

Northland Pioneer College

Instructional Council (IC)

01-25-19

Voting Members Present: Eric Bishop (Chair), Ruth Creek-Rhoades, Brian Gardner, Dawn Johnson, Wes King, Pat Lopez, Wei Ma, Deb McGinty, Gary Santillanes and Ruth Zimmerman

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

Guests: Gail Campbell, Mark Ford, Magda Gluszek, Amy Grey, Everett Robinson, Bill Solomon and Jon Wisner

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

- I. Roll Call
- II. Approval of 01-11-19 IC Minutes – Eric Bishop
 - a. Ruth Z. **MOVED** to approve the IC Minutes of 01-11-19; **SECOND** by Pat.
 - i. **DISCUSSION** – typo under VI, a, i – it should read “but there was...”
 - ii. Ruth Z. **AMENDED** her **MOTION** to approve the minutes with correction listed above; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Dual Enrollment Subcommittee – no report
 - b. PASS – no report
 - c. Professional Development Subcommittee Report to IC (draft 01-21-19) – Magda Gluszek
 - i. Magda gave an overview of the report and noted that the subcommittee would like to temporarily remove the in-house application from the website, while it is being revised. Discussion followed. It might be helpful for the application to include some type of verbiage regarding the possibility of other sources of funding (especially for certifications); the Faculty member should check with their Dean.
 - ii. Pat **MOVED** to accept the Professional Development Subcommittee Report to IC (draft 01-21-19); **SECOND** by Dawn.
 1. Motion **APPROVED** by majority vote.
 2. Wes **OPPOSED**.
 3. Ruth R.C.-R. **ABSTAINED**.
- IV. Curriculum
 - a. ACRES
 - i. EIT 216 – Eric Bishop
 1. The concern with this course is the length of the course title; and, there was discussion about the limited number of characters Jenzabar allows and whether or not it could be readable, once it is abbreviated. Kenny

Keith said that the course title needs to stay the way it was entered into ACRES. We do have the votes in ACRES.

2. **Task:** Jeremy will have Records and Registration consult with Kenny Keith on the abbreviation for EIT 216 in Jenzabar.
3. **Task:** Eric B. will move EIT 216 forward in ACRES.

b. New Programs

i. Surgical Technology AAS, Feasibility Study (draft 01-17-19) – Deb McGinty

1. Deb went over the changes that she made to the feasibility study; and, there was a question/answer time. Suggestions for additional changes include: 1) page 5, change it to 10 WMC students; 2) first page of Table 2, lower right, correct spelling of Pharmacology; 3) page 7, bottom of page, reference link will be changed.
2. Wes **MOVED** to approve the Surgical Technology AAS, Feasibility Study (draft 01-17-19), with the three changes noted above; **SECOND** by Ruth C.-R.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb and Ruth Z. **ABSTAINED**.
3. **Task:** Deb will make the three corrections to the SGT Feasibility Study, as discussed in today's IC Meeting, and will send it to Hallie.

c. Program Modifications

i. EDU CP Education Professions Catalog Strike-through (draft 01-18-19) – Gail Campbell

1. Gail went over the proposed changes and stated that it will now be in alignment with the AAEE Degree. Discussion followed. Corrections needed include: 1) EDU 250 spelling of Evaluative; 2) second paragraph, remove the dash in the word Assessment.
2. Dawn **MOVED** to approve EDU CP Education Professions Catalog Strike-through (draft 01-18-19) with the changes noted above (thus approving the program modification); **SECOND** by Wes.
 - a. Motion **APPROVED** by majority vote.
 - b. Wei **ABSTAINED**.

ii. AAEE Catalog Strike-through (draft 01-18-19) – Gail Campbell

1. Gail went over the proposed changes; she noted that time is allotted for students to observe, work and do projects in the elementary classrooms.
2. Pat **MOVED** to approve the AAEE Catalog Strike-through (draft 01-18-19) (thus approving the program modification); **SECOND** by Gary.
 - a. Motion **APPROVED** by majority vote.
 - b. Wei **ABSTAINED**.

iii. FDV AAS, CAS, CPs (2) Catalog Strike-through (draft 01-18-19) – Mark Ford

1. Mark gave an overview of the changes to the program. Since the new CP does not qualify for Financial Aid, it becomes an advising matter to guide students who are not taking the classes via Dual Enrollment.
2. Pat **MOVED** to approve the FDV AAS, CAS, CPs (2) Catalog Strike-through (draft 01-18-19) (thus approving the program modification); **SECOND** by Dawn.
 - a. **DISCUSSION** – where it says “Complete the FDV CP” (or CAS), IC suggested that FDV be removed from the verbiage.

