

Northland Pioneer College

Instructional Council (IC)

03-08-19

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

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

Guests: April Horne, Allison Landy and Everett Robinson

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

- I. Roll Call
- II. Approval of 02-08-19 IC Minutes – Eric Bishop
 - a. Gary **MOVED** to approve the IC Minutes of 02-08-19; **SECOND** by Wes.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards – they will report at the next meeting
 - b. Assessment of Student Knowledge – no report
 - c. Learning Technology (LT) Subcommittee
 - i. LT Subcommittee Report to IC (draft 03-04-19) – Ruth Creek-Rhoades
 1. Ruth gave an overview of the report. There was a lengthy discussion and some of the highlights include: 1) Faculty need to be involved in the creation of the process to evaluate software, as well as actually evaluating the software; 2) evidently we do have software (not currently being used) that could help with ADA compliance; 3) LT is now looking at a set of standards/process to help us make sure all of our courses are ADA compliant; however, Faculty to need some assistance/expertise (instructional designers, etc.) in making sure that the classes are compliant; 4) it is important to have the IS member present at LT Meetings (or at least a proxy); 5) a procedure was recently discussed on Policy/Procedure Day (involving software); but, it contradicts our current practice (software involving instruction goes before LT, instead of Change Advisory Board); 6) Rickey reported that at the last budget meeting, they agreed to hire an additional A/V Technician and will get them trained to assist with ADA compliance needs; 7) Ruth C.-R. reported that she will bring the proposed revisions forward at the next IC Meeting for the Distance Education Guidelines.
 2. Dawn **MOVED** to accept the LT Subcommittee Report to IC (draft 03-04-19); **SECOND** by Deb.
 - a. Motion **APPROVED** by majority vote.
 - b. Ruth C.-R. **ABSTAINED**.

- ii. Classroom Instructional Technology Rubric (draft 03-04-19)
 - 1. Eric B. noted that LT was asked to come up with a checklist to have the means to evaluate our classroom instructional technology in various modalities (times of usage include: start of semesters; new equipment coming in; changes to technology; etc.). It gives an accurate way to capture everything and identify anything that we might be missing.
 - 2. Ruth C.-R. went over the rubric. Needed changes include: 1) make sure phones work; 2) does every classroom have a stylus? 3) Internet browser consistency – maybe Chrome and Firefox.
 - 3. Other discussion included: 1) document cameras removed from LCC Model, Audio and CCP Classrooms; however, some instructors still need them; 2) ADA software is not being fully utilized (ReadWrite Gold) [text help solutions]; 3) Allison shared that Proximity Software allows her to connect to the SMART Board using her laptop, making it unnecessary for her preferred software to be installed in every classroom where she teaches; 4) what about a shared document for each classroom? – Faculty could see the most current information – maybe through Moodle – a living document; 5) Faculty need to make decisions regarding instructional technology and input from IS is very important – we do have the mechanism in place for instructional technology (Learning Technology Subcommittee through IC); 6) hopefully this rubric will help the bottom line, which is student success.
 - 4. Deb **MOVED** to accept Classroom Instructional Technology Rubric (draft 03-04-19) and include the “needed changes” (noted above); **SECOND** by Gary.
 - a. **DISCUSSION** – change from Rubric to Checklist. In place of the last item “Team Checked with IS prior to testing”, it is recommended to add language to the top of the form “Before you start your testing, it is recommended that you check with IS”. Convert it to a living document.
 - i. Deb **AMENDED** her **MOTION** to include items listed under the motion discussion; **SECOND** by Gary.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Ruth C.-R. **ABSTAINED**.
 - 5. **Task**: Ruth C.-R. and Allison will discuss offsite needs, as it relates to classroom instructional technology.
- d. Faculty Professional Development Application (draft 02-16-19) – Ruth Creek-Rhoades
 - i. Ruth C.-R. reported that the following language was added to give clarifications regarding certifications – “Faculty who are pursuing certification or accreditation activities should also consult with their Deans for other possible sources of funding.”
 - ii. Eric H. **MOVED** to approve the Faculty Professional Development Application (draft 02-16-19); **SECOND** by Pat.
 - 1. Motion **APPROVED** by majority vote.
 - 2. Ruth C.-R. **ABSTAINED**.
 - iii. **Task**: Deb will communicate directly with Magda Gluszek regarding a few little typos she found in the Faculty Professional Development Application.

- e. **Task:** Hallie will add an agenda item for the next IC Meeting to have a discussion with the NPC President to discuss IC Concerns.

