

Northland Pioneer College  
Instructional Council (IC)  
10-27-17

Voting Members Present: Eric Bishop, Ruth Creek-Rhoades, Amy Grey (proxy for Ryan Jones), Eric Henderson, Rickey Jackson, Allison Landy (proxy for Amber Gentry), Pat Lopez, Deb McGinty, Ken Wilk and Ruth Zimmerman

Non-Voting Members Present: Lisa Jayne, Wei Ma, Jeremy Raisor, Josh Rogers, Mark Vest and Hallie Lucas (recorder)

Guests: Magda Gluszek, Karen Hall, Rich Harris, Everett Robinson and P.J. Way

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

- I. Roll Call
- II. Approval of 10-13-17 IC Minutes – Ken Wilk
  - a. Hallie will move the Modification to an Existing Course Form – Implementation Date section to the Curriculum section for consistency and will correct typo on page 2.
  - b. Pat **MOVED** to approve the IC Minutes of 10-13-17; **SECOND** by Ruth.
    - i. Motion **APPROVED** by majority vote.
    - ii. Amber and Deb **ABSTAINED**.
- III. IC Subcommittees/Task Forces
  - a. Academic Standards (AS)
    - i. AS Subcommittee Recommendation for Academic Probation Status (draft 10-23-17) – Amy Grey
      1. Amy gave an overview of the recommendation and noted that it follows the requirements for Financial Aid probation fairly closely. There was a lengthy discussion, and some highlights included: 1) student can be on academic probation indefinitely; 2) implementation is likely FA18 – first holds will be placed for SP19 registration; 3) Starfish - academic warning flag - likely upload Academic Plan agreement into it; 4) differences in opinion whether or not instructor should see the academic warning – academic advisers can provide information as needed – possibly allow Department Chair access to see flag; 5) there is still work to be done for the actual implementation - tracking details to be determined.
      2. Pat **MOVED** to approve the Academic Standards Subcommittee Recommendation for Academic Probation Status (draft 10-23-17) including the following changes under Academic Probation: “Any student **on academic warning** who fails to meet.....2.0 or above in ~~their~~ following **any subsequent** semester...”; **SECOND** by Eric B.
        - a. **DISCUSSION** - many pieces need to come together for implementation – catalog language will need to be developed.
        - b. Motion **APPROVED** by unanimous vote.

3. **Task:** Ken will send the academic probation recommendation to Dr. Swarthout, along with a summary memo explaining IC's intent and vote.
- ii. Academic Plan Agreement (draft 10-23-17) – Amy Grey
  1. Some suggestions for changes include: 1) under “Organize your time and energy”, change to “Plan and prepare for challenging classes...” or “Take preparation classes prior to more challenging classes...”; 2) under “Student’s assessment of possible strategies...” make it more explicit – possibly “Student’s plan of action to bring...” ; 3) under “Success strategies” possibly add “Or other ideas that the student has”; 4) last line, change to “The signed Academic Plan should be filed in the office of the Director of Enrollment Services”.
  2. **Task:** Amy will make the recommended changes to the Academic Plan Agreement and bring it back to IC, along with suggestions regarding where the form will sit, where it will be filed, who should sign it, etc.
- b. Dual Enrollment (DE)
  - i. DE Subcommittee Report to IC (draft 10-23-17) – Rich Harris
    1. Rich went over the contents of the report and talked about NPC's recent opportunity to present at the NACEP Conference regarding the Talon project/technology. He and Karen also elaborated on the reasons why they believe we should continue membership in NACEP. Discussion followed, especially regarding the importance of good and open communications with the high schools.
    2. Deb **MOVED** to accept the DE Subcommittee Report to IC (draft 10-23-17); **SECOND** by Rickey.
      - a. Motion **APPROVED** by unanimous vote.
  - ii. DE Subcommittee Recommendation (draft 10-05-17) – Rich Harris
    1. There was quite a bit of discussion about this recommendation.
    2. Pat **MOVED** that we approve the following recommendation for the Composition of DE for 2017-2018 - 6 Faculty members; 2 non-voting members – High School Program & Recruitment Coordinator and Dual Enrollment Operations Specialist: Subcommittee Chair is appointed by the college President according to state statute; **SECOND** by Ruth.
      - a. Motion **APPROVED** by unanimous vote.
- c. Professional Development (PD) Subcommittee Report to IC (draft 10-23-17) – Magda Gluszek
  - i. Magda gave an overview of the report and stated that they still need to meet with the new Human Resources Director to address the consideration of using coursework paid with Faculty Professional Development funds to take a salary step; PD is also encouraged to work with Learning Technology Subcommittee to discuss the possibly creating of a model that would give compensation to instructors and/or attendees of in-house trainings utilizing the distance education classrooms.
  - ii. Deb **MOVED** to accept the PD Subcommittee Report to IC (draft 10-23-17); **SECOND** by Ruth.
    1. Motion **APPROVED** by unanimous vote.
- d. PASS Report to IC (draft 10-23-17) – Josh Rogers
  - i. Josh went over the report and said that Judy Yip-Reyes was assigned to the PASS Team to provide data and help them interpret it. Discussion followed, including:

- 1) College Success Course is similar to HDE 103; 2) Faculty Success Coach will support the Faculty to help them with more of the advising pieces – the pilot should give indications whether or not changes need to be made.
- ii. Allison **MOVED** to accept the PASS Report to IC (draft 10-23-17); **SECOND** by Pat.
  - 1. Motion **APPROVED** by unanimous vote.

