

Northland Pioneer College

Instructional Council (IC)

09-14-18

Voting Members Present: Eric Bishop, Ruth Creek-Rhoades, Mark Ford, Brian Gardner, Eric Henderson, Dawn Johnson, Wes King, Wei Ma, Deb McGinty, Gary Santillanes and Ruth Zimmerman
Non-Voting Members Present: Cindy Hildebrand, Rickey Jackson, Jeremy Raisor, Ken Wilk and Hallie Lucas (recorder)
Guests: Gail Campbell, Amy Grey, Allison Landy, Everett Robinson

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

- I. Roll Call
- II. Election of New IC Chair – Ken Wilk
 - a. Ken explained that since he is the new Instructional Support Specialist, he is not able to continue being IC Chair (conflict of interest).
 - b. Eric H. **MOVED** to nominate Eric Bishop as IC Chair for the upcoming term; **SECOND** by Deb.
 - i. Deb **MOVED** to close the nominations; **SECOND** by Mark.
 1. Motions **APPROVED** by majority vote.
 2. Eric B. and Eric H. **ABSTAINED**.
- III. Approval of 05-11-18 IC Minutes – Eric Bishop
 - a. Mark **MOVED** to approve the IC Minutes of 05-11-18; **SECOND** by Brian.
 - i. Motion **APPROVED** by majority vote.
 - ii. Wes and Eric H. **ABSTAINED**.
- IV. IC Subcommittees/Task Forces - none
- 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. Program Modification – ECD Request to Proceed – Allison Landy
 1. Allison gave an overview of her upcoming changes. After discussion it was determined that since Allison is not adding or deleting any courses to her programs, there is no need for her to do a program modification.
 - ii. Program Modification – AAEC, AAEE Request to Proceed (draft 06-21-18) – Allison Landy
 1. Allison plans to bring program modifications forward to change the wording for Social and Behavioral Sciences in the AAEE and AAEC, in order to bring more clarity.

2. Deb **MOVED** to approve the Program Modification – AAEC, AAEE Request to Proceed (draft 06-21-18); **SECOND** by Eric H.
 - a. Motion **APPROVED** by majority vote.
 - b. Wei **ABSTAINED**.
- iii. ACRES Routing Chain/Instructional Support Specialist – Ken Wilk
 1. There was discussion regarding whether or not the Instructional Support Specialist should be added to the routing chain in ACRES. It was decided, that Ken will try to comment on the curriculum between the Department Chair level and the Dean level. Ken is open to receiving e-mails any time someone would like his input/insights on curriculum (OK to contact him before formally submitting the form, if desired).
 2. Eric H. **MOVED** that the Instructional Support Specialist be given commentator status at all levels of the ACRES process; **SECOND** by Wes.
 - a. Motion **APPROVED** by unanimous vote.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
 - a. Test Matrixes and Course Equivalencies for ATF – Ken Wilk
 - i. There was a lengthy conversation regarding ATFs in general and exam equivalency decisions. A few of the thoughts that came out of this discussion include: 1) should there be an official/formalized process or procedure regarding whose authority level it is to make ATF decisions? 2) are guidelines needed for those who attend ATFs, including reporting back to NPC? 3) regarding test equivalencies, should the default be no? – if the Faculty member believes a certain test should be accepted, they could bring the recommendation to IC and ask for their approval; 4) should we have clear/defined standards for testing out of a course? 5) a big problem is not having access to many Exam Equivalency Guide tests.
 - ii. **Task:** Jeremy will bring proposed changes to Procedure 3105 to IC.
 - iii. **Task:** Ken and Jeremy will work together to bring the current Exam Equivalency Guide to IC.
 - iv. **Task:** Eric B. will place a future IC agenda item to discuss and possibly take action on credit by examination.
- VII. Other
 - a. Course Title Changes
 - i. There was a brief discussion regarding title changes to courses. We need to have some way to identify/flag when a title change affects a program. Discussion followed; however, nothing definite was decided.
 - b. Agenda Items
 - i. Eric B. asked IC members to think about things they would like to discuss in IC this year and then bring them forward as an agenda items.
- VIII. Adjournment – Eric Bishop
 - a. Eric H. **MOVED** the meeting be adjourned; **SECOND** by Gary.
 - i. Motion **APPROVED** by unanimous vote.
- IX. ACRES
 - a. IC voting members were asked to stay after the meeting and work in ACRES until 11:30 a.m.