IV. Curriculum

a. ACRES

i. CFS 100 – Allison Landy

- 1. There was a lengthy discussion regarding the use of the term Department Permission vs. Instructor permission; and, Allison explained many of the unique circumstances her department has that necessitate the need for Department Permission.
- 2. Pat **MOVED** to approve CFS 100 as presented in ACRES; **SECOND** by Deb.
 - a. Motion **APPROVED** by majority vote.
 - b. Wei **ABSTAINED**.

ii. CFS 101 – Allison Landy

- 1. Eric H. **MOVED** to approve CFS 101 as presented in ACRES; **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Wei **ABSTAINED**.

iii. ECD 200 – Allison Landy

- 1. Allison recommended that, under prerequisites, we change it from Department Permission to Instructor Permission; and, she explained her reasons for the request.
- 2. Eric H. **MOVED** to approve ECD 200 as presented in ACRES; **SECOND** by Pat.
 - a. **DISCUSSION** – there was a concern expressed about practicum as a mode of instructional delivery, while none of the contact hours denoted practicum. It was noted that even in a straight lecture class, in reality there are many forms of modality utilized.
 - i. Eric H. **AMENDED** his **MOTION** to approve ECD 200 as presented, with the change of Department Permission to Instructor Permission and the removal of Practicum from Mode of Instructional Delivery; **SECOND** by Dawn.
 - 1. Motion **APPROVED** by unanimous vote.

iv. EMT 100 – course was returned to Deb, so that she can work on it

v. EMT 134 – Deb McGinty

- 1. There was concern about the fractional number of credit hours. Discussion followed.
- 2. Pat **MOVED** to approve EMT 134 as presented in ACRES with the following changes: 1) reduce credit hours to 1.0; 2) reduce lecture hours to .5 (1.5 clinical hours stays the same); 3) change total contact hours to 32.
 - a. **SECOND** by Wes.
 - i. Motion **APPROVED** by majority vote.
 - ii. Brian and Deb **ABSTAINED**.

- 1. [Course will need a new number, since the number of credit hours is changing.]

vi. EMT 246 – Deb McGinty

1. There was discussion about courses with high numbers of credit hours and the effects they have on students. Deb also addressed the concern expressed in ACRES regarding the course outcomes.
 2. Eric H. **MOVED** to approve EMT 246 as presented in ACRES; **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Brian and Deb **ABSTAINED**.
- vii. NUR 291 – Deb McGinty
1. There was a brief discussion about laboratory as a mode of instructional delivery with this course.
 2. Pat **MOVED** to approve NUR 291 as presented in ACRES with the change of removing laboratory as a mode of instructional delivery; **SECOND** by Gary.
 - a. Motion **APPROVED** by majority vote.
 - b. Ruth Z. and Deb **ABSTAINED**.
- viii. **Task:** Hallie will make the needed changes in ACRES as signified in the above-mentioned motions for course approvals and will correct the question marks for course outcome (number 12) on EMT 134.
- b. New Programs
- i. Surgical Technologist AAS and Surgical Technologist General Education Requirements Catalog Strike-through (draft 02-20-19) – Deb McGinty
 1. For the catalog strike-through document Deb recommends that we change the word Technologist to Technology. In addition, she certainly supports the hiring of an additional biology instructor to help support this program and the Therapeutic Massage program.
 2. Eric H. **MOVED** to approve the Surgical Technologist AAS and Surgical Technologist General Education Catalog Strike-through (draft 02-20-19) with the changes of the word Technologist to Technology (thus approving the new program); **SECOND** by Pat.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb **ABSTAINED**.
 - ii. Therapeutic Massage AAS, CAS, CP Catalog Strike-through (draft 02-21-19) – Deb McGinty
 1. Deb gave a brief overview of a few minor changes to the document. Eric H. noted that we had this program 10 years ago.
 2. Eric H. **MOVED** to approve Therapeutic Massage AAS, CAS, CP Catalog Strike-through (draft 02-21-19) (thus approving the new program); **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - b. Deb **ABSTAINED**.
- c. Program Modifications
- i. Paramedicine (EMT) AAS, CAS, CP Catalog Strike-Through (draft 02-20-19) – Deb McGinty
 1. After a review of the program it was determined that the lab to credit hour ratio needed to be revised for Paramedicine I and II, thus reducing the overall credits for the program.
 2. Wes **MOVED** to approve Paramedicine (EMT) AAS, CAS, CP Catalog Strike-Through (draft 02-20-19); **SECOND** by Pat.

