

Northland Pioneer College

Instructional Council (IC)

10-26-18

Voting Members Present: Ruth Creek-Rhoades, Mark Ford, Brian Gardner, Eric Henderson (acting Chair), Dawn Johnson, Wes King, Kurry Klingel (proxy for Eric Bishop), Wei Ma, Deb McGinty, Melody Niesen (proxy for Gary Santillanes) and Ruth Zimmerman

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

Guests: Kristy Coffman, Ernie Hess, Allison Landy, Mike Meeks, Everett Robinson, Curtis Stevens and P.J. Way

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

- I. Roll Call
- II. Approval of 10-12-18 IC Minutes – Eric Henderson
 - a. Dawn **MOVED** to approve the IC Minutes of 10-12-18; **SECOND** by Ruth Z.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Dual Enrollment Subcommittee – no report
 - b. PASS Report to IC (draft 10-22-18) – Jeremy Raisor
 - i. Jeremy went over the report and noted that the College Success Strategies pilot (will replace SOAR) is going really well; most students loved the content and topics. A brief discussion followed.
 - ii. Deb **MOVED** to accept the PASS Report to IC (draft 10-22-18); **SECOND** by Ruth C.-R.
 1. Motion **APPROVED** by unanimous vote.
 - c. Professional Development Subcommittee Report to IC (draft 10-22-18) – Magda Gluszek
 - i. Magda gave an overview of the report.
 - ii. Deb **MOVED** to accept the Professional Development Subcommittee Report to IC (draft 10-22-18); **SECOND** by Wei.
 1. **DISCUSSION** included: 1) Curtis is willing to help with the problem of the fillable PDF boxes not expanding to accommodate all the text; 2) difference between certification taken as personal development vs. certification required to keep your job – consider changing certification section to add verbiage that could leave it a little more open for consideration; 3) some departments pay for certifications – consider verbiage to ask the applicants to consult with their Dean about appropriate funding sources to see if they are exhausted before approaching Professional Development for money; 4) Rickey is moving money from one of his budgets to provide \$9,000 more for Faculty Professional Development funding.

2. Motion **APPROVED** by majority vote.
3. Ruth C.-R. **ABSTAINED**.
- iii. Faculty Professional Development Application (draft 10-19-18)
 1. Wes **MOVED** to table the Faculty Professional Development Application (draft 10-19-18); **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Ruth C.-R. **ABSTAINED**.
- iv. Faculty Professional Development Application for In-House Training (draft 10-19-18)
 1. Wes **MOVED** to approve the Faculty Professional Development Application for In-House Training (draft 10-19-18); **SECOND** by Deb.
 - a. **DISCUSSION - Task**: Eric Bishop had a question (via his proxy, Kurry Klingel) regarding the Faculty Professional Development Application. Kurry will send the question to Magda Gluszek in writing.
 - b. Dawn **MOVED** to table the Faculty Professional Development Application for In-House Training (draft 10-19-18); **SECOND** by Brian.
 - i. Motion **APPROVED** by majority vote.
 - ii. Ruth C.-R. **ABSTAINED**.

IV. Curriculum

a. ACRES

i. ART 251 (New) – Magda Gluszek

1. Magda feels that it is premature to consider this course for general education.
2. Deb **MOVED** to approve ART 251, as presented in ACRES; **SECOND** by Ruth C.-R.
 - a. Motion **APPROVED** by majority vote.
 - b. Wei and Mark **ABSTAINED**.

ii. ECD 112 (Modification) – Allison Landy

1. Allison explained that this is a practicum-based course. One half of the credit comes from the student actually working or volunteering in a facility; the other half of the credit (lecture) comes through a reflective supervision process with their instructor (sometimes done in small groups). Quite a bit of discussion followed.
2. Wes **MOVED** to approve ECD 112, as presented in ACRES; **SECOND** by Brian.
 - a. Motion **APPROVED** by majority vote.
 - b. **NO** vote by Eric H.
 - c. Wei **ABSTAINED**.

iii. ECD 120 (Modification) – Allison Landy

1. Allison asked that ECD 120 be tabled.
2. Dawn **MOVED** to table ECD 120; **SECOND** by Ruth C.-R.
 - a. Motion **APPROVED** by majority vote.
 - b. Wei **ABSTAINED**.
3. **Task**: Hallie will ask Eric B. to return ECD 120 to Allison Landy.

