

Northland Pioneer College provides, supports and promotes lifelong learning.

Instructional Council Meeting
11-8-19, CC2, 8:00-10:45 a.m.
Agenda

- I. Roll Call
- II. Approval of 10-25-19 IC Minutes – Eric Bishop (Action)
- III. IC Subcommittees/Task Forces (Action as Needed)
 - a. Academic Standards – No Report
 - b. ASK – No Report
 - c. LT – Ruth Creek-Rhoades
- IV. Curriculum (Action as Needed)
 - a. New Programs-None
 - b. Program Modification-None
 - c. Program Deletions-None
 - d. Program Suspensions-None
- V. Misc. Curriculum
 - a. What courses are appropriate for General Education? -Eric Bishop (Discussion)
- VI. Old Business Not Related to Curriculum (Action as Needed)
 - a. IC role in HLC Visit-Judy Yip-Reyes
 - b. IC role with Moodle - “gatekeeper” Recommendation/Clarification-Eric Bishop
 - c. Update on Proctored Testing-Amelinda Webb
 - d. Update on Adobe Acrobat Pro in Connected Classroom-Eric Bishop
- VII. New Business Not Related to Curriculum (Action as Needed)
 - a. IS Matters-Curtis Stevens
 - b. VPLSS role in ACRES -Eric Bishop
 - c. Instructional Support Specialist-Status and role
 - d. Assistant to the VPLSS-Role
- VIII. Adjournment – Eric Bishop (Action)

Northland Pioneer College Instructional Council (IC) 11-8-19
Meeting Minutes

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: Jeremy Raisor, Wei Ma, and Anne Lang (recorder)

Guests: Susan Hoffman, Donna Keiser, Judy Yip-Reyes, Amelinda Webb, and Curtis Stevens

- I. Roll Call
- II. Proposed change to the order of agenda -Eric Bishop
 - a. Move: VI. d. Update on Adobe Acrobat Pro in Connected Classroom-Eric Bishop and VII. a. IS Matters-Curtis Stevens, to after the LT report.
 - b. No objections.
- III. Clarification of **TASK**-Eric Bishop
 - a. Email the Department Chairs to ask them to email a report for ATFs.
 - i. Report if there were any issues raised.
 - ii. Not all meetings have happened yet.
 - b. Eric Bishop will compile the received emails to give IC a report at the December 13th meeting and invite department chairs to attend as well.
- IV. Approval of 10-25-19 IC Minutes – Eric Bishop
 - a. Ruth Zimmerman **MOVED** to approve the IC Minutes of 10-25-19.
 - b. **SECOND** by Deb McGinty.
 - c. Motion **APPROVED** by majority vote.
 - d. Pat Lopez **ABSTAINED**.
 - e. Discussion:
 - i. **TASK:** Eric Bishop will contact the Faculty Association-Inez Schaechterle to ask for Faculty input on the Purpose of the “D” Grade discussion.
- V. IC Subcommittees/Task Forces Discussion
 - a. Academic Standards – No Report
 - b. ASK – No Report
 - c. LT – Ruth Creek-Rhoades
 - i. The testing of the Smart Panels went well, 18 members at both locations participated.
 1. All are in agreement to adopting the Smart Panel as a replacement for the failing boards.
 2. Next step is to find a replacement for Bridgit. Wei Ma will be working to schedule trainings on Webex, Zoom and Telepresence.
 - ii. LT is working with PD on in-house PD application and compensation.
 1. APPQMR training is scheduled of Feb. 28th.

