

Northland Pioneer College

Instructional Council (IC)

03-24-17

Voting Members Present: Eric Bishop, Janice Cortina, Amber Gentry, Eric Henderson (proxy for Ruth Creed-Rhoades), Susan Jamison (proxy for Deb McGinty), Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk

Non-Voting Members Present: Cindy Hildebrand, Wei Ma, Jeremy Raisor, Josh Rogers and Mark Vest

Guests: Hallie Lucas (recorder)  
Everett Robinson

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

- I. Approval of 03-10-17 IC Minutes - Ryan Rademacher
  - a. Ken **MOVED** to approve the IC Minutes of 03-10-17; **SECOND** by Eric B.
    - i. Motion **APPROVED** by majority vote.
    - ii. Eric H., Amber and Susan **ABSTAINED**
- II. IC Subcommittees/Task Forces
  - a. Academic Standards - no report
  - b. Dual Enrollment - no report
  - c. PASS Report to IC (Draft 03-07-17) - Josh Rogers
    - i. Josh noted that since this report was created, Dr. Swarthout sent out a response from HLC regarding PASS (Quality Initiative Project). A brief discussion followed.
    - ii. Ken **MOVED** to accept the PASS Report to IC (Draft 03-07-17); **SECOND** by Ryan J.
      1. Motion **APPROVED** by unanimous vote.
    - iii. There were several positive comments from IC members regarding PASS and Starfish.
  - d. Professional Development - no report
- III. Curriculum - none
  - a. ACRES - none
  - b. New Programs - none
  - c. Program Modifications - none
  - d. Program Deletions - none
  - e. Program Suspensions - none
  - f. Misc. Curriculum - none
- IV. Old Business Not Related to Curriculum – none
- V. New Business Not Related to Curriculum
  - a. Starfish Flags/Templates – Josh Rogers and Ryan Jones
    - i. The Faculty Association is working on a proposal for Starfish messages and will bring the recommendation forward in the near future. There was discussion, and specific suggestions included: 1) to applicable flags, add a message that

says something like “Please contact your instructor A.S.A.P.; 2) add language at the bottom of the flag that says “This message was sent from Starfish, click on this link...” – the link would take the student to the Starfish page.

- i. Several IC members expressed concerns about receiving notification when the student was flagged for another instructor’s course; but, some instructors would like to be able to access information regarding students’ performance in other classes.
- ii. It was also noted that a big percentage of our Faculty already do advising for their students, and the goal is to give them more tools/training to assist them.
- iii. The PASS Team truly appreciates feedback from Faculty, and their ongoing input is important.

b. Hybrid/Quality Matters Rubric – Janice Cortina

- i. There was discussion regarding the Quality Matters Rubric (QMR) as it relates to hybrid courses. The same rubric is used for online and hybrid courses. Do we need to be consider making Quality Matters its own committee? The consensus was that hybrid begins when one begins replacing instructional contact with actual instructional time online. There is a requirement in our current Distance Education Guidelines that hybrid courses pass the QMR. A great deal of discussion followed, with a wide variety of viewpoints. No resolution was reached.
- ii. **Task:** Wei will contact the Quality Matters Consortium regarding their practices of a hybrid course review and will bring it back to IC for further discussion.

VI. Other

a. Credit for Prior Learning

- i. Mark recently attended an Arizona Transfer Meeting, and he recommended that they develop an Arizona community college system process regarding credit for prior learning.

VII. Adjournment

- a. Ryan J. **MOVED** the meeting be adjourned; **SECOND** by Pat.
  - i. Motion **APPROVED** by unanimous vote.