

Northland Pioneer College

Instructional Council (IC)

02-24-17

Voting Members Present: Eric Bishop, Janice Cortina, Ruth Creek-Rhoades, Amber Gentry, Eric Henderson (proxy for Rickey Jackson), Ryan Jones, Pat Lopez, Debra McGinty, Ryan Rademacher, Carol Stewart and Ken Wilk
Non-Voting Members Present: Cindy Hildebrand, Jeremy Raisor and Mark Vest
Hallie Lucas (recorder)
Guests: Rich Harris, Allison Landy, Everett Robinson and P.J. Way

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

- I. Approval of 02-10-17 IC Minutes - Ryan Rademacher
 - a. Deb **MOVED** to approve the IC Minutes of 02-10-17; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
- II. IC Subcommittees/Task Forces
 - a. Academic Standards - no report
 - b. Dual Enrollment Report to IC (Draft 02-20-17) – Rich Harris
 - i. Rich stated that the report contains responses for all charges given by IC. He also noted that a team is putting together a proposal to hopefully present at the annual National Alliance of Concurrent Enrollment Partnerships Conference. The proposal contains information about the Talon project/technology, giving an opportunity to waive NPC’s banner. P.J. offered to provide information regarding the technology side of the proposal.
 - ii. Ryan J. **MOVED** to accept the Dual Enrollment Report to IC (Draft 02-20-17); **SECOND** by Amber.
 1. Motion **APPROVED** by unanimous vote.
 - c. Professional Development - no report
- III. Curriculum
 - a. ACRES - votes needed
 - i. NUR 122, 221, 222 – Clinical Ratios (also, NUR 122 & 221 comments need to be resubmitted – lost when form cloned) – Ryan Rademacher
 1. Deb confirmed that for both lab and clinical for NUR the ratio is 3 to 1. No concerns were expressed about lost comments in ACRES.
 2. Eric B. **MOVED** to approve NUR 122, 221 and 222 in ACRES; **SECOND** by Janice.
 - a. Motion **APPROVED** by majority vote.
 - b. Carol, Amber and Deb **ABSTAINED**.
 3. **Task:** Hallie will make the following correction in ACRES:
 - a. NUR 122, under the Literary/Critical Component field, 1st sentence should say “that defines” (instead of “the defines”).
 - ii. CIS Course Deletions – Ryan Rademacher

1. Eric B. explained that the course deletions in a question only appear in the CIS Required Electives list; and, there are currently proposed CIS program modifications which will allow students to select from any unduplicated courses at the 100-level or higher (instead of choosing from the list). There was a discussion about the need for basic computer courses in the community and ways in which we might be able to accommodate those types of classes.
 2. Pat **MOVED** to approve the CIS 183, 168, 140, 122, 102, 285 course deletions in ACRES; **SECOND** by Ruth.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric B. **ABSTAINED**.
 - iii. **Task:** Ryan R. will speak with Mark Ford about FVD 235 and FDV 245 courses in ACRES.
 - iv. **Task:** Ryan R. will move the courses forward in ACRES that have enough votes.
 - b. New Programs - none
 - c. Program Modifications
 - i. There were numerous program modifications on the agenda; however, because of the extremely heavy load of courses in ACRES right now, the IC voting members need more time to carefully review the modifications.
 - ii. Allison explained that with the exception of the Early Childhood Studies (new program) and Preschool (program deletion), the other program modifications are mainly a result of title changes to ECD courses and do not involve substantive changes.
 - d. Program Deletions - none
 - e. Program Suspensions - none
 - f. Misc. Curriculum
 - i. Clinical and Practicum Definitions – Ryan Rademacher
 1. We will need to nail down definitions for clinical and practicums, which will be included in our Instructions for Course Forms in ACRES.
 2. **Task:** Hallie will add an action agenda item for the next IC Meeting to define the terms clinical and practicum and discuss how/where they will fit into the Instructions for Course Forms in ACRES and any needed forms (if applicable).
 3. **Task:** Before the next IC Meeting, IC voting members will consider how we should define clinical and practicum.
 - ii. (See General IS Update for Concerns Related to the NPC System Capabilities)
- IV. Old Business Not Related to Curriculum - none
- V. New Business Not Related to Curriculum
- a. General IS Update/Concerns Related to the NPC System Capabilities – P.J. Way
 - i. P.J. gave an Information Services (IS) general update, including: 1) revamping towers (new equipment/hardware); 2) renegotiating contracts to improve bandwidth; 3) CISCO update – some distance education equipment that is getting near end of life – Faculty feedback on CISCO (compared to Model or Video) is very important – full functionality for CISCO still needs to be achieved – interactivity must work well (goal of P.J. to make this a priority) – must have ability to teach from multiple locations (goal of P.J. to make this a priority) – capital budget considerations – Learning Technology Subcommittee (or someone) needs to aggregate Faculty comments; 4) still working on single sign-

