

Northland Pioneer College

Instructional Council (IC)

03-09-18

Voting Members Present: Eric Bishop, Ruth Creek-Rhoades, Brian Gardner, Amy Grey (proxy for Ken Wilk), Rickey Jackson, Dawn Johnson, Ryan Jones, Pat Lopez, Deb McGinty, Ryan Rademacher and Ruth Zimmerman
Non-Voting Members Present: Cindy Hildebrand, Lisa Jayne, Wei Ma, Jeremy Raisor, Josh Rogers and Hallie Lucas (recorder)
Guests: Chloe Fagotti, Kenny Keith, Everett Robinson and Ferryn Sam

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

- I. Roll Call
- II. Approval of 02-23-28 IC Minutes – Ryan Rademacher
 - a. Pat **MOVED** to approve the IC Minutes of 02-23-18; **SECOND** by Brian.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee – no report
 - b. Assessment of Student Knowledge Subcommittee – no report
 - c. Learning Technology Subcommittee Report to IC (draft 03-05-18) – Ruth Creek-Rhoades
 - i. Ruth gave an overview of the report and discussion followed, especially regarding the need for Faculty to be aware of any potential software installations on the instructional side (first through Learning Technology Subcommittee). In addition, IS needs to do testing to make sure there are no conflicts between software programs.
 - ii. Pat **MOVED** to send a request to IS to install Poll Everywhere Software at PDC and WMC (in the audio room) and begin testing and setting up a pilot; **SECOND** by Deb.
 1. **DISCUSSION** – Wei suggested that we put a procedure in Distance Education Guidelines regarding requests for special software, possibly including addressing access for students who do not have a smartphone.
 2. Motion **APPROVED** by majority vote.
 3. Ruth C.-R. **ABSTAINED**.
 - iii. Rickey **MOVED** that we accept the Learning Technology Subcommittee Report to IC (draft 03-05-18); **SECOND** by Dawn.
 1. Motion **APPROVED** by majority vote.
 2. Ruth C.-R. **ABSTAINED**.
- IV. Curriculum
 - a. ACRES
 - b. New Programs
 - i. EIT AAS, CAS, 8 CPs Catalog Strike-through (draft 02-21-18) – Kenny Keith

1. Regarding the actual program description, Kenny plans to work with Everett Robinson and Ann Hess to develop specific wording. Kenny explained the various uses for the CPs, including: 1) three main CPs; 2) apprenticeships used by the power plants; 3) program used by NAVIT.
 2. Suggestions for changes: 1) change Required Electives to Additional Requirements; 2) change Unrestricted Electives to Electives.
 3. Pat **MOVED** that we approve the EIT AAS, CAS, 8 CPs Catalog Strike-through (draft 02-21-18) with the suggested changes noted above; **SECOND** by Dawn.
 - a. Motion **APPROVED** by unanimous vote.
- c. Program Modifications
- i. COS AAS, CAS, and 3 CPs Catalog Strike-through (draft 03-07-18) – Chloe Fagotti and Ferryn Sam
 1. Chloe explained that the changes are due to new laws and rules from the State Board of Cosmetology and will bring the program into compliance. In addition, the State has added a new hairstyling license for 1000 hours. The Hairstyling CP was not on the catalog strike-through document, so COS Faculty e-mailed that portion to Ryan R. and Hallie during the IC Meeting. Discussion followed and all questions/concerns were addressed.
 2. Changes suggested by IC include: 1) eliminate the word “only” under the CPs; 2) add the Hairstyling CP (34 credits) that was sent to Ryan R. and Hallie (and viewed by IC members) during the meeting.
 3. Deb **MOVED** to approve the COS AAS, CAS, and 3 CPs Catalog Strike-through (draft 03-07-18) with the suggested changes listed above; **SECOND** by Eric.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. EDU CP Education Professions Catalog Strike-through (draft 02-28-18) – Rickey Jackson
 1. Rickey noted that the two ECD courses will be removed and replaced with courses that will be beneficial to someone in education. The changes will also more closely tie this CP to the AAEE transfer degree.
 2. Pat **MOVED** to approve the EDU CP Education Professions Catalog Strike-through (draft 02-28-18); **SECOND** by Eric.
 - a. Motion **APPROVED** by majority vote.
 - b. Rickey **ABSTAINED**.
 - iii. HUS AAS, CAS, CP Residential Child/Youth Care Catalog Strike-through (draft 02-28-18) – Rickey Jackson
 1. Rickey explained that due to the changes in Early Childhood one course will be eliminated (ECD 251 Child Development II) and two credits added to the electives.
 2. Changes suggested by IC include: 1) replace Required Electives with Electives; 2) although not discussed at this meeting, the title for ECD 250 changed to Survey of Child Development.
 3. Ryan J. **MOVED** to approve the HUS AAS, CAS, CP Residential Child/Youth Care Catalog Strike-through (draft 02-28-18) with the suggested changes noted above; **SECOND** by Eric.
 - a. Motion **APPROVED** by majority vote.

