

Northland Pioneer College

Instructional Council (IC)

03-22-19

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

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

Guests: Jennifer Bishop, Rich Harris, Susan Hoffman, Ryan Jones, Allison Landy, Everett Robinson, Steve Sheck, Michael Solomonson, Mark Vest and Karen Zimmerman

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

- I. Roll Call
- II. Approval of 03-08-19 IC Minutes – Eric Bishop
 - a. Gary **MOVED** to approve the IC Minutes of 03-08-19; **SECOND** by Eric H.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards Subcommittee Report to IC (draft 03-07-19) – Amy Grey
 - i. Amy noted that the provided chart was created in response to the Academic Standards Subcommittee charge to “Develop a process to evaluate Dual Enrollment (DE) courses in comparison to non-Dual Enrollment courses.” Every DE instructor gets integrated into NPC in a slightly different way, so filling out this chart was difficult. If we are going to support DE as an institution, and we want to assure that quality instruction is happening, then we are going to have to free people up to do the work and monitor it. There was a lengthy discussion and some of the conversation included: 1) compensation; 2) Rickey and the DE folks will meet with Human Resources to find a way to make the instructors NPC employees, to make our resources available to them (such as college e-mail and Moodle shells) – would increase IS costs and workload on several people; 3) DE structure; 3) Karen feels that her department acts as a liaison and many questions come their way – if DE instructors become Adjuncts, there would be much more interaction between on-campus Faculty and DE instructors, which should bring a lot of clarity; 4) Rich Harris is stepping down as Chair of the DE Subcommittee; 5) Jennifer Bishop and Pat Lopez are willing to serve on DE; 10)
 - ii. Pat **MOVED** that we recommend (to the President) that Dr. Grey be appointed as chair of the DE Subcommittee; **SECOND** by Dawn.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Eric B. will send a recommendation to the NPC President that Amy Grey be named as the Chair of the Dual Enrollment Subcommittee.

- iv. **Task:** Hallie will add an agenda item for one of the April 2019 IC Meetings to further discuss matters related to Dual Enrollment at NPC. She will invite Amy Grey, Karen Zimmerman, Department Chairs and Deans to attend.
- v. Wes **MOVED** to accept the Academic Standards Subcommittee Report to IC (draft 03-07-19); **SECOND** by Pat.
 - 1. Motion **APPROVED** by unanimous vote.
- b. Dual Enrollment – no report
- c. PASS – no report
- d. Professional Development – no report
- e. Proctored Testing Ad Hoc Committee Update – Wei Ma and Stan Pirog
 - i. Stan gave an update regarding the committee progress; and they began to look at products to facilitate/enhance testing services; and, the main ones they are looking at are Proctorio and ProctorU. They also want to craft a Qualtrics survey to disseminate to Faculty to help determine what extent of interest might currently exist to enhance the Moodle testing environment. Two Faculty members (Amelinda Webb and Gary Reyes) are interested in doing a pilot to see how these products will work for their online Moodle testing needs. They are also working on getting data to get a better feel for the testing needs. The initial efforts of this group are: 1) prevent cheating; 2) comply with HLC requirements for student identification/verification; 3) alleviate some of the pressure put on Library testing.
 - ii. IC is supportive of the direction this Ad Hoc committee is moving and did not express any concerns. Stan recommended a 17 minute YouTube video about Proctorio. Another thought would be to visit with Ken Wilk about using certified proctors (like CTE is using).

IV. Curriculum

- a. ACRES
 - i. EMT 246 – It was suggested that the clinical hours be changed to accommodate 5 credit hours for clinical, which would change the total number of credit hours to 21. Discussion followed, but no change was made.
- b. New Programs – none
- c. Program Modifications
 - i. Paramedicine (EMT) AAS, CAS, CP – How do we Handle 63 Credits? - Brian Gardner
 - 1. There was discussion of possibly changing the Paramedicine (EMT) AAS to 64 credits. The department will likely come back to IC next year with additional changes to the program. See motion below under Catalog change.
- d. Program Deletions - none
- e. Program Suspensions - none
- f. Misc. Curriculum
 - i. Catalog – Suggested Change for 2019-2020 Catalog (draft 03-18-19) – Rickey Jackson [relating to the number of required hours for NPC programs]
 - 1. Rickey explained some of the history why there are typically 64 credit hours in NPC's AAS programs; however, the majority of the community colleges have reduced their credit hours to 60.
 - 2. Discussion followed, including: 1) could have long-term implications; 2) impact on students when they transfer; 3) will universities only begin to

