

Northland Pioneer College

Instructional Council (IC)

03-23-18

Voting Members Present: Ruth Creek-Rhoades, Brian Gardner, Amy Grey (proxy for Deb McGinty), Dawn Johnson, Ryan Jones, Pat Lopez, Wei Ma (proxy for Eric Bishop), Ryan Rademacher, Mike Solomonson (proxy for Rickey Jackson), Ken Wilk and Ruth Zimmerman

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

Guests: P.J. Way

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

- I. Roll Call
- II. Approval of 03-09-18 IC Minutes – Ken Wilk
 - a. Ruth Z. **MOVED** to approve the IC Minutes of 03-09-18; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by majority vote.
 - ii. Pat **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Dual Enrollment Subcommittee – no report
 - b. PASS - no report
 - c. Professional Development Subcommittee – no report
- 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. ACRES Forms (Revisions) – Ryan Rademacher
 1. The changes for the ACRES forms (revision date of 03-22-18) have already been approved in various IC Meetings. Specific discussion included: 1) we need practicum and clinical definitions, because they will affect these forms; 2) there was previous IC discussion about combining the New Course Form and the Modification to an Existing Course Form – the Modification has “Type of Change” field (not on the New Course Form – the “Rationale” field is used differently on the two forms – Rebecca McKay (A.S.U. contact who specializes in ACRES) indicated that most colleges/universities have both a New Course Form and a Modification to an Existing Course Form – the reason for combining the two forms had to do with ACETS [Lisa Jayne later confirmed that our ACETS problem can be handled by the NPC ACETS Adviser and will not involve Faculty].

2. In regards to a Curriculum Specialist, Mark described our full-time Carl Perkins position that would tie in nicely with responsibilities of a Curriculum Specialist; and, we are working toward piloting that for next year.
 3. Instructional Council is in agreement that we will stick with the New Course Form and the Modification to an Existing Course Form, and will not combine them. They are also in agreement that the Annual Deletion of Courses Within a Prefix should be resurrected and mapped so that it is recognized by ACETS.
 - ii. **Task:** Ryan R. will contact Allison regarding a definition for practicum.
 - iii. **Task:** Ryan R. will e-mail Deb McGinty and ask for differences in the way that N&AH uses the word “clinical”.
 - iv. **Task:** Mark will work with Peggy Belknap to develop a job description for the Curriculum Specialist position and will bring it to the next IC Meeting.
 - v. **Task:** Before the next IC Meeting, Lisa Jayne will check with Rebecca McKay to see if our ACETS problem can be handled by the NPC ACETS Adviser. [Note – the problem is when a course (on a course modification form) is not in the CEG – can the NPC ACETS Adviser submit it properly through ACETS, so that it can get into the CEG?]
 - vi. **Task:** Hallie will add ACRES Forms to the next IC Agenda as an action item.
- V. Old Business Not Related to Curriculum
- a. Distance Education Guidelines and Best Practices (10-28-10 IC approved version and 03-06-18 Strike-through version) – Wei Ma
 - i. Some of the discussion included: 1) instead of using a strike-through document, IC is fine with starting with a clean slate to rewrite this document; 2) the preferred timeline to finish the document is by the end of this semester (LT thinks that is doable); 3) should it include Faculty requirements for teaching in Distance Education environments? – if so, how should the college support that requirement?
 - ii. **Task:** Wei will contact Jennifer Bishop or Eric Bishop to see if they would like to serve on the ad hoc IC committee to review/revise the Distance Education Guidelines and Best Practices.
 - b. Catalog Recommendations - Scholastic Honors/Outstanding Graduate (draft 03-10-18) – Jeremy Raisor
 - i. There was a brief discussion regarding the proposed changes to the catalog language.
 - ii. Ken **MOVED** that we: 1) remove Scholastic Honors from the heading; 2) strike out sentence that says “Students must have a 3.0 GPA or higher to qualify for this recognition.” 3) strike out the last sentence and instead add “Students must not have any documented current or prior disciplinary infractions.”; **SECOND** by Pat.
 1. **DISCUSSION** – in addition to the changes noted in the motion, it is understood that we will remove the apostrophe from GPAs (4th sentence of this document).
 2. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Hallie will revise the Catalog Recommendations - Scholastic Honors/Outstanding Graduate (draft 03-10-18), as directed by IC. She will send it to Everett Robinson for the 2018-2019 NPC Catalog.

- c. Catalog Recommendations - Degree Program Definitions (draft 03-19-18) – Ryan Rademacher
 - i. We must keep verbiage, in the catalog, such as “Required Electives” as long as that verbiage is in any given program. The only way the verbiage can change in a program is with a Modification to an Existing Program. IC would like to eventually standardize this language in all programs, only using: General Education Requirements, Core Requirements, Additional Requirements, Electives and Transferable Electives. Mark gave a little historical information about IC going around and around regarding the use of these terms. For the time being, the group is OK with the suggested changes to this document.
 - ii. Pat **MOVED** to approve the Catalog Recommendations – Degree Program Definitions (draft 03-19-18); **SECOND** by Dawn.
 - 1. Motion **APPROVED** by unanimous vote.
- VI. New Business Not Related to Curriculum
 - a. IS Update – P.J. Way
 - i. P.J. gave an IS update, and topics included: 1) towers completed – back end work to finish up; 2) currently evaluating Windows 10 in controlled environment; 3) JTouch Boards will have much better performance than SMART Boards; 4) password changes; 5) single sign-on; 6) IS positions, including plan to again ask for more help in next year’s budget hearings; 7) looking at future double authentication.
 - ii. IC suggested that prior to requesting additional support for IS that they come to IC and ask for a statement of support.
- VII. Other
 - a. **Task:** For the next IC Meeting, Hallie will agenda IC Membership for 2018-2019.
 - b. **Task:** For the next IC Meeting, Hallie will agenda the 2018-2019 proposed calendar for IC.
 - c. **Task:** For the next two IC Meetings, Hallie will agenda the charges/compositions for the IC Subcommittees and will invite the Chair of the Subcommittee to attend. She will also post the charges/compositions document to use as a starting place.
- VIII. Adjournment
 - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.