoption recommendation
    - i. IC members reviewed the NPCFA textbook adoption submitted by Sandy Johnson.
    - ii. IC members requested a more specific recommendation from the NPCFA spelling out how the existing procedure is to be changed.
    - iii. Mark will seek clarification from Sandy Johnson.
  - b. Discussion of IC meeting calendar
    - i. The regularly scheduled April 9<sup>th</sup> IC meeting conflicts with Dialog Day activities.
    - ii. Mark proposed moving the IC meeting back to 1:30 p.m. to avoid a conflict. Russell to check room availability at SCC for an in-person meeting.

Ruth moved to adjourn; second by Lynn. Meeting adjourned unanimously.