- accept 60 credits? 4) deserves more thought; 5) would change cause erosion to other programs over time?
3. Pat **MOVED** to not accept Catalog – Suggested Change for 2019-2020 Catalog (draft 03-18-19); **SECOND** by Gary.
 - a. Motion **APPROVED** by majority vote.
 - b. Inez **OPPOSED**.
 4. Pat **MOVED** to change the catalog language on page 54 of the current NPC catalog to include an exception for Paramedicine to only have 63 credit hours; **SECOND** by Gary.
 - a. Motion **APPROVED** by majority vote.
 - b. Eric H. **OPPOSED**.
 - c. Brian **ABSTAINED**.
 5. **Task**: Everett will rework the catalog language regarding required number of credit hours for NPC Programs to include the exception for the EMT program to only have 63 credit hours. He will send the language to Eric B. and Hallie.
- ii. Internship Definition for the Catalog – Eric B.
 1. After discussion, IC came up with the following for internship for the NPC catalog:
 - a. Internship: Work opportunities in which students fulfill limited-term positions within a company or organization in order to gain experience and develop career-specific skills.
 - i. Wes **MOVED** to approve the internship definition (listed above) for the NPC Catalog; **SECOND** by Pat.
 1. Motion **APPROVED** by unanimous vote.
 - iii. Course Deletions – How to Handle when Course is Replaced by Another Course – Eric B.
 1. Pat **MOVED** to table the Course Deletions – How to Handle when Course is Replaced by Another Course; **SECOND** by Dawn.
 - a. Motion **APPROVED** by unanimous vote.
 2. **Task**: Hallie will add this item to the next IC Meeting.
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum
- a. Discussion Regarding IC Concerns with NPC President – President Vest and IC Members
 - i. We have had some discussions in IC related to Information Services (IS) matters; and, at the last meeting there was a suggestion to invite President Vest to a meeting to express the concerns.
 - ii. Thoughts, suggestions and concerns included: 1) one-on-one it is easy to work with IS personnel on issues (and often times wonderful solutions are the result) – seems to be some worry whether they can work with you without going through the hierarchy - concern that we might lose IS staff; 2) problems have gone on for months and longer; 3) lack of attention to/concern for distance education learning environments; 4) pros and cons were brought up about whether or not those in IS who specifically deal with distance education should report to the instructional side – would that just be a band aid fix? 5) IC believes that the problems have reached the level for the President to step in; 6) need for IS to be present during testing of distance education environments – should be a priority; 7) some Faculty have problems every week in these environments;

8) at times, notifications not made by IS when there are problems with equipment/software; 9) is the technology in the classrooms primarily being driven by instructional needs or by what is technologically convenient? 10) classrooms were not set up in the requested layout; 11) some document cameras removed from classrooms without notice because they were a bandwidth hog; 12) communication is key, but the message from IS leadership seems to be they have no intention of having these communications - there does not seem to be a concern to have Faculty input - they will let us know when they have something to talk about - opportunity has been given to participate in IC/communicate; 13) how do you repair the lack of trust? 14) IS is understaffed – what is lacking seems to be the agility to meet the short term problems – there does not seem to be a partnership between IS and the instructional side; 15) some expressed that they found it best to circumvent the normal process and seek help from specific technicians (or try to find solutions that do not involve IS, in order to be more productive with their time) - requests sometimes result in a lengthy/drawn out process – when a particular request was made of an IS person the reported response was “I cannot get in the middle of that politic” 16) high level of frustration – some Faculty have gone to extraordinary lengths to make things work and to form partnerships (example of all the work that went into the classroom design) – there does not seem to be follow up; 17) to be fair, we bear some responsibility for miscommunications, poor communications and adversarial things; 18) it appears to be a leadership/management issue; 19) Faculty feel that they have made a good faith effort; 20) two pieces of evidence crucial for Criterion 3 (technology plan and Distance Education Guidelines) are being held up – although we want IS involvement in the Distance Education Guidelines, it is necessary to move forward with the revised document with or without their help; 21) much discontent and lack of communication between IS and Faculty is a concern, especially with upcoming HLC visit; 22) seemingly simple requests, at times, mushroom into big problems - Faculty need the appropriate tools to serve their students at a distance; 23) some real opportunities to enhance education; 24) where does instruction fit into the list of priorities? 25) is the root cause of the problem a lack of understanding of the college mission? - What is the IS role/purpose at the college and the relationship to other departments? 26) the distance system is a compromise to optimal teaching environments (but it is necessary to reach students at great distances) – Faculty are not trying to be nitpicky about particular technological tools, but are trying to give their students the best possible class experience); 27) even in live classrooms, an instructor has to ask, every semester, to have the computer defragged, in order to show videos; 28) we need to be student centered and solution focused; 29) something has to change; 30) reports that some Faculty have been asked to justify their request to IS (including a copy of their syllabus); 31) instance reported that an employee was told that they are using too much toner cartridge (employee felt insulted) – department was presented with an alternative solution that would not work for them; 32) some students have lost out on instruction because technology needs were not met; 33) some feel that there have been consequences for them when their requests were not well received; 34) does Faculty Association need to revisit the problems?

- iii. President Vest thanked the group for their willingness to speak clearly and professionally, focusing on students and the affects that the problems have had in the classrooms. He does need some time to think through the conversation.
- b. IS Matters – Eric Bishop
 - i. There was a general discussion regarding IS matters, including a debriefing regarding the discussion with President Vest. Some highlights of the conversation included: 1) the President seemed to hear what we had to say; 2) the institution will be affected, regardless; 3) issues are affecting student learning; 4) discussion about possible action Faculty Association and/or IC could take to move forward with a potential resolution; 5) we don't really have shared governance in the traditional way (that it is thought of in higher education) 6) whether or not technology is being driven by instruction is the number one concern; 7) it seems to be an individual matter rather than a positional matter; 8) it was acknowledged that IS techs, etc. do care and want to give Faculty what they need – it is just a matter of leadership/ organization/management.
- VII. ACRES Work as a Group – none
- VIII. Adjournment – Eric Bishop
 - a. Dawn **MOVED** the meeting be adjourned; **SECOND** by Pat.
 - i. Motion **APPROVED** by unanimous vote.

approved as corrected by IC 04-12-19