

Northland Pioneer College

Instructional Council (IC)

09-28-18

Voting Members Present: Eric Bishop, Michael Collier (proxy for Eric Henderson), Ruth Creek-Rhoades, Mark Ford, Brian Gardner, Amy Grey (proxy for Deb McGinty), Dawn Johnson, Wes King, Wei Ma, Gary Santillanes and Ruth Zimmerman

Non-Voting Members Present: Mary Burkart, Rickey Jackson, Jeremy Raisor, Josh Rogers, and Hallie Lucas (recorder)

Guests: Gail Campbell, Richard Dean, Kurry Klingel, Everett Robinson, Bill Solomon and Jon Wisner

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

- I. Roll Call
- II. Approval of 09-14-18 IC Minutes – Eric Bishop
  - a. Wes **MOVED** to approve the IC Minutes of 09-14-18; **SECOND** by Ruth Z.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces - none
- IV. Curriculum
  - a. ACRES - none
  - b. New Programs - none
  - c. Program Modifications
    - i. Program Modification – FRS Request to Proceed (draft 09-20-18) – Jon Wisner & Bill Solomon
      - 1. Some highlights of the proposed changes include: 1) FRS 104 – divide into two courses, to allow more flexibility in scheduling – total number of credits and curriculum remains the same – adding hybrid modality; 2) changing lab/credit hour ratio (on several classes) to reflect the actual number of hours students are spending in the class; 3) in CP area, placing more emphasis on rope skills (needed for most technical rescues).
      - 2. As the program/course changes move forward, Jon and Bill will double check their contact time; and, they are aware of the IC deadline dates.
      - 3. Ruth C.-R. **MOVED** to approve the FRS Request to Proceed (draft 09-20-18); **SECOND** by Wei.
        - a. Motion **APPROVED** by unanimous vote.
    - ii. Program Modification – BUS Entrepreneurship Request to Proceed (draft 09-14-18) - Richard Dean
      - 1. The proposed change to this program is to allow students to take MAT 112.

2. Wes **MOVED** to approve the BUS Entrepreneurship Request to Proceed (draft 09-14-18); **SECOND** by Brian.
  - a. Motion **APPROVED** by unanimous vote.
3. The BUS Faculty (who were present at the meeting) were reminded to submit the program modifications in ACRES before the deadline.
- iii. Program Modification – BUS Modern Office Technologies Request to Proceed (draft 09-14-18) – Richard Dean
  1. Some highlights of the proposed changes include: 1) allow students to take MAT 112; 2) eliminate redundancy and remove unnecessary courses; 3) add more elective choices for students; 4) streamline the degree/courses, to make completion easier.
  2. Gary **MOVED** to approve the BUS Modern Office Technologies Request to Proceed (draft 09-14-18); **SECOND** by Mark.
    - a. Motion **APPROVED** by unanimous vote.
- iv. Program Modification – BUS Medical Office Technologies Request to Proceed (draft 09-11-18) – Kurry Klingel
  1. Some highlights of the proposed changes include: 1) allow students to take MAT 112; 2) eliminate redundancy and remove unnecessary courses; 3) add more training in professionalism; 4) remove unnecessary barriers for students.
  2. Ruth C.-R. **MOVED** to approve the BUS Medical Office Technologies Request to Proceed (draft 09-11-18); **SECOND** by Dawn.
    - a. Motion **APPROVED** by unanimous vote.
- v. Program Modification – CIS Request to Proceed (draft 09-24-18) – Eric Bishop
  1. A few highlights or benefits of the proposed changes include: 1) make it more viable for students and more sustainable, based on the anticipated resources; 2) designed to give more lucrative career options (Bureau of Labor Statistics – most anticipated growth (in this field) over the next 10 years is software development and cybersecurity; 3) help students become more well-rounded in some areas and help them be able to transfer more courses to the universities; 4) for students who plan to transfer to the universities in Computer Science, allow them to get their first year of coursework (required by the universities) at NPC, thus saving them money and giving them more individualized attention; 5) some of the recommended course deletions may be moved to other departments.
  2. Wei **MOVED** to approve the CIS Request to Proceed (draft 09-24-18); **SECOND** by Dawn.
    - a. Motion **APPROVED** by majority vote.
    - b. Eric B. **ABSTAINED**.
- vi. Since Mark Ford had his FDV Request to Proceed approved last year, IC agreed that he can bring the program modification forward without submitting another request to proceed.
  1. **Task:** In the Document Library on the Instructional Council Group in MyNPC, Hallie will post the approved FDV Request to Proceed from last year.
- d. Program Deletions - none
- e. Program Suspensions - none

