Northland Pioneer College

Instructional Council (IC)

11-02-18

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

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

Guests: Jennifer Bishop and Everett Robinson

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

I.   Roll Call
II.   Approval of 10-26-18 IC Minutes – Eric Bishop
    a.   Ken **MOVED** to approve the IC Minutes of 10-26-18; **SECOND** by Deb.
        i.   Motion **APPROVED** by majority vote.
        ii.   Gary & Eric B. **ABSTAINED**.
IV.   IC Subcommittees/Task Forces
    a.   Academic Standards Subcommittee – no report
    b.   Assessment of Student Knowledge Subcommittee – no report
    c.   Learning Technology (LT) Subcommittee Report to IC (draft 10-29-18) – Ruth Creek-Rhoades
        i.   Ruth C.-R. gave an overview of the report. Much of the conversation centered on LT's recommendation to pay Quality Matters (QM) reviewers (3 reviewers per course - number of courses to be reviewed varies greatly by semester). Rickey noted that we might be able to transfer money out of the contingency adjunct faculty budget line to cover the cost of paying course reviewers. New reviewers are encouraged to take the AAPQMR training course.
        ii.   Deb **MOVED** to accept the Learning Technology (LT) Subcommittee Report to IC (draft 10-29-18); **SECOND** by Ken.
            1.   Motion **APPROVED** by majority vote.
            2.   Ruth C.-R. **ABSTAINED**.
        iii.   Dawn **MOVED** that we send the recommendation (contained in the Learning Technology Subcommittee Report to IC (draft 10-29-18)) to the Faculty Association; **SECOND** by Wes.
            1.   Motion **APPROVED** by majority vote.
            2.   Mark **ABSTAINED**.
        iv.   **Task**: Eric B. will send the recommendation from the LT Subcommittee Report to the Faculty Association.
V.   Curriculum
    a.   ACRES

approved by IC 11-16-18

      i.   CON 120 (Modification) – we now have the votes
      ii. CON 121 (Modification) – we now have the votes
     iii. CON 110, 124…(Annual Deletion of Courses within a Prefix) - we now have the votes

b. New Programs - none
c. Program Modifications
      i. BUS Request to Proceed - Accounting, Management & Leadership, ABUS (draft 10-19-18) – Jennifer Bishop
        1. Jennifer explained the recommended changes to these programs, which includes a new course number for an existing course, to make it less confusing for students. Also, she recently learned that information coming out of the MAT ATF may result in any MAT course below 142 being moved to CCP; therefore, they plan to change their MAT verbiage to meet that potential requirement.
        2. Deb **MOVED** to approve the BUS Request to Proceed - Accounting, Management & Leadership, ABUS (draft 10-19-18); **SECOND** by Brian.
          a. Motion **APPROVED** by majority vote.
          b. Ken and Eric B. **ABSTAINED**.
d. Program Deletions
      i. HUS Program Deletion – Request to Proceed (draft 11-01-18) – Andrew Hassard
        1. Andrew gave an overview of the request and stated that the HUS program is currently offered through Social and Behavioral Sciences and they no longer want to offer it; he noted that most of the courses will be kept, but that is something that can be decided later. Allison Landy would like to put some HUS courses into ECD concentrations. There are no students in this program who have met the continuous enrollment requirements; therefore, no teach-out plan will be needed.
        2. Ken **MOVED** to approve the HUS Program Deletion – Request to Proceed (draft 11-01-18), and clarified that the HUS prefix will not be deleted [any courses to be deleted will have to come forward on an ACRES course deletion form, to be approved at a later date]; **SECOND** by Wes.
          a. Motion **APPROVED** by majority vote.
          b. Ryan **ABSTAINED**.
        3. It was clarified that Andrew is welcome to move forward with the Program Deletion form in ACRES, as long as he submits it by the deadline date.
e. Program Suspensions - none
f. Misc. Curriculum - none

VI.   Old Business Not Related to Curriculum - none
VII. New Business Not Related to Curriculum
   a. Proposal: Internet Course Approval Process Change (draft 10-30-18) – Eric Bishop
      i. Eric gave an overview of the proposal and explained that he is proposing to move away from QM as a mechanism to approve online courses and use the QM process to improve the quality of existing online classes (optional step – instructor could request it or Dean/Department Chair could make the request). Much of the rationale focuses on the fact that there have been problems with

the process, including: 1) not enough reviewers; 2) changes this semester without LT and IC approval; 3) significant delays in course approvals.

    ii. The proposal would require that this form of modality be scrutinized the same way that other modalities are reviewed for approval to be taught.

    iii. Mary noted that the first question on the rubric asks, "Has the course been offered online at least twice?" This supports the idea that courses should not have to have QM approval, in order for the course to be approved through IC.

    iv. Ken **MOVED** (at the direction of Eric Henderson) to adopt the proposed solution, contained in the Proposal: Internet Course Approval Process Change (draft 10-30-18), to "Retract all existing online course review and approval processes except for the standard IC curriculum approval process for any other instructional modality"; **SECOND** by Gary.

        1. There was a great deal of **DISCUSSION**, and some highlights include: 1) multiple instructors, for a course, complicate the process; 2) hybrid courses; 3) give LT more time to support other pressing technology needs and to help/train/support Faculty in developing online classes; 4) HLC is looking for consistency in evaluating courses and making sure they are ADA compliant; 5) QM Consortium offers free courses in designing online courses; 6) use same evaluations that we use for any modality – student surveys, instructor observations, Dean/Department chair oversight, etc.; 7) possibility of having a team of educational technologists to set up courses (creating more consistency for students) – Faculty submit the content; 8) possibility of having a template, to create consistency; 9) delineate between resources and requirements.

        2. Motion **APPROVED** by majority vote.

        3. Ruth **ABSTAINED**.

    v. Brian **MOVED** that the 10 courses (currently at QM level) should move through the IC process, but they do not need the QM approval; **SECOND** by Dawn.

        1. Motion **APPROVED** by majority vote.

        2. Ruth **ABSTAINED**.

    vi. **Task**: Eric B. will meet with Ruth C.-R. and Mary to discuss how we will communicate this change and the supporting processes to the Faculty and Deans.

    vii. **Task**: The Learning Technology Subcommittee will make the needed changes to the Distance Education Guidelines to align with this change.

b. Quality Matters Rubric/6th Edition – Ruth Creek-Rhoades

    i. Ruth C.-R. said that several of the changes to the QM rubric are very helpful; however, she is concerned about changing to the 6th Edition, at this time. She believes that we currently do not have the infrastructure to support some of the requirements of the new edition. Eric B. noted that he would like to see us moving toward being able to adopt the 6th Edition, in the future; we need to have the support to provide resources (talent, software, etc.) to build more accessibility into online courses, to provide a better experience for students.

    ii. Some other thoughts included: 1) come up with best practices guidelines for Faculty regarding how to ensure that their courses are ADA compliant; 2) provide a template for creating online courses, as a resource to Faculty.

    iii. **Task**: Learning Technology Subcommittee will take on the challenge to help NPC move toward being able to adopt the QM 6th Edition (restructure the

guidelines on the eresource page, work on the Distance Education Guidelines and make a recommendation on a future timeline (absorb this into the current charge to LT to "Update Distance Education Guidelines and Best Practices document").

VIII.   Other – none

IX.   ACRES Work as a Group – Eric Bishop

X.   Adjournment – Eric Bishop
    a.   Brian **MOVED** the meeting be adjourned; **SECOND** by Ken.
        i.   Motion **APPROVED** by unanimous vote.