

Northland Pioneer College

Instructional Council (IC)

10-12-18

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

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

Guests: Kathy Bentley, Gail Campbell, Allison Landy, Frank Pinnell and Everett Robinson

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

- I. Roll Call
- II. Approval of 09-28-18 IC Minutes – Eric Bishop
 - a. Ruth Z. **MOVED** to approve the IC Minutes of 09-28-18; **SECOND** by Dawn.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Assessment of Student Knowledge Report to IC (draft 10-08-18) – Allison Landy
 - i. Allison gave an overview of the report and a great deal of discussion followed.
 - ii. Dawn **MOVED** that we change the 2018-2019 ASK Subcommittee Charge a. to: Implement a plan to help the individual departments assess student learning across modalities; **SECOND** by Wes.
 1. Dawn **AMENDED** her motion to include “as applicable” at the end of the charge a; **SECOND** by Wes.
 - a. Motion **APPROVED** by majority vote.
 - b. Mark **ABSTAINED**.
 - c. **Task**: Hallie will change the ASK Subcommittee charge to reflect the change made in today’s motion.
 - iii. Allison summarized the ASK Subcommittee recommendations, which are in the report: the college will move toward creating institutional level outcomes and will start these discussions right away (the hope is that Dialog Day can be used to codify this).
 1. Rickey noted that the 11-09-18 IC/SPASC Meeting will provide the opportunity to have this discussion; the ASK Subcommittee, VPLSS and Institutional Effectiveness Director will make plans to facilitate the discussion.
 - a. **Task**: For the 11-09-18 IC/SPASC Meeting, Mary will work with Judy Yip-Reyes to provide examples of institutional learning outcomes from other institutions.

- iv. Dawn **MOVED** to approve the ASK Subcommittee recommendations, as presented in the ASK Subcommittee Report to IC (draft 10-08-18); **SECOND** by Mark.
 - 1. Motion **APPROVED** by unanimous vote.
- v. For the Planning Day template (attached to the ASK Subcommittee Report to IC (draft 10-08-18), Allison will make a note, for the future, that #8, Diversity, should be changed to “natural environments”.
- vi. Wes **MOVED** to accept the ASK Subcommittee Report (draft 10-08-18); **SECOND** by Ruth Z.
 - 1. Motion **APPROVED** by unanimous vote.
- b. Academic Standards (AS) Subcommittee Report to IC (draft 10-08-18)
 - i. Amy explained that AS is seeking clarification for the 2018-1019 AS Charge from IC, charge b – Develop a process to evaluate Dual Enrollment courses in comparison to non-Dual Enrollment courses. A lengthy discussion followed. It was clear that there are some concerns with discrepancies; how can we be confident that the courses offered at the high schools are the same as we offer here? IC requested that the AS Subcommittee compile a list of how DE courses are the same as we offer them at NPC and how they are different (look at our internal processes for Moodle shells, course evaluations, e-mail, etc.).
 - ii. Brian **MOVED** to accept the Academic Standards Subcommittee Report to IC (draft 10-08-18); **SECOND** by Ruth Z.
 - 1. Motion **APPROVED** by unanimous vote.
- c. Learning Technology (LT) Subcommittee Report to IC (draft 10-08-18) – Ruth Creek-Rhoades
 - i. Ruth C.-R. gave an overview of the report. Discussion followed. LT was asked to see if Information Services can provide a proxy for the LT Meetings, if Curtis cannot attend. It was noted that IC would need to approve the new 6th Edition of the Quality Matters (QM) Rubric; also, courses that are currently in the QM process (for the 5th edition) should be given a designated amount of time to finish them. If the 6th edition is approved by IC, there would need to be training for Faculty. In addition, our reviewers need to be properly trained on the new edition. Should QM reviewers be paid?
 - ii. There was discussion about standards for learning outcomes in QM, as it compares to IC’s standards for learning outcomes. Eric B. noted that we are the only member of the QM consortium, in Arizona, that requires courses go through the QM review process.
 - iii. Dawn **MOVED** that we accept the Learning Technology Subcommittee Report to IC (draft 10-08-18); **SECOND** by Brian.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Ruth C.R. **ABSTAINED**.

IV. Curriculum

a. ACRES

- i. Modification to an Existing Course Form/SOC 121 – Eric Henderson
 - 1. Eric H. noted that this is simply a revision to an old 3035, and it is the same course. A title change will need to be noted in programs and in the General Education Course Options list.
 - 2. Wes **MOVED** to approve the Modification to an Existing Course Form – SOC 121, as presented in ACRES; **SECOND** by Ruth C.R.

- a. **DISCUSSION** – should IC have a broader discussion about measurable outcomes? There was discussion about the term “understand”, as it was used in the SOC 121 course.
 - b. Motion **APPROVED** by majority vote.
 - c. Wei and Eric H. **ABSTAINED**.
 - 3. **Task:** Eric B. will move SOC 121 forward in ACRES, per today’s IC vote.
- b. New Programs - none
- c. Program Modifications
 - i. ATO Request to Proceed (draft 09-20-18) – Frank Pinnell
 - 1. Frank noted that the ATO courses are on old 3035s; and, they want to get them into ACRES. He noted that the technology has changed a lot; and updates will be made accordingly.
 - 2. Eric H. **MOVED** to approve the ATO Request to Proceed (draft 09-20-18); **SECOND** by Wes.
 - a. **DISCUSSION** – a teach-out plan will be provided. The five current CPs will be deleted and will be replaced by two new CPs, which will qualify for Financial Aid funding. It was clarified that this is definitely a restructure of the ATO program, but the department is the same and the course prefixes are the same; therefore, it is a Modification to an Existing Program.
 - b. Motion **APPROVED** by unanimous vote.
 - ii. EDU Request to Proceed (draft 10-03-18) – Gail Campbell
 - 1. Eric H. **MOVED** to approve the EDU Request to Proceed (draft 10-03-18); **SECOND** by Wes.
 - a. **DISCUSSION** – Gail noted that the proposed changes should; 1) provide a more usable degree plan; 2) better prepare students for either direct to work or transfer to a university; 3) lay the groundwork for the AAEE (through the Education Professions CP); 4) bring the degrees up-to-date, reflecting best practices and current practices.
 - b. Suggested changes - 1) change Social and Behavioral language; 2) consider making EDU 276 and EDU 250 requirements in the AAEE; 3) consider adjusting the layout of the degree to make it easier to understand; 4) consider revising the Required Electives section/terminology.
 - c. Motion **APPROVED** by majority vote.
 - d. Eric H. and Wei **ABSTAINED**.
 - iii. AAEC Catalog Strike-through (draft 10-05-18)
 - 1. Allison gave an overview of this program modification.
 - 2. Wes **MOVED** to approve the AAEC Catalog Strike-through document (draft 10-05-18); **SECOND** by Dawn.
 - a. **DISCUSSION** – needed changes include: 1) typo under MAT 162 (should be Roman numeral II); 2) move MAT 161 & 162 to Core Requirements; 3) strike through Required Electives; 4) change Core Requirements total to 25 credits; 5) change CIS 105 font to match Discipline Studies or Core requirements.
 - b. Wes **AMENDED** his motion to include the changes listed under discussion; **SECOND** by Dawn.

- b. Eric B. reminded IC voting members to either vote or make comments on curriculum in ACRES.
- VIII. Adjournment – Eric Bishop
 - a. Dawn **MOVED** the meeting be adjourned; **SECOND** by Ruth Z.
 - i. Motion **APPROVED** by unanimous vote.

approved by IC 10-26-18