2. Working with Wei Ma to provide travel compensation for the 2 external trainers.
- iii. ISW training is required for all new full time Faculty. ISW is not required for Adjunct Faculty.
 1. LT is looking into the reasoning for the decision to give Adjunct Faculty a level increase through HR rather than immediate financial compensation for participation.
 2. LT and PD are using ISWs, to determine pay scale to encourage in-house trainings.
 3. **TASK:** Eric Bishop will talk to Inez Schaechterle to ask the Faculty Association to re-evaluate Adjunct Faculty holistically. How Adjuncts are thought of and how we pay them, everything in general.
- iv. Gary Santillanes **MOVED** to accept the LT Recommendation: Request to adopt Smart Panels as a replacement for the failing interactive boards in the distance classrooms.
- v. **SECOND** by Pat Lopez.
- vi. Motion **APPROVED** by majority vote.
- vii. Ruth Creek-Rhoades **ABSTAINED**.
- viii. **TASK:** Eric Bishop will send a memo to President Vest: IC would like to move forward with the replacement of the failing boards with Smart Panels.
- ix. Dawn Johnson **MOVED** to accept this report.
- x. **SECOND** by Eric Henderson.
- xi. Motion **APPROVED** by majority vote.
- xii. Ruth Creek-Rhoades **ABSTAINED**.

II. Moved Items-Eric Bishop

- a. Update on Adobe Acrobat Pro in Connected Classroom-Eric Bishop
 - i. A discussion took place to install Adobe Acrobat onto the connected classroom systems.
 1. We have had licensing issues.
 2. Changes to the ways the Adobe licenses are done in general. It requires users to sign-in when they use the software.
 3. There are enough licenses to install in CC1 and CC2. Would like to install in the Audio and Model classrooms, possible CCP and TALON.
 4. **TASK:** Eric will work with Curtis to get a count of how many computers it will need to be installed on, look in to purchasing the additional licenses and work out the login issues.
- b. IS Matters-Curtis Stevens
 - i. Wei Ma, Curtis and Ruth Creek, have created a spreadsheet with the three programs; Webex, Zoom and Telepresence to compare them side by side.

- ii. They have obtained licenses to have the ability to compare the programs at all 9 locations.
- iii. Testing to be scheduled for Friday, November 15th.
- iv. **TASK:** Wei Ma and Rickey Jackson will work with the Deans to get the training information out to the Faculty.

VI. Curriculum-Eric Bishop

- a. There is nothing for today, we should see 4 program changes come to the next meeting.
- b. Remember to go into ACRES to vote.
- c. Today was the deadline for CTE and EDU/CCP Program Request to Proceed.
- d. November 22nd- Deadline for N&AH and A&S Program Request to Proceed.
- e. December 13th- Deadline for **CTE** to submit courses in ACRES – must be at IC voting member level.
- f. January 24th – Deadline for **N&AH and EDU/CCP** to submit courses in ACRES – must be at IC voting member level.
- g. This is the last year for departments to get courses that were on 3035's into ACRES using Course Modification Forms.
- h. New Programs-None
- i. Program Modification-None
- j. Program Deletions-None
- k. Program Suspensions-None

VII. Misc. Curriculum

- a. What courses are appropriate for General Education? -Eric Bishop
 - i. There have been requests to add courses to the General Education list.
 - ii. Always direct people to the General Education Guidelines.
 - iii. It is a bigger discussion we need to have as an institution.
 - iv. Mark Vest's view as VP, was to have a restricted number of classes for a college of this size.
 - v. We don't want courses competing against each other.
 - vi. Keep it broad based but not too focused in an individual discipline.
 - vii. Rickey will be recommending some changes that he will bring back to IC.

VIII. Old Business Not Related to Curriculum

- a. IC role in HLC Visit-Judy Yip-Reyes
 - i. HLC meets with IC on Monday, November 18th at 11:00am-11:45am, at PDC.
 - ii. Other times time that would be good to attend: Monday, 10:00am-10:45am- Open Forum, Criteria 1 & 2, 1:15pm-2:00pm-Open Forum, Criteria 3 & 4, and Tuesday, 9:00am-9:45am-Open Forum, Criteria 5 (all at PDC).
 - iii. IC Members that will attend: Ruth Zimmerman, Eric Bishop, Pat Lopez, Gary Santillanes, Wes King, Eric Henderson, Deb McGinty and Brian Gardner.
 - iv. Be prepared to talk to HLC about anything to do with IC and be honest with them.

