

Northland Pioneer College

Instructional Council (IC)

09-08-17

Voting Members Present: Ruth Creek-Rhoades, Amber Gentry, Eric Henderson, Rickey Jackson, Dawn Johnson, Ryan Jones, Wes King (proxy for Eric Bishop), Pat Lopez, Deb McGinty, Ken Wilk and Ruth Zimmerman

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

Guests: Gail Campbell, Michael Collier, Deena Gillespie, Kevin Jones, Allison Landy, Eva Putzova, Everett Robinson and Michael Solomonson

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

- I. Roll Call
- II. Election of Interim IC Chair – Mark Vest
  - a. Mark explained that IC Chair Ryan Rademacher will be out this semester; therefore, we need to elect an Interim Chair.
  - b. Pat **MOVED TO NOMINATE** Ken Wilk; **SECOND** by Deb.
    - i. Dawn **MOVED** to close the nominations; **SECOND** by Ryan J.
      1. Motion to close nominations passed **UNANIMOUSLY**.
      - ii. Motion to elect Ken Wilk as Interim Chair of IC passed **UNANIMOUSLY**.
- III. Approval of 04-28-17 IC Minutes – Ken Wilk
  - a. Deb **MOVED** to approve the IC Minutes of 04-28-17; **SECOND** by Pat.
    - i. Motion **APPROVED** by majority vote.
    - ii. Ruth & Eric H. **ABSTAINED**.
- IV. Introductions – Ken Wilk
  - a. Everyone introduced themselves and stated their position/location.
- V. IC Subcommittees/Task Forces
  - a. Assessment of Student Learning Final Report 2016-2017 – Michael Solomonson
    - i. The Assessment of Student Knowledge Subcommittee was thanked for organizing and compiling this informative, important and comprehensive document that celebrates the diversity across all the disciplines.
    - ii. Pat **MOVED** to accept the report; **SECOND** by Ryan J.
      1. **DISCUSSION** – footer needs to be corrected to 2016-2017 cycle.
      2. Motion **APPROVED** by unanimous vote.
  - b. Revamping our Assessment Reporting Mechanism – Written to Qualtrics (Draft 08-10-17) - Michael Solomonson
    - i. Mike explained that the proposal is to change the reporting mechanism to Qualtrics to try to do a better job of tracking data. The form lists specific General Education Outcomes that are a part of the Higher Learning Commission process, while allowing for other types of assessment.

- ii. There was extensive discussion regarding the modality choices on this form; however, no definite conclusions were reached. NUR and ECD may want to get together and recommend an additional modality to the list.
- iii. Pat **MOVED** to accept the Qualtrics mechanism survey as presented and reevaluate it after this year's cycle; **SECOND** by Ryan J.
  - 1. Motion **APPROVED** by unanimous vote.

VI. Curriculum

- a. ACRES - none
- b. New Programs - none
- c. Program Modifications
  - i. ECD Request to Proceed (Draft 06-22-17)
    - 1. Allison explained that we are revamping our ECD offerings, working on professionalizing our Early Childhood set of professions (part of a national movement). We will have two main pathways (getting our students ready for a career or additional college pathways: 1) AAEC – update to meet AGEC requirements and program admission requirements; 2) AAS - remove individual specialization degrees to create one pathway that has a stackable degree – right now NAU and UofA both have BAS pathways in Early Childhood and our AAS is designed to move students into that BAS pathway.
    - 2. Pat **MOVED** to allow Allison to proceed with changes to the ECD program; **SECOND** by Eric H.
      - a. Motion **APPROVED** by majority vote.
      - b. Rickey **ABSTAINED**.
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum
  - i. Course Evaluation Process – Eva Putzova
    - 1. Eva explained that she is a consultant to help with NPC's institutional research needs. One of her assigned tasks is to improve the course evaluation response rate. A pilot conducted this summer revealed that a course evaluation that was embedded into a Moodle shell resulted in a much improved student response rate. Also, in response to a Faculty survey, Eva proposed changes to the course evaluation instrument (draft 08-24-17).
    - 2. There was a thorough discussion of the proposed changes to the Course Evaluation Instrument; and, at times opinions varied, especially whether or not there should be one evaluation scale or two.
    - 3. Eva summarized the discussion: 1) simplify language; 2) eliminate jargon; 3) remove headers; 4) incorporate more "I" statements; 5) A5 remove "Handouts" and change to "Additional course materials"; 6) B1 keep question and rephrase to something like "I trust the instructor's competence"; 7) B2 rephrase to something like "The material taught was the material I expected, based on the syllabus"; 8) B6 change to "The instructor encourages mutual respect"; 9) keep B7; 10) C1 simplify language; 11) add a question regarding grade student expects to get for the class (A, B, C, D, F); 12) open box comment after each section; 13) since there was not agreement regarding the number of scales, Eva will

come up with a proposal; 14) B9 – possibly change to “The instructor is available and willing to provide additional assistance outside of regular class time”.