- f. Misc. Curriculum
  - i. ACRES Routing Chain/Instructional Support Specialist – Ken Wilk
    - 1. Dawn **MOVED** to table this item; **SECOND** by Brian.
      - a. Motion **APPROVED** by unanimous vote.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
  - a. Academic Plan Agreement Form (Revised 09-19-18) – Josh Rogers
    - i. Josh explained that this form was slightly changed, so that it can also be used to reinstate financial aid students (who are on probation). IC members did not have any concerns about this proposed changes.
  - b. Request to Discharge Distance Education Guidelines Ad Hoc Committee and move the charge to Learning Technologies – Wei Ma
    - i. Wei explained that last year IC formed this ad hoc committee to completely overhaul our Distance Education Guidelines document; he believes the committee accomplished their task. Now, it is just a matter of having the Learning Technology (LT) Subcommittee finalize it and bring it back to IC for approval. It is probably best to give the Faculty Association a chance to review it before it comes to IC. LT will notify IC when they plan to have it completed (possibly this semester). Discussion followed. It was noted that the Distance Education Guidelines should be considered in the college’s technology plan; therefore, it needs to go to SPASC after IC approves it.
    - ii. Mary Burkart, our new Faculty in Educational Technology, is a new member of LT. She introduced herself, noting that she has worked in educational technology since the early 1980s (some in corporate and some in higher education).
    - iii. Brian **MOVED** to discharge the Distance Education Guidelines Ad Hoc Committee; **SECOND** by Ruth Z.
      - 1. Motion **APPROVED** by majority vote.
      - 2. Ruth C.-R. **ABSTAINED**.
    - iv. **Task:** Mark will speak with Kevin Jones regarding: 1) IC is working through the Learning Technology Subcommittee to revise the Distance Education Guidelines; 2) IC would like SPASC to review the revised Distance Education Guidelines before approving a Technology Plan.
- VII. Other
  - a. Assessment
    - i. Rickey asked that we have a SPASC/IC meeting on 11-09-18, 9:00-10:30 a.m., CC2, to discuss a common vision/goal for assessment.
    - ii. **Task:** Hallie will revise the Instructional Council Curriculum Review Calendar to include a joint meeting with SPASC on 11-09-18, 9:00-10:30 a.m., CC2.
    - iii. **Task:** Rickey will send an invitation to IC and SPASC regarding a joint meeting on 11-09-18, 9:00-10:30 a.m., CC2.
- VIII. ACRES Work as a Group – Eric Bishop
  - a. **Task:** Hallie will find a meeting date where both Cindy Hildebrand and Allison Landy can attend IC, to discuss concurrent vs. co-requisite, especially as it relates to system capabilities.
  - b. **Task:** Wei will speak with Allison regarding ECD 112 and ECD 120; should modality include lecture, since part of the credits are listed as lecture? He will also ask for clarification why the “other” type of change is checked on the ECD 120 course

modification form. [She should notify Hallie if she would like anything changed on her forms in ACRES.]

- c. **Task:** Hallie will speak with Ken Wilk about CON 120. Rationale should include language regarding why CON 102 and CON 107 are being changed from a co-requisite to a prerequisite.
  - d. **Task:** Hallie will speak with Ken Wilk about CON 200 and a small grammar question. Once resolved, she will notify Eric Bishop, so that the course can be moved forward in ACRES.
  - e. **Task:** Regarding ART 251, Mark will speak with Magda Gluszek about comments/recommendations noted in ACRES.
  - f. **Task:** Hallie will notify Eric Henderson that there is a question for him on SOC 121 in ACRES.
- IX. Adjournment – Eric Bishop
- a. Dawn **MOVED** the meeting be adjourned; **SECOND** by Ruth Z.
    - i. Motion **APPROVED** by unanimous vote.

approved by IC 10-12-18