- v. Please read the report, especially Criterion 3 & 4.
- b. IC role with Moodle - “gatekeeper” Recommendation/Clarification-Eric Bishop
 - i. Eric submitted a recommendation to President Vest from the September 13, 2019 meeting. The request has come back from the President.
 - ii. President Vest has asked that when a recommendation is sent, for it to be a joint recommendation from IC and the VPLSS. This does not have to be an agreed upon recommendation, just sent together.
 - iii. The question of concern, was the term “gatekeeper” was very broad. This needs to be more specific and the context explained.
 - iv. Could the content of concern be put into the top navigation bar of selections?
 - v. Once the student logs in there will be not advertisements.
 - vi. Define “gatekeeper” as control of layout and content.
 - vii. We need to know who has access to Moodle.
 - viii. We need some rules to what is allowed on Moodle.
 - ix. **TASK:** Eric Bishop will draft the Moodle recommendation clarification for President Vest: IC wants to be the gatekeeper to all things related to page layout of all levels, content, and user roles, want to be consulted before action is taken on integration issues, advanced notice of updates of Moodle. He will get the VPLSS recommendation and send the joint recommendation to President Vest and will cc IC.
 - x. Eric Henderson **MOVED** for IC authorizes the Chair to forward the recommendation he will draft to the President along with the recommendation from Dr. Clark, and the members of IC will be copied on the email sent to the President.
 - xi. **SECOND** by Pat Lopez.
 - xii. Motion **APPROVED** by unanimous vote.
- c. Update on Proctored Testing-Amelinda Webb
 - i. Originally we were going to have 142 students to test Proctorio, one instructor has pulled out.
 - ii. Amelinda and Judy Yip-Reyes have done some of the testing to work out the issues with settings, setting recommendations and trouble shoot.
 - iii. Cost is \$136,000 a year for Proctorio for 60% of students to use it.
 - iv. Cost is \$25,000 a year for Respondus for 60% of student to use it.
 - v. Amelinda will bring back a report in the spring.
- IX. New Business Not Related to Curriculum-Eric Bishop
 - a. VPLSS role in ACRES -Eric Bishop
 - i. Discussion should be with the Vice President and President on what their roles should be.
 - ii. Acknowledgement that the process has taken place correctly.
 - iii. Tabled until the next meeting, when Dr. Clark is present.

- b. Instructional Support Specialist-Status and Role
 - i. Tabled until the next meeting.
 - c. Assistant to the VPLSS-Role
 - i. Tabled until the next meeting.
- X. Adjournment – Eric Henderson
- a. Pat Lopez **MOVED** the meeting to be adjourned.
 - b. **SECOND** by Dawn Johnson.
 - c. Motion **APPROVED** unanimously.

Approved 11-22-19

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- VIII. Adjournment – Eric Bishop (Action)

Northland Pioneer College Instructional Council (IC) 10-25-19
Meeting Minutes

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

Non-Voting Members Present: Jeremy Raisor, Josh Rogers, Rebekah Wilson, and Anne Lang (recorder)

Guests: Lia Kennan

- I. Addition to the Agenda-Eric Henderson
 - a. Use of the IC packets to be added under "Other."
 - b. No objections.
- II. Roll Call
- III. Approval of 10-11-19 IC Minutes – Eric Henderson
 - a. Rickey Jackson **MOVED** to approve the IC Minutes of 10-11-19.
 - b. **SECOND** by Ruth Zimmerman.
 - c. Motion **APPROVED** by majority vote.
 - d. Pat Lopez **ABSTAINED**.
- IV. IC Subcommittees/Task Forces Discussion
 - a. Dual Enrollment-No report
 - b. PASS-Josh Rogers
 - i. This report is the final impact report sent to HLC and the proposal for SPASC, to create a culture of success.
 - ii. What is student success to the students? Should they be asked?
 - iii. What is the cost per student? To see if this is cost effective.
 1. Starfish program is about \$40,000 a year.
 2. Starfish will be reevaluated when we get close to the end of the contract.
 - iv. There are many other programs to look at, Josh Rogers suggest looking at Salesforce.
 - v. We need to move to a more proactive stance to service our students better. Students should know where they stand in their classes every week.
 - vi. College Success Strategies Course is required but there is not a good way in our system to require it. Working with the Pathways Team will hopefully help with this requirement.
 - vii. Gary Santillanes **MOVED** accept the report.
 - i. **SECOND** by Ruth Creek.
 - ii. Motion **APPROVED** unanimously.
 - b. Professional Development-Ruth Creek
 - i. The committee has approved 6 applicants for a total of \$14,695.39.
 - ii. FPD has met with LTC to discuss the next step for in-house trainings. There have been some minor changes made to the Faculty Professional

Development Application. Changes have mostly to do with how information is put in to the document boxes and what the boxes will allow. Previously once it was signed, there was no ability to make comments. All requests have been fixed.