- a. Motion **APPROVED** by majority vote.
 - b. Brian and Deb **ABSTAINED**.
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum
 - i. Troublesome Courses (courses that need to be deleted because they are being replaced)
 - 1. EMT 132 (being replaced by EMT 131)
 - 2. EMT 244 (being replaced by EMT 246)
 - 3. EMT 245 (being replaced by EMT 247)
 - 4. FRS 104 (being replaced by FRS 103 & FRS 105)
 - 5. GLG 202 (being replaced by GLG 203)
 - 6. NUR 290 (being replaced by NUR 291)
 - 7. Eric B. explained that sometimes when a course is being replaced by another course, the curriculum deadlines do not necessarily allow for time to submit a Course Deletion for the course that is being replaced. He explained the complications resulting from lack of deletion. Discussion followed, including how do we handle in the future?
 - 8. Eric H. **MOVED** to authorize the chair of IC to create deletion forms for EMT 132, EMT 244, EMT 245, FRS 104, GLG 202 and NUR 290, retaining them in the Course Bank and move them forward as approved on IC's behalf; **SECOND** by Dawn.
 - a. Motion **APPROVED** by majority vote.
 - 9. **Task:** Eric B. will create Course Deletions for EMT 132, EMT 244, EMT 245, FRS 104, GLG 202 and NUR 290, retain them in the Course Bank and approve them on IC's behalf.
 - 10. **Task:** Eric B. and Pat will work together on some of the language regarding GLG 202.
 - 11. **Task:** Hallie will add an agenda item for our next IC Meeting to discuss how we handle Course Deletions when that course is being replaced by another.
 - ii. Late Course Submissions with Lab/Credit Hour Ratio Issues – Eric Bishop
 - 1. MUS 129 , MUS 155A, MUS 155B, MUS 155C, MUS 155D, MUS 155E, MUS 155F, MUS 155G
 - 2. Eric B. explained that these courses need to change because lab/credit hour issues; however, they were submitted after our deadline. Discussion followed. The courses are in ACRES and we can vote on them next year. No action was taken.
 - 3. **Task:** After 05-02-19 (and before the end of the SP19 semester), Wei will move MUS 129 , MUS 155A, MUS 155B, MUS 155C, MUS 155D, MUS 155E, MUS 155F and MUS 155G forward in ACRES, so they will be ready for IC to take action on them at the beginning of FA19 semester.
 - iii. Courses that Need to Be Deleted due to Lab/Credit Hour Ratio Issues
 - 1. IMO 201, IMO 230, IMO 231, IMO 232 and IMO 233
 - 2. **Task:** Hallie will ask Kevin Westfall to create Course Deletions for IMO 201, IMO 230, IMO 231, IMO 232 and IMO 233 and ask his Dean to move them forward after 05-02-19 (and before the end of the SP19

semester), so that they will be ready for IC vote at the beginning of FA19 semester.

V. Old Business Not Related to Curriculum

- a. 2021-2022 Academic Calendar (Alternative) (draft 1, 02-12-19) and 2021-2022 Academic Calendar (Traditional) (draft 4, 02-02-19) – Rickey Jackson
 - i. CASO, Faculty Association and SPASC have been asked to review these calendars. Rickey shared an e-mail exchange regarding the Alternative Calendar that he had with Ina Sommers, CASO President. Discussion followed, especially as it relates to the Alternative Calendar, which includes a Fall break. Rickey noted that if the college approves the Alternative Calendar, he would submit a similar calendar when it is time to propose the 2022-2023 Academic Calendar.
 - ii. Gary **MOVED** that we approve the 2021-2022 Academic Calendar (Alternative) (draft 1, 02-12-19) contingent upon approval by Faculty Association; **SECOND** by Ruth C.-R.
 1. Motion **APPROVED** by majority vote.
 2. Ruth Z. and Deb **OPPOSED**.
 - iii. **Task:** Eric B. will monitor feedback from Faculty Association regarding the Academic Calendar and will notify IC if they have any concerns; if they do not have any concerns, he will notify Rickey Jackson no later than 04-05-19 that the 2021-2022 Academic Calendar (Alternative) (draft 1, 02-12-19) was approved by IC.

VI. New Business Not Related to Curriculum

- a. Request to Extend IC's Course Deadline until 03-08-19 – Eric Bishop
 - i. Eric B. noted that 02-22-19 was our curriculum deadline for courses that affect programs of study and our meeting was cancelled [due to a severe snowstorm]. Some courses were moved forward after the deadline. We are asking to formerly extend this deadline until 03-08-19
 - ii. Eric H. **MOVED** to extend IC's 02-22-19 curriculum deadline until 03-08-19; **SECOND** by Gary.
 1. Motion **APPROVED** by majority vote.
- b. Internship Definition for Catalog - Eric Bishop
 - i. Eric B. noted that we need an internship definition for page 63 of the catalog. Everett stated that if we come up with a definition at our next IC Meeting, he can still include it in the catalog.
 - ii. **Task:** Hallie will add an agenda item for the next IC Meeting to develop a definition for internship, for the catalog.

VII. ACRES Work as a Group – (see above)

VIII. Adjournment – Eric Bishop

- a. Pat **MOVED** the meeting be adjourned; **SECOND** by Gary.
 - i. Motion **APPROVED** by unanimous vote.