

Northland Pioneer College

Instructional Council (IC)

05-11-18

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: Cindy Hildebrand, Lisa Jayne, Wei Ma, Jeremy Raisor, Mark Vest and Hallie Lucas (recorder)

Guests: Gail Campbell, Magda Gluszek, Eric Henderson, Allison Landy, Everett Robinson, Gary Santillanes, P.J. Way and Karen Zimmerman

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

- I. Roll Call
- II. Approval of 04-13-18 IC Minutes – Ryan Rademacher
 - a. Ken **MOVED** to approve the IC Minutes of 04-13-18; **SECOND** by Ruth.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Dual Enrollment (DE) Subcommittee Meeting Minutes 04-20-18 – Karen Zimmerman
 - i. Karen reported that a group of NPC folks attended a state-wide conference recently; and, Rich Harris and Renell Heister provided a presentation for one of the workshops about NPC's Talon distance learning program. It was well received.
 - ii. Ken **MOVED** to accept the DE Subcommittee Meeting Minutes 04-20-18; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - b. Professional Development (PD) Subcommittee Report to IC (draft 05-01-18) – Magda Gluszek
 - i. Magda gave an overview of the report and noted that they still have PD funds available in the 2017-2018 budget. Discussion followed, especially as it relates to the Faculty Professional Development Application (FPDA) for In-House Training and compensation for creating training/attending training. IC is fine with the idea of separating the two parts of the FPDA, which should reduce confusion.
 - ii. Ken **MOVED** to accept the Professional Development (PD) Subcommittee Report to IC (draft 05-01-18); **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan J. will investigate how we figured the Professional Development award (in the past) for developing an in-house training course/stipend for attending, using PD monies. He will notify Magda Gluszek of his findings.
 - c. Charges to Subcommittees (including Compositions) – Ryan Rademacher

- i. Dual Enrollment
 - 1. There was discussion about this charge/composition.
 - 2. Ken **MOVED** to approve the DE Subcommittee charge/composition for 2018-2019 as follows – keep last year’s charge/composition with the following exceptions: 1) remove d1 and d2; 2) remove f; 3) change composition to read “6 Faculty members – minimum of 1 from each division (A&S, CTE and N&AH); High School Programs & Recruitment Coordinator (non-voting member)” **SECOND** by Ryan J.
 - a. Motion **APPROVED** by unanimous vote.
- ii. Professional Development
 - 1. There was discussion about this charge/composition.
 - 2. Ken **MOVED** to approve the PD Subcommittee charge/composition for 2018-2019 as follows – keep last year’s charge/composition with the following exceptions: 1) remove charge c; 2) add – “Develop a procedure for more clear compensation for in-house training; 3) remove EDU/CCP from composition; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
- iii. Learning Technology (LT) AMENDED charge
 - 1. Pat **MOVED** to **AMEND** the LT charge for 2018-2019 to add the charge of “Develop a process for evaluating instructional software.” **SECOND** by Ken.
 - a. **DISCUSSION** – instead of using the term “instructional software” change it to “instructional technology”. Pat and Ken were fine with this recommended change. IS has concerns with things like compatibility, accessibility, security, privacy and FERPA issues.
 - b. Motion **APPROVED** by majority vote.
 - c. Ruth **ABSTAINED**.

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. Lecture/Lab Definitions (05-09-18 memo from Everett Robinson) – Ryan Rademacher
 - 1. Ken **MOVED** to approve the Lecture/Lab Definitions as seen in the 05-09-18 memo from Everett Robinson [Practicum and Clinical definitions, on the memo, were already approved at the 04-13-18 IC Meeting]; **SECOND** by Eric B.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. Program Level Outcomes – Ken Wilk
 - 1. There was a great deal of conversation regarding program level outcomes and the possibility of adding the field to the New Program Form and the Modification to an Existing Course Form. IC does believe that this is a huge and important topic that needs a process in place before implementing. There are many unanswered questions. The

group concluded that a decision now would be premature; and, we first need to have our Instructional Support Specialist onboard before proceeding in a well-thought-out/organized manner. Wei noted that program forms in ACRES are not mapped to ACETS.

2. **Task:** No later than the second IC Meeting for FA18, Hallie will add an agenda item regarding how to address program level outcomes and whether or not they should be added to the New Program Form and Modification to an Existing Program Form; questions like - “How often should a program be reviewed?” need to be considered; the new Instructional Support Specialist will be consulted regarding this matter.
 3. **Task:** No later than the second IC Meeting for FA18, Ken will craft verbiage for program level outcomes.
- iii. Proposal for Requirement that Courses be Entered into ACRES – Hallie Lucas
1. Hallie gave an overview of the proposal to require that all courses be entered into ACRES and some specifics include: 1) 500 courses in the catalog and/or course bank are on old 3035 forms – 200 of them will be deleted in 2018-2019; 2) any time a course comes to IC, it is up for review; 3) option to choose which courses we want sent to ACETS; 4) Hallie received fairly positive feedback from many Department Chairs concerning the proposal; 5) Office of the VPLSS will scan the old 3035s to the appropriate Department Chair.
 2. Ken **MOVED** that we approve the Proposal for Requirement that Courses be Entered into ACRES with the following stipulations: 1) all courses (including ones that are only in the course bank) must be entered into ACRES within two years; and, it will be at the Deans’ discretion to determine which year each department will be required to submit them (Deans will coordinate efforts); 2) if course is only in the course bank, it will need to be entered into ACRES on a Modification to an Existing Course Form – then, a Course Deletion Form will be required to keep it only in the course bank; **SECOND** by Eric B.
 - a. Motion **APPROVED** by unanimous vote.
 3. Hallie plans to keep the list constantly updated during the cleanup process.
 4. Lisa noted that the first time we use the new ACRES forms, the Instructional Support Specialist should follow up with Rebecca McKay at A.S.U. to make sure the forms are working correctly.
- V. Old Business Not Related to Curriculum
- a. Instructional Technology Concern – Mark Vest and Allison Landy
 - i. Allison gave an overview of her attempts to get Poll Everywhere software installed at PDC and WMC (in the audio rooms); and, she is concerned that it has been an entire semester and nothing has been resolved.
 - ii. Discussion followed, especially as it relates to information that IS needs.
 - iii. We need to develop a process to respond to instructional technology requests (involve an IS person in creating the process - different “stages” process might be considered).
 - iv. We have a clear process for non-academic software requests (not related to instruction). Proposed changes to Procedure #2335 may require verbiage about Volunteer Product Assessment Template (VPAT), which is a disability service