4. The Deans will also discuss this document at their meeting next Tuesday.
5. **Task:** Once Eva makes suggested changes to the Course Evaluation Instrument, Pat will take it to the Faculty Association for review (before IC proceeds any more with it).

VII. Old Business Not Related to Curriculum - none

VIII. New Business Not Related to Curriculum

a. College-Wide Adoption of Moodle – Mark Vest

i. Mark provided a little history, stating that in the past IC adopted the Jenzabar Learning Management System (LMS), eRacer, as our college standard, but people were still allowed to use Moodle. Faculty were required to upload a syllabus into the LMS. He noted that the Jenzabar LMS is being turned off at the end of the FA17 semester. If we adopt Moodle as a college-wide LMS, creating some minimum requirements for Faculty (such as requiring that the student survey link be added as an assignment), we would drive the student response rates up on the student surveys.

ii. Ryan J. **MOVED** that we adopt Moodle as our college-wide LMS platform and we will hash out details at a later IC Meeting; **SECOND** by Dawn.

1. **Discussion** – is there an effective date? We are still working on the Moodle/Jenzabar integration. As we hash out specifics, Academic Standards needs to be a part of the discussion.

2. Ryan J. **AMENDED HIS MOTION** to include a SP18 target date; **SECOND** by Dawn.

a. **DISCUSSION** – Department Chairs and Deans present seem to agree that a target date of SP18 will be fine. There are still concerns about how certain departments will be able to make this work.

b. Motion **APPROVED** by majority vote.

c. There was one **NO** vote.

iii. **Task:** Pat will bring the college-wide adoption of Moodle to Faculty Association and ask for their input.

b. Distance Ed Systems Declining – Hardware Needs Replaced – Mark Vest

i. The college is experiencing a deteriorating and (rapidly approaching) unacceptable situation with the distance education hardware (main problems are with Video 2 and some problems with Video 1). We think and hope that the CISCO hardware will be a significant upgrade. It does look like the portability concern is resolved; however, there are still interactivity issues. Mark and the Deans are willing to support the implementation of CISCO when and if the interactivity issue is resolved. Discussion followed. As we look at possibly replacing some of the equipment between FA17 and SP18 semesters, would it be possible to just build some new CISCO rooms (5<sup>th</sup> channel) and leave Video 2 intact for the time-being?

ii. **Task:** Hallie will add system hardware strategy as an action (if ready) item for the next IC Meeting and will invite P.J. Way (and any staff he would like to bring).

- iii. **Task:** Ruth will contact the Learning Technology Subcommittee and the Learning Space Redesign Ad Hoc Committee before the next IC Meeting to see where they stand on the CISCO matter and see if they have any recommendations.
- c. Learning Space Redesign – Wei Ma & Ruth Creek-Rhoades
  - i. Ongoing discussions (including one at Convocation) identify the need to improve our current distance education systems (specifically the room layout and the technology configuration). This ad hoc committee will work closely with IS, Faculty and Facilities to evaluate the current system and make recommendations. One consideration is to have two different layouts to accommodate different teaching styles. A priority seems to be evaluating Video 1 and Video 2, making recommendations for replacement.
- d. ICT Process – Wei Ma
  - i. The ICT Program Report to IC (Draft 09-08-17) is an overview of the ICT process since its implementation. It also summarizes what they have done so far to prepare students for online learning readiness. In addition, they identified some of the issues and challenges. They have worked with Student Services, Information Services and the Instructional side to develop a more simplified, automated and effective process for online student readiness. The proposed process would eliminate the delay in the registration process.
- e. Academic Calendar 2019-2020 (Rev. 07-14-17) - Interim IC Chair & Rickey Jackson
  - i. Error on the numbers indicating which week it is - the first week of class should start on the week of 08-25-17. It appears that the 10-month Faculty may have three extra days.
  - ii. **Task:** Rickey will check with Human Resources regarding the number of days for 10-month Faculty. Once any needed changes are made, he will send it to Hallie for the next IC Meeting.
  - iii. **Task:** Hallie will agenda the 2019-2020 calendar for the next IC Meeting as an action item.
- IX. Other - none
- X. Adjournment
  - a. [NOTE – our meeting was disconnected from the system before our meeting could officially end]
  - b. Deb **MOVED** the meeting be adjourned; **SECOND** by Pat.
    - i. Motion **APPROVED** majority vote.