

Northland Pioneer College

Instructional Council (IC)

04-13-18

Voting Members Present: Eric Bishop, Ruth Creek-Rhoades, Brian Gardner, Rickey Jackson, Dawn Johnson, Ryan Jones, Pat Lopez, Deb McGinty, Ryan Rademacher, Ken Wilk and Ruth Zimmerman

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

Guests: Amy Grey, Allison Landy, Everett Robinson and Michael Solomonson

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

- I. Roll Call
- II. Approval of 03-23-18 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 03-23-18; **SECOND** by Pat.
 - i. Motion **APPROVED** by majority vote.
 - ii. Rickey and Deb **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee (AS) – no report
 - b. Assessment of Student Knowledge Subcommittee (ASK) – Michael Solomonson
 - i. ASK Subcommittee, 02-13-18 Meeting Notes (draft 04-08-18)
 - ii. ASK Subcommittee, 03-06-18 Meeting Notes (draft 04-08-18)
 - iii. ASK Subcommittee, 04-06-18 Meeting Notes (draft 04-08-18)
 - iv. ASK Subcommittee, Dialog Day Agenda 2018 (draft 04-08-18)
 - v. Michael gave an overview of the reports and noted that they have worked with Eva Putzova regarding her thoughts on the Planning Day Reports. Part of the plan for Dialog Day is to discuss our overall assessment process and use the day as educational.
 1. Ken **MOVED** to accept: 1) ASK Subcommittee, 02-13-18 Meeting Notes (draft 04-08-18); 2) ASK Subcommittee, 03-06-18 Meeting Notes (draft 04-08-18); 3) ASK Subcommittee, 04-06-18 Meeting Notes (draft 04-08-18); 4) ASK Subcommittee, Dialog Day Agenda 2018 (draft 04-08-18); **SECOND** by Dawn.
 - a. Motion **APPROVED** by unanimous vote.
 - c. Learning Technology Subcommittee (LT) - no report
 - d. Charges to Subcommittees (including Compositions) – Ryan Rademacher
 - i. AS
 1. Discussion included: 1) plagiarism software; 2) evaluating Dual Enrollment (DE) courses; 3) academic probation.
 2. For 2018-2019, Pat **MOVED** that we charge AS as follows:

- a. Change charge “a” to read – “Communicate with PASS and Department Heads to continue to evaluate the new placement mechanism and make recommendations as needed for long-term.” [It was also understood during the discussion that charge “b” would be deleted.]
 - b. Add a charge – “Develop a process to evaluate Dual Enrollment courses in comparison to non-Dual Enrollment courses.”
 - c. Composition will change to – “6 Faculty voting members with a minimum of 1 from each division (Arts and Sciences (A&S), Career and Technical Education (CTE) and Nursing and Allied Health (N&AH))” [the Advisory members portion of the composition remains the same].
 - d. **SECOND** by Ryan J.
 - i. Motion **APPROVED** by unanimous vote.
- ii. ASK – Ryan Rademacher
- 1. Discussion included: 1) Qualtrics reporting tool; 2) assessment workshops before planning; 3) consider a working lunch for Faculty at Convocation; 4) composition of committee.
 - 2. For 2018-2019, Ken **MOVED** that we charge ASK as follows:
 - a. Keep “a, b, c, d” as currently stated.
 - b. Add a charge – “Look at the implementation of having a Learning Outcomes Workshop prior to Planning Day.”
 - c. Change the composition of the committee by: 1) keeping the first two bullet points and the last bullet point; 2) inserting this verbiage – “6 Faculty voting members with a minimum of 1 from each division (A&S, CTE and N&AH).”
 - d. **SECOND** by Ryan J.
 - i. **DISCUSSION** - ASK committee will need to discuss the timing of the new charge.
 - ii. Motion **APPROVED** by unanimous vote.
- iii. LT
- 1. The consensus was that there was only one classroom layout recommendation that came from the learning spaces ad hoc committee; however, at times, the size of the classroom dictates a variation.
 - 2. For 2018-2019, Ken **MOVED** that we charge LT as follows:
 - a. Delete charge “h”.
 - b. Keep charges “a, b, c, d, e, f, and g” – and on charge “f” change the word “Revise” to “Update”.
 - c. Keep the composition as stated, except delete EDU/CCP.
 - d. **SECOND** by Eric.
 - i. 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. Concurrent Requisite Considerations (draft 04-10-18) – Ryan Rademacher

1. There was discussion about a concurrent requisite and how it differs from a prerequisite or co-requisite. With the proposed wording, there is potential of someone taking one class during the 1st 8-weeks of a semester and then taking the other class during the 2nd 8-weeks of the same semester. A future consideration is to combine the two courses into one course.
2. Ken **MOVED** that we accept the recommendation for a concurrent enrollment definition of “concurrent courses must be taken during the same semester” and add this box to the New Course Form and Modification to an Existing Course Form in ACRES, as well as add the definition to the catalog; **SECOND** by Dawn. [It is understood that this verbiage will also go into the Instructions for Course Forms in ACRES.]
 - a. Motion **APPROVED** by unanimous vote.