compliance piece; VPAT would be performed by our Disability Resources Coordinator and IS on all academic software (disability service compliance piece).

- v. **Task:** Beginning Monday, P.J. will work with point persons (Ruth C.-R. and Allison) to move the pilot forward for the Poll Everywhere software.

VI. New Business Not Related to Curriculum

- a. Distance Education Guidelines (draft 05-01-18) and the Higher Learning Commission (HLC) Guidelines for the Evaluation of Distance Education (Online Learning) – Wei Ma, Rickey Jackson, Eric Bishop and Ruth Creek-Rhoades

- iv. Wei noted that they did not do a strike-through document, because there were too many major cleanups/modifications that have occurred over the last eight years. The group went over many of the specific changes that are proposed, along with other ideas that could help our process and/or address deficiencies. We want to make sure that our distance education practices are in compliance with our accreditor.
- v. For the HLC Guidelines, one of our biggest concerns was #8 – do we need to restructure instruction so that someone is responsible for distance education?
- vi. Some of the planned changes and discussion for the NPC Distance Education Guidelines included: 1) add a paragraph to #2.4 - Faculty teaching online courses must complete Moodle 101 and 201; 2) do we need to provide the VPLSS and President with a list of identified deficiencies? 3) IS is more than welcome to help us work on any of this (from a technology standpoint) – the missing pieces are governance/guidelines/requirements; 4) page #5 – change synchronous to read: “Synchronous refers to activities that the learner does in specified time with other class participants and/or instructor” 5) discussion about virtual campus; 6) #2.2 – clarification is needed on last sentence; 7) #2.4 – what is the purpose of the bullets? – do the bullets need an introduction? 8) #2.5, 5th bullet – strike “the” (word is duplicated); 9) #4.2 - it is unclear who “you” refers to; 10) #2.5, 2nd bullet – change “Help desk” to “Support Center” 11) several places – remove “best practices” 12) discussion about testing services; 13) discussion regarding #4.1, 11 SGA & online; 14) how does Instructor Readiness apply to Adjuncts?
- vii. The Distance Education group will come back this Fall with recommendations for additional changes.

VII. IS Update

- a. Last week P.J. sent information to Mark regarding the schedule for CISCO installations; and, it was shared with the Deans and Campus/Center Managers. Rickey noted that “Video I” at WRV will change locations to a larger room.

VIII. Freedom of Speech – Eric Henderson

- a. Eric gave an overview of Chapter 267 of the Sessions Laws, House Bill 2563. There was a discussion regarding this bill; and, several concerns were expressed. Mark agreed to report back to the college this fall after the Arizona Community College Coordinating Council (AC4) retreat. In response to this legislation, it would be nice if the Arizona community colleges: 1) set up similar responses; 2) develop reports that have the same kind of look; 3) create committees the same way, if possible.

IX. Academic Calendar 2020-2021 (05-10-18 version)

- a. Rickey noted that the proposed calendar is exactly like the 2019-2020 Academic Calendar. A brief discussion followed.

- b. Ken **MOVED** to approve Academic Calendar 2020-2021 (05-10-18 version); **SECOND** by Ruth.
 - iv. Motion **APPROVED** by unanimous vote.
- X. Student Surveys – Possibly Make Mandatory? – Mark Vest
 - a. Mark gave a short history on student surveys and noted that we have learned that the following methods do not have high response rate: 1) e-mail to students with a survey link; 2) simply posting a link in Moodle (without any other types of encouragement).
 - b. Discussion followed and IC decided to give Faculty three options for the student surveys: 1) use the conditional method in Moodle where students could not proceed in the class until survey is completed; 2) reward student with extra points when they complete the survey; 3) give frequent reminders to students.
 - c. Wei will make a short training video available to Faculty regarding the process.
- XI. Other
 - a. Moodle Course – Problem with Development – P.J. Way
 - iv. P.J. gave an overview of a problem that we encountered with cross-listed courses (MAT 103/BUS 133): 1) Jenzabar does not recognize that they are the same course and creates multiple shells; 2) takes hours of work to consolidate; 3) expensive to consolidate and creates risk.
 - v. Discussion included: 1) how do other Jenzabar schools deal with this? 2) changing them to only one name would create a broad set of problems; 3) scheduling needs complicate the issue; 4) this issue caused delay in releasing Moodle shells for SU18; 5) Cindy has information for a possible solution; 6) this is a growing pain - there have been big spikes in usage – we are doing this for the best interest of the students and the college.
 - b. Presentation to Ryan Rademacher
 - iv. Ken Wilk presented a card and monetary gift (from IC members) to Ryan R. to thank him for all his hard work and dedication to IC. He served as the first Faculty Chair for this committee.
- XII. Adjournment – Ryan Rademacher
 - a. Dawn **MOVED** the meeting be adjourned; **SECOND** by Ruth.
 - iv. Motion **APPROVED** by unanimous vote.