b. New Programs - none

c. Program Modifications

- i. EMT Request to Proceed (draft 10-23-18) – Deb McGinty & Kristy Coffman
 - 1. Deb noted that the proposal is to change the lecture/lab hour ratio to 3:1 (instead of 2:1), which will reduce the credit hours for the program. They will also use this as an opportunity to update course descriptions, outcomes, topics, etc. to make sure the program is up-to-date.
 - 2. Ruth C.-R. **MOVED** to approve the EMT Request to Proceed (draft 10-23-18); **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb **ABSTAINED**.
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum
 - i. Satisfactory Placement (Math?, Gen. Ed. or Non-Gen. Ed.?) – Cindy Hildebrand
 - 1. Cindy explained that using the term Satisfactory Placement does not necessarily identify what the scores should be for any given course. Questions/concerns included: 1) reading scores for most general education courses are higher than most CTE courses; 2) what about writing scores? 3) is the intent (for the course) to include a numerical score? 4) the Placement Handbook really needs to be available when Fall registration begins.
 - 2. Deb **MOVED** to task Academic Standards to bring forward a recommendation regarding Satisfactory Placement; **SECOND** by Wes.
 - a. Motion **APPROVED** by unanimous vote.
 - 3. **Task:** Hallie will contact the Chair of the Academic Standards Subcommittee to ask them to come up with a recommendation regarding how to handle the satisfactory placement concern, including the timing of the Placement Handbook.
 - ii. Concurrent Requisite vs. Co-Requisite (System Capabilities) – Cindy Hildebrand and Allison Landy
 - 1. Allison gave an overview of how the ECD courses have historically been taken (in 1 credit hour modules); she explained that some courses are now clustered together. Since we currently have some students who previously took part of a clustered course, via the 1 credit hour modules, the problem becomes the limitations of our system regarding the terms co-requisite and concurrent requisite. To solve the problem long-term, Allison plans to revamp the program, using clustered courses. For now, overrides can be done to accommodate the student needs.
 - iii. CON Masonry CP/Request for SP19 Implementation – Ken Wilk
 - 1. Ken asked about the possibility of getting the CON Masonry CP approved for SP19, since it would only be offered at DOC; it would also help with some advising/petition issues. There are four new courses, in ACRES, which would need approval for SP19 implementation, as well. Cindy explained why we have programs set up to begin during the new catalog year. If IC approves the four courses for SP19 implementation, that will address the immediate needs.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum

- a. Online Student Readiness Update and Completion Tracking - Mary Burkart and Wei Ma
 - i. Wei gave some background regarding the various measures we take at NPC to help students become ready to take online courses. Students who need to take online readiness module are no longer blocked from registration; however, they need to complete it by the end of the first week of class. Should there be consequences for students who do not comply with the requirements? Discussion followed; and, some ideas included: 1) place a requirement in Moodle – could it be done globally? 2) include it in the course syllabus; 3) create a step at the time of registration; 4) make it part of the student’s course as soon as they are registered; 5) Starfish consideration.
 - ii. **Task:** Jeremy will check to see if Starfish can be used to assign students the task of completing online readiness requirements.
 - iii. **Task:** Mary will check into online readiness and come up with suggestions regarding consequences for students who do not complete the requirement; she will report back to IC. Some considerations she will look at are: 1) Moodle - can student be stopped from progressing in the course? 2) Starfish (consult with Student Services folks); 3) seek guidance from the Learning Technology Subcommittee.
- b. IS Matters – P.J. Way
 - i. P.J. gave an IS update, including: 1) updates to umbrella cyber security management tool sets; 2) Firepower Firewall is developing and in place; 3) Identity Services Engine (ISE) is being developed; 4) substantial wireless upgrades; 5) continuing to develop single sign-on solution; 6) Tutor.com has officially been adopted; 7) IS participated in Open House event; 8) DGB approved the purchase of the Greens’ Peak building; 9) participated in the Superintendents’ Meeting regarding Talon.
- c. Issues between IS and Instructional Environments – Eric Henderson
 - i. Eric H. introduced this topic and noted that there has been quite a bit of concern over connected classroom environments, with numerous problems that have emerged; he would like to hear about how the problems are being addressed. Curtis said that IS is trying to be proactive in addressing issues and does the best that they can. A support ticket should always be submitted. There was discussion about e-mail chains, which identify problems/solutions. If an instructor feels that something is affecting student learning (and they do not think the issue has been addressed sufficiently), the instructor should call Curtis.
 - ii. There was a lengthy dialog between IS members present and IC. IS members shared information regarding what their areas of specialization are and what types of things they deal with in their jobs, including things done behind the scenes that protect our institution. Deb thanked IS for attending and stated that she found the conversations very informative and insightful.
 - iii. **Task:** Mary will work with IS to develop a connected classroom quick reference guide for troubleshooting, etc. and make it available on eResources (or somewhere that it can be readily available).
 - 1. **Task:** If anyone has suggestions/thoughts/ideas regarding what should go into a quick reference troubleshooting guide (for connected classrooms) and what is the best way to make it accessible to Faculty, please e-mail Mary at mary.burkart@npc.edu.

VII. Other - none

- VIII. ACRES Work as a Group – none (we ran out of time)
- IX. Adjournment – Eric Henderson
 - a. Brian **MOVED** the meeting be adjourned; **SECOND** by Deb.
 - i. Motion **APPROVED** by unanimous vote.

approved by IC 11-02-18