ii. Practicum Definition (draft 03-27-18) – Allison Landy

1. There was quite a bit of discussion about clinical and practicum and how they differ from each other; Ryan R. made changes to the verbiage during the meeting.
2. The following definition for practicum was decided during IC Meeting: “Practicum courses are field experiences in which students apply their learning in real-life situations and events. The purpose of practicum is to assist in the development of the essential skills, knowledge and dispositions of a profession through exposure to practical experiences in the field. Practicum includes both engagement in professional practice and reflective supervision with a college instructor to meet specified outcomes. The required number of hours and levels of supervision on site vary by program of study.”

iii. Clinical Definition – Deb McGinty

1. The following definition for Clinical was decided during IC Meeting: “A clinical is on-site work experience supervised by faculty allowing students to practice and demonstrate their developing client care skills and competencies. Students also participate in preceptorships when faculty assign them to a professional who instructs, supervises, and evaluates the students.”
2. Eric **MOVED** to: 1) approve the definitions for Practicum and Clinical (see above) as displayed on the screen; 2) add them to the Instructions for Course Forms in ACRES; 3) add check boxes to the ACRES New Course Form and Modification to an Existing Course Form in ACRES (as a mode of instructional delivery); **SECOND** by Dawn. [It is understood that this verbiage will also go into the Instructions for Course Forms in ACRES.]
 - a. **DISCUSSION** – Allison clarified how the courses involved are loaded.
 - b. Motion **APPROVED** by unanimous vote.

iv. Pat **MOVED** to add practicum and clinical to the definitions on page 63 of the NPC catalog and insert definitions for lecture and lab, as well; **SECOND** by Eric.

1. Motion **APPROVED** by unanimous vote.

- v. **Task:** Ryan R. will send the decided-upon definitions for practicum and clinical to Hallie.
- vi. Instructional Council Curriculum Review Calendar and Processes 2018-2019 (draft 04-04-18) – Ryan R.
 - 1. This proposed calendar includes changes in curriculum dates for various Divisions. The proposal went to the Deans, who shared it with their Divisions. Discussion followed, especially as it relates to some concerns raised by the CTE Division. The biggest issue was related to courses that are held up because of Quality Matters (QM) review. After discussion it was decided that the course would be submitted by the deadline; however, it would not get approved until it passes QM. The Curriculum Specialist will notify IC when it passes QM, so that it can be voted on; or, the person who submitted the course form can notify IC, as well.
 - 2. Pat **MOVED** to approve the Instructional Council Curriculum Review Calendar and Processes 2018-2019 (draft 04-04-18); **SECOND** by Ryan J.
 - a. Motion **APPROVED** by majority vote.
 - b. Ken **ABSTAINED**.
- vii. ACRES Forms
 - 1. Eric **MOVED** that we reinstate the Annual Deletion of Courses Within a Prefix and make it ACETS compatible; **SECOND** by Ken.
 - a. Motion **APPROVED** by unanimous vote.
 - 2. [see other changes to ACRES Forms (during this meeting) under Concurrent Requisite, Practicum and Clinical]
 - 3. Program level outcomes need to be included on the ACRES forms. We will discuss it at the next IC Meeting.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
 - a. Guided Pathways – Rickey Jackson
 - i. Rickey reported that several folks from NPC will attend the first Guided Pathways Institute at Pima Community College. He also noted that the idea of Guided Pathways is more than just designing streamlined programs. Discussion about Guided Pathways included: 1) develop an academic plan that includes intake, academic support, and progress monitoring; 2) student learning outcomes should be specified across programs; 3) we should first develop program outcomes and then build courses to satisfy program outcomes; 4) analytical scheduling software will be an important piece of this; 5) what we can learn from Guided Pathways is how to design what we offer and how to offer it, in ways that help students accomplish their goals; 6) assessment and learning outcomes is very much a part of Guided Pathways.
 - ii. During the meeting, Rickey forwarded an e-mail with a link on Guided Pathways, which includes interesting information coming out of Georgia State University. The e-mail also included an attachment (article) from Community College Research Center entitled “What We Know About Guided Pathways”.
 - b. IC Membership 2017-18 – Who Plans to Return for 2018-19? – Ryan Rademacher
 - i. The following IC voting members plan to return to IC next year – Eric, Ruth C.-R., Brian, Rickey, Deb, Dawn, Ryan J., Pat (however, she will find a proxy for FA18 semester), Ken and Ruth Z.
 - c. Procedure 3105 – Ryan Rademacher and Jeremy Raisor

- i. Jeremy gave an overview of the needed changes to the procedure, including: 1) wording about national exams that we accept (other than CLEP) – AP, IB, DANTES, CIE (decisions made by department); 2) clarification on departmental and national exams – maybe separating out the two; 3) bring it more in line with catalog wording.
 - ii. Discussion followed, especially as it relates to fees.
 - iii. **Task:** Jeremy will bring a Procedure 3105 strike-through document back to IC for review.
- VII. Other
 - a. Next IC Meeting
 - i. **Task:** Hallie will make arrangements for the following changes to IC Meetings: 1) cancel 04-27-18 IC Meeting; 2) change the 05-11-18 meeting to 8:30 a.m.-? (until we finish our work for the year), SCC, LC #133.
 - b. ATF Matrices
 - i. It was clarified that these decisions are decided upon by the departments.
 - c. HLC Conference
 - i. Mark reported that last year, 43.5 % of the schools that had a visit from HLC received a “met with concerns” or “not met” on assessment.
- VIII. Adjournment – Ryan Rademacher
 - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Dawn.
 - i. Motion **APPROVED** by unanimous vote.

Approved by IC 05-11-18