- iii. Gary Santillanes **MOVED** to accept this report.
- iv. **SECOND** by Wes King.
- v. Discussion:
 - 1. Eric Bishop wanted to comment, he says thank you for the changes.
- vi. Motion **APPROVED** by majority vote.
- vii. Ruth Creek **ABSTAINED**.

V. Curriculum

a. ACRES-Eric Henderson

i. Courses with comments and lack of votes.

- 1. A number of course have been moved through and there are still several that have not moved through.
- 2. After a course has been submitted there is no way to go back in to make changes. An Administrator or a Dean are the only ones that can go back in to make changes.
- 3. After a course has gone through ACRES it is sent to AZTransfer, who sends it to all three of the universities and they accept or reject the course. The universities have 90 days to respond.

b. New Programs-none

c. Program Modification-none

d. Program Deletions-none

e. Program Suspensions-none

f. Misc. Curriculum-none

VI. Old Business Not Related to Curriculum

a. Ongoing Distance Learning Support-Eric Henderson

i. Discussion:

- 1. There is still a 3 to 5 second delay and pixilation at times. In the morning the videos look fine, but after that it is not good.
- 2. Dawn Johnson-Wanted to thank IS Team and Jessica Clark for replacing the Smartboard in Whiteriver. They were there right away and they did not waste tine in fixing the problems.
- 3. It is not an issue with Bridgit it is the software. Once we are all on the new software there will no longer be issues.
- 4. Only four people reported problems in the Choppy Video Survey responses. Responses unanimously stated that this was an ongoing issue. Not a specific time, it happens more so when videos are shown.

b. Credit by Examination-Eric Henderson

i. Discussion:

1. There have been issues with getting correct information about the examinations.
2. Biology Department's stance-representatives have been asked to bring copies of the exams in so they can be reviewed for a decision to be made. If the information is not received, then it will be declined.
3. Sociology has rejected one, because the curriculum was insufficient.
4. There seems to be some pressure by AzTransfer to try to align everything between the universities and the community colleges. AzTransfer would like to get them out from "in review" status and not let this go on for years and years.
5. Maricopa is issuing a lot of credit by examination.
6. For future discussion: do we have the individual department chair make those decisions or do we have IC ratify those decisions.
 - a. With IC doing it, it would protect faculty members from pressure that may come from other parts of the college.
 - b. When it goes to ATF then we can say it was not just one individual's decision.

VII. New Business Not Related to Curriculum-none

VIII. Other

a. ATF Updates-Eric Henderson

i. Discussion:

1. Eric Bishop-We will be revisiting ATF updates at the next meeting, since some ATF have not yet met.
2. No one had anything to discuss.
3. Department should come prepared to provide a brief report on ATF in their areas to see if there are any issues.

b. The purpose of "D" Grades-Eric Henderson

i. Discussion:

1. How do we use "D" grades and why do we need "D" grades?
2. With VA and Financial Aid, a "D" grade counts as a passing grade, which means that a student can only retake it once while receiving additional Financial Aid. With a failing grade the student could continue to take the course as many times as needed while receiving Financial Aid.
3. From the Financial Aid stand point students would be better off with a "F" than a "D."
4. It is up to the institution to decide how a "D" grade is used.
5. NPC Catalog, page 56 #4-Graduation Requirements-"Have a cumulative grade-point average of 2.0 or better in courses taken at NPC. No 'D' credit will be allowed in the AA, AAEC, AAEE, ABus or AS degrees. For AGS or AAS degrees, (except for degrees with explicit requirements – refer to specific degree and certificate requirements for more details) no more

than nine units of 'D' credit will be allowed and only in unrestricted electives."

