

Northland Pioneer College

Instructional Council (IC)

04-14-17

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

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

Guests: Kevin Jones, Everett Robinson, Michael Solomonson and P.J. Way

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

- I. Roll Call
- II. Approval of 03-24-17 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 03-24-17; **SECOND** by Pat.
 - i. Motion **APPROVED** by majority vote.
 - ii. Rickey **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge (ASK) Report to IC (Draft 04-06-17) – Mike Solomonson
 - i. Michael gave an overview of the report; and, discussion followed, especially as it pertains to making our current assessment report template more user-friendly. It was also noted that there were a few vacancies in the ASK Subcommittee membership this year.
 - ii. Pat **MOVED** to accept the Assessment of Student Knowledge Report to IC (Draft 04-06-17); **SECOND** by Amber.
 1. Motion **APPROVED** by unanimous vote.
 - b. Learning Technology (LT) Subcommittee Report to IC (Including Recommendation) (Draft 04-10-17) – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report and noted that LT welcomes suggestions for changes to the Distance Education Guidelines. A great deal of discussion followed, especially regarding whether or not hybrid courses should have to go through Quality Matters Rubric and the need for a committee to evaluate classroom space. (Recommendation in the report was handled with the LT Subcommittee Charge from IC – see below.)
 - ii. Eric **MOVED** to accept the Learning Technology Subcommittee Report to IC (Draft 04-10-17); **SECOND** by Ken.
 1. Motion **APPROVED** by majority vote.
 2. Ruth **ABSTAINED**.
 - iii. **Task:** If anyone is interested in participating in a pilot this summer for the transition of Moodle to eThink they should notify P.J.
 - c. PASS – no report

- d. Charges to Subcommittees – ASK and LT (Proposed Draft for 2017-2018) – Ryan Rademacher
 - i. ASK Subcommittee Charge from IC for 2017-2018
 - 1. Pat **MOVED** that we accept the proposed charges with the removal of charge d and replace it with “Review methods for collecting assessment reporting”; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 - 2. Ken **MOVED** that we remove the Academic Adviser position from the ASK Subcommittee and replace it with Institutional Research Analyst (person who will generate data for assessment and program review) as a voting member; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. LT Subcommittee Charge from IC for 2017-2018
 - 1. Rickey **MOVED** to accept the existing charges and add the charge “Establish an ad hoc committee to evaluate the learning environments in the audio/video systems”. Also, continue with the current composition of the subcommittee with a change in b – remove the word “new” – also change “IS Director” to reflect the current title of “Chief Information Officer” in all instances where it occurs in the charge; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.

IV. Curriculum

- a. ACRES - none
- b. New Programs - none
- c. Program Modifications - none
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum
 - i. NUR Admissions – Deb McGinty
 - 1. Deb asked for feedback from IC regarding NUR students who acquired their science courses from a college where the labs were provided online. She stated that those students typically do not do well on our admissions scores. She asked for input from IC as to the best way to handle the situation. A great deal of discussion followed. It was suggested that we provide literature that would: 1) show statistics regarding HESI test scores - students who take their science labs online vs. students who take a live science lab; 2) demonstrate that there is a strong correlation between how well students perform on the test and whether or not they took their science lab online; 3) explain denial rates for admissions when HESI scores are low; 4) point out that grades are less important (in NUR admissions) than HESI scores.
 - 2. The literature will first be distributed to the BIO 181 pre-nursing students.
 - 3. Deb and Mark should consult with the college attorney regarding the matter.
 - ii. Instructions for Course Forms in ACRES (Draft 03-17-17) – Ryan Rademacher
 - 1. Hallie went over the suggested changes to the Instructions for Course Forms in ACRES (Draft 03-17-17), and IC agreed with the verbiage on

page 3 (#16, #17 and #18), which defines when to use the different ACRES program forms. Needed additional changes to the document include: 1) page 24, #3 remove verbiage about a required feasibility study (for a program modification) – replace it with “A new specialization requires written justification to be submitted to IC no later than the first IC meeting in December”; 2) add verbiage to the Table of Contents that clarifies what is contained in Appendix 1 and Appendix 2; 3) adjust the page numbers on the Table of Contents, as needed; 4) page 20, add the following verbiage after the first sentence – “It is a good practice to yearly review courses within a department and delete any that are no longer needed.”

