

Northland Pioneer College

Instructional Council (IC)

01-13-17

Voting Members Present: Janice Cortina, Amber Gentry, Rickey Jackson, Ryan Jones, Pat Lopez, Wei Ma (proxy for Ruth Creek-Rhoades), Deb McGinty, Ryan Rademacher, Penny Weiermann (proxy for Carol Stewart) and Ken Wilk

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

Guests: Eric Bishop and Everett Robinson

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

- I. Roll Call
- II. Approval of 12-09-16 IC Minutes – Ryan Rademacher
  - a. Ken **MOVED** to approve the IC Minutes of 12-09-16; **SECOND** by Rickey.
    - i. Motion **APPROVED** by majority vote.
    - ii. Penny, Pat and Deb **ABSTAINED**.
- III. IC Subcommittees/Task Forces – none scheduled
- IV. Curriculum
  - a. ACRES
    - i. HIS 102 Modification to an Existing Course Form – Ryan Rademacher
      1. Course already received enough votes to move forward in ACRES.
  - b. New Programs – none
  - c. Program Modifications - none
  - d. Program Deletions - none
  - e. Program Suspensions – none
  - f. Misc. Curriculum
    - i. Lab – Readdress IC’s Definition – Ryan Rademacher
      1. In conjunction with this conversation, an e-mail from Wei Ma (01-04-17) was provided and it contained information from a couple of members of the State Quality Matters Consortium regarding online lab. As IC considered the need to readdress their definition of lab, the lengthy discussion included: 1) among other colleges/universities, there does not appear to be a uniform definition of lab; 2) a key factor for several IC members seems to be synchronous instruction with access to the instructor; 3) content should drive delivery mode; 4) safety concerns for certain types of classes; 5) possible solutions include – lab component with synchronous lab hours with the instructor or change a class to all lecture; 6) some students only have access to attend online labs at an NPC facility; therefore, should synchronous online labs only be offered when our NPC facilities are open? 7) although load is factored in, IC is

- not in the business of compensation; 8) open labs are not part of the course or the instructor's load; 9) is "practice" homework?
2. The definition for laboratory from the Instructions for Course Forms in ACRES was displayed, on the screen, and the IC group worked together to produce a revised definition. (See Instructional Council Group in MyNPC, Document Library for Definition of Laboratory - Instructions for Course Forms in ACRES REVISION 1-13-17.)
  3. Ken **MOVED** to approve the Definition of Laboratory - Instructions for Course Forms in ACRES REVISION 1-13-17 and give Hallie permission to update the Instructions for Course Forms in ACRES with this revised language; **SECOND** by Ryan J.
    - a. Motion **APPROVED** by majority vote.
    - b. There was one **NO** vote.
  4. **Task:** Ryan R. will speak with Tracy Chase regarding the BUS 183 course (that is in ACRES) and how today's decision on lab affects the course.
- ii. ACRES Forms Suggested Changes (Draft 12-13-16) – Mark Vest
    1. Mark explained that the reasons for the proposed changes to the ACRES forms are to identify the intent for which the course was designed and assign faculty accordingly, based on the faculty qualifications established by the Higher Learning Commission. Discussion followed.
    2. Ken **MOVED** to approve the ACRES Forms Suggested Changes (Draft 12-13-16) for all the ACRES forms in which the fields appear; **SECOND** by Deb.
      - a. Motion **APPROVED** by unanimous vote.
      - b. These changes will be delayed until closer to the end of the 2016-2017 Instructional Council Meeting schedule, in case there are other changes that need to be made to the ACRES forms.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
- a. Teach-out Plan Template (Approved by Deans 01-02-17) – Mark Vest
    - i. Since there is a need for a teach-out plan template (used when a program is deleted and there are students currently in the program), Mark created one and discussed it with the Deans. Before making it available to the college, Mark wanted to bring it to IC. A brief discussion followed and no concerns were expressed.
    - ii. The Teach-out Plan will be added to the Instructions for Course Forms in ACRES.
- VII. Other - none
- VIII. Adjournment
- a. Ken **MOVED** the meeting be adjourned; **SECOND** by Pat.
    - i. Motion **APPROVED** unanimous vote.