6. Could we vote to eliminate the "D" grade all together?
7. This should be taken to the Faculty Association to get feedback.
8. The "D" is better for the student's GPA.

c. ISW for Adjuncts–Eric Henderson

i. Discussion:

1. Should we require adjuncts to take ISW?
2. We have a hard time finding adjuncts, putting another thing on their plate might not be good.
3. If we required ISW, adjuncts should be compensated.
4. Some adjuncts have their master's degree in a subject with no training on how to teach, ISW would train them on how to teach a class.
5. Dual enrollment adjuncts would not need take ISW since they are already teachers and have been through a teaching program.
6. It is beneficial, but should not be mandatory.
7. IC, who is ultimately responsible for academic standards, should make a recommendation to administration on how we incorporate this type of training.
8. We need a better incentive program, maybe with levels to move from adjunct to faculty at some point.

d. Use of the IC Packet-Gary Santillanes

i. Discussion:

1. Is the new packet working for everyone?
2. More time is needed to review the packet.
3. Packets will go onto MyNPC for review as soon as the individual parts of the packet come in.

IX. ACRES Work as a group – Eric Henderson

- a. There are a couple of courses that are listed as 2 credits that should be 3 credits.
- b. HDE courses need to be corrected, if these courses are the same, the credits need to be the same.

X. Adjournment – Eric Henderson

- a. Wes King **MOVED** the meeting be adjourned.
- b. **SECOND** by Ruth Creek.
- c. Motion **APPROVED** unanimously.

November 8 2019 Learning Technologies Report

Charges from IC for 2019-2020:

- a. Priority - Work with Information Services to evaluate Title III grant data and make recommendations on sustainability
- b. Meet with Chief Information Services Officer on a regular basis to improve facilitated communications between Faculty and IS
- c. Give recommendations for best practice trainings
- d. Conduct reviews for online courses
- f. Update Distance Education Guidelines document
- h. Continue to develop a process for evaluating instructional technology

Current membership:

Chair: Ruth Creek-Rhodes, PDC - Education, CCP

Co-chair: Amelinda Webb, WMC - Sciences

Voting Members:

Harshika Bhatt, PDC - CCP

Michael Collier, SCC - Psychology

Victor Love, PDC - Information Services

Madilyn Marshall, SCC - Math

Candy Lee Martinez, WMC - NAH

Kevin Westfall, PDC – CTE

Bethann O’Laughlin –Library (added after 9-16 meeting)

Consulting member (non-voting)

Wei Ma - Ed. Technologist, EDU

Sandy Manor, DRA Coordinator

LT has met twice in Oct. At our first meeting on Oct 14th and throughout the remainder of the month, we worked with Wei Ma coordinating the Oct 25th faculty testing of the SMART Panel/CISCO combined classrooms set up last year at WMC (Goldwater room 104) and LCC LC room 109. These specific rooms were established last year to test for combining SMART panels with CISCO audio/video equipment for instruction; however, due to the immediate necessity of replacing failing SMART Boards, comparing Panels vs jTouch boards became the priority of testing the equipment.

LTC shared the results of the faculty testing with FA by sharing Wei Ma’s results that he shared with LT.

The Smart Panel demo and training of the Smart Panel demo and training [Oct 25th] went very well. We had about 18 faculty attending from WMC and LCC, including IC and LT members. The board is a new generation of interactive display made by SmartTech, the same company that makes Smart board and Smart Notebook software. It is a major upgrade from the old model, with better resolution and more user-friendly, intuitive interface, and better integration with Smart ink and Smart notebook. We did a quick demo of the key features. The participants had the opportunity to ask questions and try the panel themselves. There were very good interactions and discussions. Based on the feedback I received, the participants are comfortable with adopting the Smart Panel as the replacement for the failing interactive boards in the distance classrooms.

(see Wei Ma’s document at

<https://docs.google.com/document/d/1svRhhVd6Lf44GN6tY8rOx08B5ix8ZkmpYi9qN5WEh7c/edit?usp=sharing> for comparison table)

(Ruth's Personal note of the 10/25 demo at LCC—faculty spoke well of the SMART Panel with CISCO audio/Video set up. LTC members at WMC also reported very favorable comments about the classroom hardware set-up.)