- b. Rickey **ABSTAINED**.
- d. Program Deletions
- i. MET AAS, CAS, CP Industrial Mechanics and Fluid Power Catalog Strike-through (draft 03-01-18) – Ryan Rademacher
 1. Pat **MOVED** to approve the MET AAS, CAS, CP Industrial Mechanics and Fluid Power Catalog Strike-through (draft 03-01-18); **SECOND** by Dawn.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. MET AAS, CAS, CP Industrial Electrical, Motors and PLC's Catalog Strike-through (draft 03-01-18) – Ryan Rademacher
 1. Eric **MOVED** to approve the MET AAS, CAS, CP Industrial Electrical, Motors and PLC's Catalog Strike-through (draft 03-01-18); **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
 - iii. MET AAS, CAS, CP Electrical and Instrumentation Catalog Strike-through (draft 03-01-18) – Ryan Rademacher
 1. Ryan J. **MOVED** to approve the MET AAS, CAS, CP Electrical and Instrumentation Catalog Strike-through (draft 03-01-18); **SECOND** by Eric.
 - a. Motion **APPROVED** by unanimous vote.
 - iv. IMO AAS, CAS, 7 CPs Catalog Strike-through (draft 03-01-18) – Ryan Rademacher
 1. Ryan J. **MOVED** to approve the IMO AAS, CAS, 7 CPs Catalog Strike-through (draft 03-01-18); **SECOND** by Eric.
 - a. Motion **APPROVED** by unanimous vote.
 - e. Program Suspensions - none
 - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
- a. Catalog Recommendations (draft 03-05-18) – Jeremy Raisor
 - i. Jeremy went over the specific changes; and, a great deal of discussion followed, especially regarding Outstanding Graduate suggested changes (including the verbiage regarding transfer credits). A future discussion for IC could be interpretation/handling of the letter grade D.
 - ii. Eric **MOVED** to approve only the Credit by National Examination and Satisfactory Academic Progress portions of the Catalog Recommendations (draft 03-05-18); and, he requested that we have further discussion regarding Scholastic Honors; **SECOND** by Ryan J.
 1. **DISCUSSION** – we would like to have Mark Vest's input regarding Scholastic Honors.
 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task**: Hallie will add Scholastic Honors – Outstanding Graduate to the agenda for the first meeting in April.
 - b. ICT Timeline and Procedure (draft 03-05-18) – Wei Ma
 - i. Wei explained that this document is based off of a discussion at a recent IC Meeting. Since there are many parties involved in this process, Wei checked with them to make sure there are no major concerns. Discussion followed.
 - ii. Pat **MOVED** to approve the ICT Timeline and Procedure (draft 03-05-18); **SECOND** by Eric.
 1. Motion **APPROVED** by unanimous vote.

- c. Distance Education Guidelines and Best Practices (10-28-18 IC approved version and 03-06-18 Strike-through version) – Wei Ma
 - i. Wei went over the importance of updating the Distance Education Guidelines and Best Practices, including its ties to the strategic planning at NPC. Some specifics that came out of the discussion include: 1) the need for a dedicated group of people to work on the document, including Faculty, Staff and Deans; 2) since the document needs a complete overhaul, it would be difficult to do a strike-through document – maybe we need to just start fresh and pull chunks of information from our current document; 3) individuals who expressed a definite interest in working on this project include Rickey, Ruth C.-R. and Wei; 4) timeline for completion is very important.
 - ii. Pat **MOVED** that we table the Distance Education Guidelines and Best Practices (10-28-18 IC approved version and 03-06-18 Strike-through version) until the next IC Meeting; **SECOND** by Ryan J.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Hallie will add Distance Education Guidelines and Best Practices (10-28-18 IC approved version and 03-06-18 Strike-through version) to the next IC Agenda.

VII. Other - none

VIII. Adjournment – Ryan Rademacher

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

[NOTE: following the IC Meeting, we had an ACRES working session.]

Approved by IC 03-23-18