2. Pat **MOVED** to allow Hallie to make the proposed changes to the Instructions for Course Forms in ACRES (as denoted in the Draft 03-17-17) including adding a link to the Faculty Handbook that defines credit hour; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 - b. (NOTE – it was also implied that the above mentioned changes be made to the document, as well.)
3. **Task:** Hallie will add verbiage to the Instructions for Course Forms in ACRES which points to the Faculty Handbook Instructional Standards. This gives very clear language as to the definition of a credit hour.
4. **Task:** Hallie will add links to the Instructions for Course Forms in ACRES, which will lead to specific documents that are referenced.
 - iii. ACRES Forms – Ryan Rademacher
 1. New Course Form
 2. Modification to an Existing Course Form
 3. Course Deletion Form
 4. Annual Deletion of Courses within a Prefix Form
 5. Form for X99 Courses (099, 199, 299)
 6. New Program Form
 7. Modification to an Existing Program Form
 8. Deletion of an Existing Program Form
 9. There was discussion regarding the proposed changes to the forms. IC did not have a preference whether Course Outcomes or Course Topics should come first on the forms.
 10. Ken **MOVED** to have Wei update the course forms in ACRES to reflect the proposed changes; **SECOND** by Eric.
 - a. **DISCUSSION** – there was a discussion about the process used when a course needs to be cross-listed.
 - b. Motion **APPROVED** by unanimous vote.

V. Old Business Not Related to Curriculum

- a. Curriculum Development Facilitator Job Description (Draft 04-07-17) – Ryan Rademacher
 - i. There was discussion regard this job description. It was noted that the following information should be housed in the Instructions for Course Forms in ACRES: 1) job description; 2) job term limits; 3) Deans and IC be responsible for the performance review.

- ii. Mark confirmed that this position does not have to go through NPC's President or District Governing Board (not permanent, contracted position) and he will pay for it out of his instructional budget.
 - iii. Eric **MOVED** to accept the Curriculum Development Facilitator Job Description (Draft 04-07-17) and add it to the Instructions for Course Forms in ACRES; **SECOND** by Pat.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Ryan R. **ABSTAINED**.
 - iv. **Task:** Ryan R. will announce this position at the next Faculty Association Meeting or send out an e-mail. He will also contact those individuals who have expressed interest in the position.
- VI. New Business Not Related to Curriculum
 - a. 2017-2018 IC Curriculum Review Calendar and Processes (Draft 03-31-17) – Ryan Rademacher
 - i. There was discussion regarding adding a deadline date for changes to the NPC Catalog.
 - ii. Pat **MOVED** to approve 2017-2018 IC Curriculum Review Calendar and Processes (Draft 03-31-17) and add an additional deadline date for all academic changes that affect the catalog to be approved by the first meeting in March; **SECOND** by Ken.
 - b. Membership for 2017-2018 & Chair – Ryan Rademacher
 - i. The IC voting membership terms for Ryan J., Pat, Ryan R. and Ken will expire at the end of this school year; however, they are willing to serve another term unless someone else would like to fill their position. In addition, one position for EDU/CCP and one position for N&AH will need to be filled, as Janice and Carol will be leaving the college. Eric is happy to continue serving.
 - ii. Ken **MOVED** that we nominate Ryan R. to be the IC Chair for next year and that we find a replacements for the EDU/CCP and N&AH positions; **SECOND** by Eric.
 - 1. It was noted that as a point of order we need to close nominations before proceeding.
 - iii. Pat **MOVED** that we close the nominations for IC Chair; **SECOND** by Rickey.
 - 1. Motion **APPROVED** by unanimous vote.
 - iv. Ken **MOVED** that we nominate Ryan R. to be the IC Chair for next year, approve membership list as noted above (and on the document) and that we find a replacements for the EDU/CCP and N&AH positions; **SECOND** by Eric.
 - 1. Motion **APPROVED** by unanimous vote.
- VII. Other
 - a. Higher Learning Commission (HLC) Annual Convention
 - i. Mark gave an overview of the HLC session on faculty credentialing. With the changes that we are implementing to the ACRES forms regarding course intent, NPC should be in good shape.
 - ii. He also attended the Open Pathway session. The number one reason that colleges or universities get dinged is assessment; 31.5% of Open Pathway schools who had a 10 year visit have either received “met with concerns” or “not met” on assessment.
- VIII. Adjournment
 - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Eric.
 - i. Motion **APPROVED** unanimous vote.