IV. Curriculum

- a. ACRES
  - i. BUS 140 & BUS 141 – form only needed for ACETS – there were enough votes to move course forward in ACRES
- b. New Programs - none
- c. Program Modifications - none
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum - none

V. Old Business Not Related to Curriculum

- a. System Hardware Strategy – Ken Wilk
  - i. As the college moves forward with the need to replace the Video 1 & 2 distance education systems, there was a great deal of discussion, including: 1) timing needed in order to accomplish this over the SU18 session; 2) how to best minimize the impact on course offerings; 3) potentially use Talon classrooms; 4) hybrid courses and trainings that would be necessary; 5) Video 2 will be done first; 6) Apache County as it relates to CISCO; 7) facilities will play a big part; 8) we are looking at approximately 12-14 classes being affected; 9) additional resources may be needed – VPLSS budget could help; 10) should Quality Matters be an institutional priority? 11) increasing reliance on technology in the classroom; 12) need for instructional designer; 13) we may not to be able to offer as many SU courses as we did the last couple of years; 14) consider raising course caps for SU18 and compensate Faculty accordingly.
  - ii. Pat **MOVED** that we ask Information Services (IS) to move forward with replacing Video 1 & 2 over the summer (SU18) with CISCO equipment; **SECOND** by Eric B.
    - 1. Motion **APPROVED** by majority vote.
    - 2. Eric H. **ABSTAINED**.
  - iii. **Task:** For next Friday’s IC Meeting, Hallie will agenda online curriculum development, hybridization and other SU18 considerations as an action if ready item.
  - iv. **Task:** At the next IC Meeting, if possible, Rickey will provide a report regarding the outcome of the upcoming Chair’s Meeting and include SU18 recommendations for live course offerings, along with how many instructors may be interested in offering hybrid courses and the level of support needed to make that happen.

VI. New Business Not Related to Curriculum

- a. Learning Environment Redesign Survey Results (draft 10-23-17) – Ruth Creek-Rhoades
  - i. The survey was designed to identify what Faculty want in the future for learning spaces and what technology is important to them; and, we had 52% of our full-time Faculty respond to the survey. Ruth went over the results in detail and it was noted that question 4 contains the nonnegotiable items; it is also apparent

that the Faculty care very deeply about the learning environments. There was a great deal of discussion. Lecture and discussion room layouts really rise to the top of favorites, depending on how you interpret the results. If additional furniture is desired, a proposal needs to be brought forward A.S.A.P. so that it can be a part of the budget process; Facilities plays an important role in the process, as well.

- ii. **Task:** Hallie will schedule a live meeting (on a Friday afternoon) to occur no later than the end of November with the Learning Design Ad Hoc Committee, IS, Facilities and the Deans (she will contact Ruth first to see which members of the ad hoc group want to be included).

b. Information Services Update – P.J. Way

- i. IS will investigate how to roll out NPC e-mail addresses for DE Faculty which will facilitate communications and provide access to Moodle and Starfish; IC fully supports this effort. They also support creating a separate list serve group for Dual Enrollment Faculty (as opposed to including them on the Adjunct Faculty list – we do not want to bombard them with unnecessary e-mails that do not apply to them).

c. Internship Manual (draft 10-23-17) – Jeremy Raisor

- i. Eric **MOVED** that we adopt the Internship Manual (draft 10-23-17) as presented; **SECOND** by Pat.

- 1. **DISCUSSION** – Allison stated that she has many recommended content edits, as she has does have internships in her department. Jeremy said that the proposed changes are as follows – editorial, NPC instructor assigned to the internship, NPC oversees the internship and student is expected to make contact with the Faculty Coordinator and Field Supervisor on a weekly basis. This is language that the Veterans' Administration wants us to add so that they can pay for the classes. A typo was noted on page 3, 1<sup>st</sup> paragraph (extreme is spelled incorrectly). Allison was encouraged to bring suggested changes (strike-through document) back to IC at a later date for consideration (John Spadaccini might be a good resource).
- 2. Motion **APPROVED** by majority vote.
- 3. Allison **ABSTAINED**.

VII. Credit by Examination for the Following Exams: Advanced Placement, Cambridge International Exams, College Level Exam Program, DANTES Subject Standard Test, and International Baccalaureate – Amy Grey

- a. There is pressure from many Articulation Task Forces (ATF) to provide NPC's responses to credit by examination exams. Rickey will attend a general education ATF next Friday. Should NPC develop some type of general philosophy regarding these exams?
- b. **Task:** Hallie will add Credit by Examination as an agenda item for the second IC Meeting in November as an action if ready.
  - i. **Task:** In preparation for this discussion, IC members were encouraged to review Procedure 3105.

VIII. Other - none

IX. Adjournment

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