At the end of the Demo session on the 25th all present participants voted to adopt the SMART Panels. At FA meeting faculty attending the Demo confirmed their approval of adopting the SMART Panels, and faculty who have not had a chance yet to try the boards were encouraged to contact Wei, or check CCP classrooms where the boards are being replaced (ALL CCP faculty have already voted approval and are moving forward with replacing our SMART Boards with the Panels in all CC classrooms)

Recommendation: Based on the positive feedback received from faculty, LT would like to *Request to adopt Smart Panel as replacement for the failing interactive boards in the distance classrooms (Action)*

On pages 3 and 4 of the Google Doc link (above) the next immediate step is in finding a replacement for Bridgit to enable hands on teacher-student interactivity between locations. LTC, IS and Wei Ma are currently working to establish opportunities and scheduling to test using Zoom, WebEx, and Telepresence for instruction to different locations. LTC would also like to include Google Meets in this exploratory trial. LTC would also like to include center locations (such as Kayenta) in the trials (may be able to use tutors if faculty or IS techs are not available).

An APPQMR training has been scheduled in-house at WMC for Feb.28th. Per last year's LTC meetings and IC discussions, the APPQMR evaluator completion is required for anyone who officially reviews courses at NPC .Currently, NPC is using QM 5th Edition rubric to evaluate courses (should the request for evaluation be made by Faculty, Chairs, or Deans). Any Faculty member, Chair, or Administrator who would like to use the Quality Matter's Rubric for structuring online instruction, or as a foundation for Moodle design and ADA compliance, is encouraged to attend. The seats for this February 28th training is 25, and anyone interested in attending should contact Wei Ma.
APPQMR description: <https://www.qualitymatters.org/professional-development/workshops/higher-ed-appqmr>

LTC has been working with PD committee on In-House PD Application and compensation. The LT and PD Chairs are also working with Wei Ma to provide travel expense compensation to the 2 external trainers (Dr. Janet Smith and Lindsay Henning) who will be coming to NPC for the February APPQMR training. (Note: there is no additional fee for the APPQMR workshop since NPC is a member of the Statewide QM Consortium, but the trainers who are coming here would like some help with their travel expenses).

According to Wei, "If it all works well this time, we can request the Consortium to run a f2f IYOC for us in the future. IYOC: <https://www.qualitymatters.org/professional-development/workshops/higher-ed-iyoc>"

LTC task to follow up with ISW requirements, alternate ways of compensating Adjunct Instructors, and data about ISW attendance:

- Regarding the recent requirement that all new full time Faculty take an ISW; before this new requirement (when attending was on a volunteer basis), full time faculty attendees received a \$250 stipend for completion. This remuneration is still given to attendees who are required to attend. That has not changed.
- Adjunct faculty are NOT required to attend per NPC Mentor/Coaching program requirements (although some Chairs or Deans may promote or require it based on Dept. preferences).
- LTC has been researching the history of the adoption of ISWs at NPC and the reasoning for the initial decision to give Adjuncts a level increase through HR rather than immediate financial recompense for participation, but has not yet been able to determine this background information
 - This is also relevant to PD committee working with LTC, using ISWs as the prototype for determining a pay scale to encourage NPC faculty to create in-house trainings
 - Who is responsible for the budget that pays full time faculty for completion?
 - Who is responsible for paying facilitators at their current contractual load (again what budget)?

- Who would be responsible to provide Adjuncts an immediate monetary recompense for completing and ISW?
- Harshika Bhatt is the new ISW Coordinator (as of FA18), and a member of LTC. She had no historical knowledge of ISW attendance or trends in course enrollments, so LTC suggested to Harshika and (as a CC to the email) Gail Campbell (ISWs are under the EDU department responsibilities as of about 5 years ago) that we would need Judy Reyes to research the attendance of EDU 275 (ISWs) for the last decade to get the specific data IC asked for regarding enrollments/completion of ISWs.