- on project; 5) update on eThink as the upcoming vendor to support Moodle (the college's learning management system – LMS) – will try to migrate this Fall; 6) generator backup for power at WRV; 7) as new programs are developed, P.J. would ask that the appropriate department contact IS to make sure that we have the needed infrastructure to support it; 8) meetings can be scheduled in the CISCO classroom – WebEx is a good alternative, as well.
- ii. **Task:** Ruth and P.J. will talk about getting a Learning Technology MyNPC forum discussion started to talk about pros and cons of the Talon/CISCO learning environment.
- b. Catalog Changes – Degree Exclusions and Exceptions (Draft 02-20-17) – NUR State Board of Nursing Requirements – Deb McGinty
- i. Deb explained in detail what the proposed catalog change is and noted that the addition of language to the catalog clarifies that the Board of Nursing regulates the NPC nursing curriculum, and all course requirements must be met to acquire the degree. This will help provide a clear defense for advisers, and student service personnel regarding the need for nursing students to complete all of the general education requirements when they come to the program with a prior degree.
 - ii. Ken **MOVED** to approve the Catalog Changes – Degree Exclusions and Exceptions (Draft 02-20-17), **SECOND** by Eric H.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Carol, Amber and Deb **ABSTAINED**.
 - iii. This catalog change can go directly to Everett and does not need to be approved by anyone else.
- c. Catalog Changes – Transferable Electives (Draft 02-08-17) – Ryan Rademacher
- i. It was noted that this proposed catalog change would clarify exactly what we mean when the term Transferable Electives is used in degree programs.
 - ii. Ken **MOVED** to approve the Catalog Changes – Transferable Electives (Draft 02-08-17); **SECOND** by Carol.
 - 1. Motion **APPROVED** by unanimous vote.
- d. Catalog Changes – Degrees & Certificates/Admissions – Jeremy Raisor
- i. Jeremy explained that Item #1 of these proposed changes will allow us to automatically award degrees or certificates for students without a graduation application, which will help improve our completion rates. We are working on a process.
 - ii. Item #2 is related to collecting high school transcripts for our new placement process.
 - iii. IC members did not express any concerns related to the proposed changes.
- e. Procedure 2925 – Mark Vest
- i. Mark noted that this procedure needs to be revised to make sure that we are in compliance with the new Higher Learning Commission (HLC) standards. The Deans will discuss the procedure and provide recommended changes to IC for discussion/amendment. Discussion followed, including the importance of Faculty being able to give input regarding who is qualified to teach within their field. After Mark attends the HLC meeting in April, he should have a better feel as to this rewrite. Three elements to be considered are: 1) what are we required to do for HLC? 2) how much flexibility do we have? 3) who decides, when there is flexibility?

- f. Community Outreach Meetings – Deb McGinty
 - i. Deb gave a brief report regarding NPC Community Outreach Meetings that she has been a part of. She noted that some of the input from community members included; 1) continuing need for computer literacy; 2) more adult education classes to enlarge their learning; 3) do we have a degree that could be completely done online? 4) need to help increase student soft skills.
 - ii. Deb came away with a sense of people being grateful for NPC and acknowledging the part that we play in their communities. Discussion followed.
- VI. Other
 - a. Course Delivery Methods
 - i. In conjunction with the Course Delivery Methods document that we will discuss on 03-10-17, we need to consider how hybrid courses fit into this.
 - b. Starfish
 - i. **Task:** Mark will send the Starfish template document out to Faculty members.
 - c. NPC's New Chief Operations Officer/Associate Vice President (COO/AVP)
 - i. Mark will invite the new COO/AVP to the next IC Meeting to help him get a feel for the role that IC plays in the college.
- VII. Adjournment
 - a. Eric H. **MOVED** the meeting be adjourned; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.

Approved by IC 03-10-17