

Northland Pioneer College provides, supports and promotes lifelong learning.

Instructional Council (IC)
09-13-19, SCC-PAC 124, 8:30-11:30 a.m.
Agenda

- I. Roll Call
- II. Approval of 04-26-19 IC Minutes – Eric Bishop (action)
- III. Revised IC Calendar – Eric Bishop (action)
 - a. Changes to the location and end times of a couple of meetings. Please see the attached draft revision of the IC Calendar.
- IV. IC Chair and Vice Chair term lengths – Eric Bishop (action if needed)
- V. Bridgit end of support - Wei Ma and Curtis Stevens (action if needed)
- VI. Ongoing dialog with Information Services – Eric Bishop (action if needed)
- VII. Non-instructional content in Moodle - Pat Lopez (action if needed)
- VIII. Course Improvement Survey in Moodle - Pat Lopez (action if needed)
- IX. Faculty service to the college - Pat Lopez (action if needed)
- X. College mission statement regarding lifelong learning - Pat Lopez (action if needed)
- XI. Distance education support - Eric Bishop (action if needed)
- XII. Adjournment - Eric Bishop (action)

Northland Pioneer College Instructional Council (IC) 09-13-19

Voting Members Present: Eric Bishop, Ruth Creek-Rhodes, Brian Gardner, Eric Henderson, Rickey Jackson, Dawn Johnson, Wes King, Pat Lopez, Deb McGinty, Gary Santillanes, and Ruth Zimmerman

Non-Voting Members Present: Jessica Clark, Wei Ma, Jeremy Raisor, Rebekah Wilson and Anne Lang (recorder)

Guests: Gail Campbell, Amy Grey, April Horne, Susan Hoffman, and Amelinda Webb

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

- I. Roll Call and Breakfast
- II. Approval of 04-26-19 IC Minutes – Eric Bishop a. Gary **MOVED** to approve the IC Minutes of 04-26-19; **SECOND** by Wes.
 - a. Motion **APPROVED** by majority vote.
 - b. Pat **ABSTAINED**.
- III. Revised IC Calendar - Eric Bishop
 - a. Ruth **MOVED** to accept the revised IC Calendar; **SECOND** by Deb.
 - b. Motion **APPROVED** by unanimous vote.
- IV. Announcements
 - a. Anne will send out future agendas and supporting documents in one packet.
 - b. Rickey is now a voting member and Wei is now a non-voting member.
 - c. Instructional Support Specialist hiring committee had a failed search, they will be reposting soon. They are looking at the job description to reevaluate the job expectations this week and then will repost.
 - d. Stuff is starting to come in to ACRES.
- V. IC Chair and Vice Chair term lengths - Eric Bishop
 - a. Procedure 2125-There is now an IC Vice Chair and the Chair cannot serve more than a four consecutive years.
 - b. Add to next agenda an item to determine term lengths for Chair and Vice Chair and nominations.
- VI. Ongoing Dialog with Information Services-Eric Bishop
 - a. Discussion
 - i. Participation should be necessary.
 - ii. Could we use Webex or Zoom for it to be more convenient
 - iii. Add IS to the end of the agenda, they could join from the connected classroom.
 - iv. Remind when we call for agenda items, to mention IS will be there.
 - v. Invite Curtis to attend future IC Meetings that are held on the CC2 system.
 - vi. No vote was taken because it is already an established practice.

- VII. Non-Instructional content in Moodle-Pat Lopez
 - a. April 26, 2019, minutes-asked for the "ads" to be removed.
 - b. They are small but not gone.
 - c. Communicate to SPASC
 - d. Who decides who is the Moodle gatekeeper?
 - e. Add to next agenda-Link in syllabus to go to catalog rather than list all institutional policies in the syllabus.
 - i. Pat **MOVED** to make a recommendation to President Vest that IC become the gatekeeper of Moodle; **SECOND** by Ruth.
 - ii. Motion **APPROVED** by unanimous vote.
 - iii. **TASK:** Eric to send memo to President Vest.
- VIII. Course Improvement Survey in Moodle-Pat Lopez
 - a. Discussion
 - i. Need an option to remove survey off of Moodle
 - ii. Can be used as an incentive, but loses the anonymity to fill it out honestly.
 - iii. Possible make a Moodle Shell just for students to take survey.
 - b. Dawn **MOVED** to explore what can be done in Moodle; **SECOND** by Brian.
 - i. Motion **APPROVED** by unanimous vote.
 - ii. **TASK:** Wei to ask Dr. Yip-Reyes to come to upcoming meeting
- IX. Faculty service to the college - Pat Lopez
 - a. Discussion
 - i. How do we create a culture where service to the college is expected?
 - ii. Ask in interview about service to the institution.
 - 1. Need a common basic faculty job position.
 - 2. Clearly state expectations.
- X. Bridgit end of support-Wei Ma and Curtis Stevens
 - a. March 31, 2020 support is ending.
 - b. IS is looking into long term solutions in Webex.
 - c. We have been using Webex and Zoom for the last three years.
 - d. Cisco will be here on the 26th to ask questions.
 - e. Schedule training for Zoom and Webex demo, for recommendation for the Executive Team.
 - f. How can IC help IS to move forward?
 - i. Send survey out to faculty about immediate issues.
 - ii. Set up a demonstration for faculty.
 - g. **TASK:** Eric will follow up:

- i. Find out what rooms have failing equipment.
 - ii. What equipment is available to replace failing equipment.
 - iii. Plan demo.
- XI. College mission statement regarding Lifelong Learning-Pat Lopez
 - a. Discussion
 - i. It came up in Dialog Day.
 - ii. Opportunities for lifelong learning.
- XII. Distance Education Support-Eric Bishop
 - a. Discussion
 - i. As Mark talked about at Convocation, we can have input before decisions are made.
 - ii. Explore adding a course modality field in on-line catalog with pop-ups for the student to see when they register for a class.
 - iii. Need a position for Distance Education Support.
 - iv. Future meeting about the different ways we use technology, timeline, concerns for distance learning support.
- XIII. Let's do this (Retreat) again next year.
- XIV. Adjournment – Eric Bishop
 - a. Gary **MOVED** the meeting be adjourned; **SECOND** by Pat.
 - b. Motion **APPROVED** by unanimous vote.