

Northland Pioneer College

Instructional Council (IC)

11-03-17

Voting Members Present: Eric Bishop, Brian Burson (proxy for Rickey Jackson), Ruth Creek-Rhoades, Amber Gentry, Amy Grey (proxy for Deb McGinty), Dawn Johnson, Pat Lopez, Gary Santillanes (proxy Eric Henderson), Mike Solomonson (proxy for Ryan Jones), Ken Wilk and Ruth Zimmerman

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

Guests: Everett Robinson

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

- I. Roll Call
- II. Approval of 10-27-17 IC Minutes – Ken Wilk
  - a. Pat **MOVED** to approve the IC Minutes of 10-27-17; **SECOND** by Ruth.
    - i. Motion **APPROVED** by majority vote.
    - ii. Amber **ABSTAINED**
- III. IC Subcommittees/Task Forces
  - a. Academic Standards Academic Plan Agreement (draft 10-30-17) – Amy Grey
    - i. As recommended at the last IC Meeting, changes were made to the document; and, Amy explained that she added the language under “Extenuating or exacerbating circumstances...” which would give the Adviser the option to make a decision to release a student from academic probation under certain circumstances. Discussion followed, especially as it relates to document retention and circumstances whereby an Adviser could remove someone from academic probation.
    - ii. Eric B. **MOVED** to approve the Academic Plan Agreement (draft 10-30-17) with the change to remove the parenthetical statement at the end of the last sentence; **SECOND** by Brian.
      1. **DISCUSSION** – even though Academic Advisers should have the authority to waive probation, under certain circumstances should that have to be included on the form and is this more of a training issue?
      2. Eric B. **AMENDED** his motion to remove the parenthetical statement at the end of the document and remove the parenthetical that follows the statement about extenuating circumstances.
        - a. **DISCUSSION** – the next step for this process is catalog language and the actual language on the form was created with the catalog in mind. Work will need to be done regarding implementation.
        - b. Motion **APPROVED** by unanimous vote.

- iii. **Task:** Jeremy and Amy will work together to bring a catalog change document to IC for approval, including where it should be inserted in the catalog.
    - iv. **Task:** Ken will send this form to Dr. Swarthout, along with the academic probation plan.
  - b. Assessment of Student Knowledge Subcommittee Report to IC (draft 10-29-17) – Mike Solomonson
    - i. Mike gave an overview of the report. If the committee sees issues where there is a lack of clarity on a report (about what they are assessing or their process), they may bring it to IC for guidance.
    - ii. Pat **MOVED** to accept the Assessment of Student Knowledge Subcommittee Report to IC (draft 10-29-17); **SECOND** by Dawn.
      - 1. Motion **APPROVED** by unanimous vote.
  - c. Learning Technology Subcommittee Report to IC – no report
- IV. Curriculum
  - a. ACRES
    - i. ENL 238 – transfer field says pending – discussion followed
      - 1. **Task:** Pat will e-mail Ryan Jones regarding the anticipated transferability of this course.
      - 2. **Task:** In the comments section of this course in ACRES, Pat will suggest some tweaks to the catalog language.
  - 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. Online Curriculum Development, Hybridization and other SU18 Considerations – Ken Wilk
    - i. This topic is a follow-up to last week’s IC discussion regarding the decision to replace Video 1 & 2 with the CISCO technology during SU18. Rickey provided (to IC) the document “AV System Needs for Summer 2018 (draft 11-02-17)”, which outlines the plans for teaching classes; the document also includes information on needed trainings for instructors. Some specific highlights of the discussion included: 1) could IS provide another CISCO classroom at LCC or PDC in order to connect with WMC for a possible HES 170 class? 2) as the trainings are given for the SU18 courses, consider using the Quality Matters Rubric to design the course (could possibly become an online course in the future); 3) Wei feels that we will be able to support the training needs as it relates to offering these hybrid courses for SU18.
    - ii. **Task:** Ruth will add an agenda item for the next Learning Technology Subcommittee Meeting to discuss how best to support Faculty who are willing to teach hybrid courses for SU18.
    - iii. **Task:** For the upcoming meeting with Information Services (IS), Facilities, Deans and the Learning Environment Redesign Ad Hoc Group, Hallie will add an agenda item to discuss with IS the possibility of adding an additional CISCO classroom at LCC or PDC to help address the SU18 classroom needs.
- VI. New Business Not Related to Curriculum - none
- VII. Other

- a. Instructions for Course Forms in ACRES (draft 11-02-17)
  - i. Hallie went over the proposed changes to this document; most of them are a result of: 1) Financial Aid Form is no longer used; 2) suggestions brought forward by Allison Landy to potentially clarify certain verbiage.
  - ii. Discussion included: 1) if we did merge the New Course Form and the Modification to an Existing Course Form, verbiage in this document would need to change to accommodate that; 2) on page 7, instead of the proposed language, consider adding a link to the Faculty Handbook definition of a credit hour; 3) should we have Department Chairs define the lab to credit hour ratio for their department?
  - iii. **Task:** Lisa will check with Rebecca McKay regarding the feasibility of only having one course form (whether it be new or a modification).
  - iv. **Task:** There are some federal guidelines as it pertains to lab/credit hour ratio. Jeremy will send the document to Hallie to post on the IC page in MyNPC.
    - 1. **Task:** Once Hallie receives the document from Jeremy, she will add it as an agenda item for the 11-17-17 IC Meeting as action if needed.

VIII. Adjournment

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

Approved by IC 11-17-17