- b. Pat **AMENDED** her **MOTION** to approve the program modification to include the above mentioned change in verbiage; **SECOND** by Dawn.
 - i. Motion **APPROVED** by majority vote.
 - ii. Wei **ABSTAINED**.
- iv. FRS AAS, CAS, CPs (3) Catalog Strike-through (draft 01-16-19) – Bill Solomon
 - 1. Bill went over the proposed changes. IC suggested that Required Electives verbiage be changed to Core Requirements. There was discussion about curriculum design. IC would like to have the department consider the possibility of a CP that flows into the CAS.
 - 2. Dawn **MOVED** that we approve the FRS AAS, CAS, CPs (3) Catalog Strike-through (draft 01-16-19), including the change in verbiage to Core Requirements, (thus approving the program modification), with the caveat that someone is tasked with bringing this back to IC next year to fix the issue with the CP flowing into the CAS; **SECOND** by Pat.
 - a. Motion **APPROVED** by unanimous vote.
 - 3. **Task**: During the 2019-2020 academic year, Jon Wisner and Peggy Belknap will be in charge of making sure that the CTE Division checks into the possibility of creating a FRS CP that feeds into the FRS CAS. They will report their findings to IC.
 - 4. **Task**: Bill Solomon will submit a Course Deletion form in ACRES for FRS 104.
- v. **Task**: Hallie will make the changes in the Catalog Strike-through program documents, as discussed at today's IC Meeting.
 - d. Program Deletions - none
 - e. Program Suspensions - none
 - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
 - a. Proctored Online Testing (draft 01-22-19) – Wei Ma and Stan Pirog
 - i. Wei and Stan described a situation where the library facilitated online testing for Fall 2018 for an instructor. They required students to show their ID; but, there was no real way of monitoring what students were doing on the computers. One student was caught cheating. Quite a bit of discussion followed, and there is definitely interest in moving toward more proctored testing.
 - ii. **Task**: Stan and Wei will bring a recommendation to IC regarding the composition of an ad hoc committee to further investigate proctored testing.
 - b. Secretary to the VPLSS (draft 01-14-19) – Ken Wilk
 - i. The Administrative Assistant for Learning spends a large portion of her work time assisting with IC and curriculum matters; we want to ensure that we have a smooth transition, as someone new will move into that position. In addition, we are also losing the Media Relations Coordinator and the Systems Analyst; these individuals have a tremendous amount of knowledge of the college and they also have an impact on IC. Also, beginning in July, we will have a new VPLSS. Discussion followed.
 - ii. **Task**: At the next Executive Team Meeting, Rickey will convey the concerns that IC has regarding the Administrative Assistant for Learning position; he will take

the Secretary to the VPLSS (draft 01-14-19) document with him that identifies some of the specific concerns/suggestions.

- c. CTE Curriculum Proctor Divisional Procedure (draft 01-14-19) – Ken Wilk
 - i. Ken went over the proposed procedure, which would allow a Curriculum Proctor to cover a CTE class. They would have a limited scope of authority to administer exams or other pre-planned lecture derived activities. There was a discussion, as well as a question/answer time.
 - ii. Wes **MOVED** approve CTE Curriculum Proctor Divisional Procedure (draft 01-14-19); **SECOND** by Ruth C.-R.
 - 1. **DISCUSSION** – the details of implementation will be worked out by the Dean/Division/Department.
 - 2. Motion **APPROVED** by unanimous vote.
 - d. IS Matters – Eric Bishop
 - i. Eric B. gave an update concerning IC’s recommendation to the President regarding the Smartboard 6000 Pro, which indicated that IC is not comfortable giving a timeframe, at this time. Our understanding is that SU20 is the earliest that the new equipment would be installed. It would be helpful for the Faculty to identify (on paper) all the requirements that are necessary in that type of environment (interactivity working, video streaming, etc.). Before we make a definite decision, it would be incredibly productive to have many Faculty, a Facilities Representative and IS Representatives all in the same room while testing (at least one gathering per semester).
 - ii. **Task:** The Learning Technology Subcommittee will bring an initial draft, to IC, of a checklist/rubric to evaluate technology in the connected classroom environment.
- VII. ACRES Work as a Group – we did not have time to work as a group, but IC members were given suggestions of some specific courses to evaluate first.
- VIII. Adjournment – Eric Bishop
- a. Pat **MOVED** the meeting be adjourned; **SECOND** by Wes.
 - i. Motion **APPROVED** by unanimous vote.