

Northland Pioneer College  
Instructional Council (IC)  
09/11/20  
Meeting Minutes

Voting Members Present:

Pat Lopez, Gary Santillanes, Ruth Creek-Rhoades, Brian Gardner, Allison Landy proxy for Rickey Jackson, Dawn Johnson, Wes King, Eric Bishop, Mike Solomonson

Non-Voting Members Present:

Jessica Clark, Jeremy Raisor, Josh Rogers, Rebekah Wilson, Cassie Dows (recorder)

Guests:

Susan Hoffman, Scott Estes, Amelinda Webb, Shannon Motter, Stephanie Stancil, LaTonya Motley, Alexander Henderson

- I. Call to Order – Pat Lopez
- II. Roll Call
- III. Instructional Council ZOOM Etiquette
  - a. Keep camera turned on (as much as internet allows)
  - b. Use raise hand option
  - c. Reserve the use of chat box for
    - i. Relevant information
    - ii. Voting
      - i. Use your voice as well as chat to express your vote
  - d. Please be aware that the meeting is being recorded for the purpose of note taking
- IV. Tribute to Dr. Eric Henderson
  - a. Eric Henderson was an integral part of this college as was felt by the words, stories, and emotions shared by several attending the meeting
- V. Approval of meeting minutes for 05/08/20-Pat Lopez
  - a. **MOVED** by Gary Santillanes to approve
  - b. **SECOND** by Mike Solomonson
  - c. **ABSTAIN** by Ruth Creek-Rhoades
  - d. **APPROVED** by majority vote
- VI. Instructional Council Membership List Update – (action)
  - a. Appointments & Reappointments will be put before Faculty Association going forward
  - b. Names of the following were added to the membership list due to positions being filled
    - i. Voting members
      - i. New position-Wei Ma-Dean of Instructional Innovation

**ii. TASK-Pat to request Faculty Association assign a replacement for Ruth Zimmerman as she has moved to Director of Nursing & Allied Health**

- ii. Non-Voting Members
  - i. New position-Cassie Dows-IC Administrative Assistant
  - ii. New hire-LaTonya Motley-Faculty in Educational Technology
  - iii. New hire-Shannon Motter-Director of Library Services
  - iv. Josh Rogers is handing off ACETS Advisor to Michael Broyles; replaced his title of Director of Student Services for ACETS Advisor
  - v. Scott Estes – Chief Information Officer
    - a. Scott requested to be added as an Advisory and Non-voting member
    - b. There was some discussion about how that needed to be done; Eric confirmed that IC is free to add Advisory & Non-voting members as they deem fit
- iii. **MOVED** by Allison Landy to approve
- iv. **SECOND** by Gary Santillanes
- v. **APPROVED** by unanimous vote

VII. Instructional Council Calendar Review & Update – (action)

- a. Changes made in regards to all meetings being held on ZOOM
  - i. All meetings will be held at the same time every week via ZOOM
    - i. 2<sup>nd</sup> and 4<sup>th</sup> Friday 8:30-11:30am
  - ii. **MOVED** by Eric Bishop to approve
  - iii. **SECOND** by Wes King
  - iv. **Discussion**
    - i. Allison Landy for Rickey Jackson requested clarification on deadlines; would prefer if the deadlines for IC approval were separated by document or by page to avoid confusion
    - ii. Pat L., Eric B., and Dawn J. all expressed a need to keep the calendar the same citing that the bullet points separate out the deadlines and that everyone needs to have this information
    - iii. Pat L. pointed out that the addition of Michael Broyles, our new Curriculum Coordinator, would prove invaluable to help with eliminating confusion in this area
- v. **APPROVED** by unanimous vote

VIII. Instructional Council Member Duties & Responsibilities

- a. Instructional Council Chair – (action)
  - i. Wei Ma requested to change the first bullet point from *Be as transparent as possible* to *Be transparent* to remove the possibility for interpretation; also, to make all the bullet points start with verbs
  - ii. **MOVED** by Eric Bishop to approve
  - iii. **SECOND** by Ruth Creek-Rhoades
  - iv. **APPROVED** by unanimous vote
- b. Instructional Council Administrative Assistant – (action)

- i. Allison L. pointed out that these types of detailed explanations of roles and responsibilities are something that would be found in the bylaws for a committee, but since IC does not have bylaws it might be worth discussion on adopting bylaws;
      - ii. Eric B. pointed out that he thought most shared governance groups/committees at our institution don't have bylaws and that it probably needs to be a bigger discussion with Leadership Council as to whether or not we want all groups/committees to have recorded bylaws, but after some other comments the amount of groups with bylaws or the like was unsure
      - iii. **TASK-Pat to bring up the subject of bylaws for all groups, including IC and all shared governance groups.**
      - iv. **MOVED** by Michael Solomonson to approve
      - v. **SECOND** by Ruth Creek
      - vi. **DISCUSSION**-Allison L. asked about the ownership of SharePoint, Pat L. informed that we are not fully using SharePoint at the moment, but plans to meet with Cassie D. regarding the organization of and access to it in the interest of transparency; in the meantime, IC information is housed on MyNPC
      - vii. **APPROVED** by unanimous vote
    - c. Curriculum Coordinator – (action)
      - i. Add ACETS Administrator to list of duties
      - ii. Change all bullet points start with verbs
      - iii. **MOVED** by Eric Bishop to approve
      - iv. **SECOND** by Allison Landy
      - v. **APPROVED** by unanimous vote
    - d. Instructional Council Members – (action)
      - i. Eric B. commented on meeting preparation recommendations
        - i. Set aside time on your calendar to review IC documentation in preparation for meetings
        - ii. Add sub list of things that could be done to prepare as a reminder
        - iii. Log into ACRES to review curriculum
        - iv. Log into SharePoint to review documents
      - ii. Change all bullet points start with verbs
      - iii. **MOVED** by Eric Bishop to approve
      - iv. **SECOND** by Ruth Creek-Rhoades
      - v. **APPROVED** by unanimous vote
- IX. Doing less – (discussion)
  - a. During this time, we need to consider not taking on what we might in a “normal” year due to the potential of getting overwhelmed
    - i. Avoid new programs where possible; bar will be set higher this year for new programs
      - i. Gary S. expressed concern about voting for new programs especially that are adjunct-run due to Pharm Tech program; Eric B. agreed and

identified the Pharm Tech challenges as validation of the original concerns expressed

- ii. Focus on helping students and colleagues through this difficulty
  - iii. Don't restrict, but suggest holding off so that we can focus on improving the student experience
  - iv. Doing less in terms of major programs also saves us from unforeseen consequences, i.e. Pharmacy Tech
  - v. New Program Process-Laid out on pg. 28 of the Instructions for Course Forms
    - i. Request to Proceed
    - ii. Feasibility study
    - iii. Approval
- X. Announcements & Reporting of Previous Tasks
- a. Nothing to report
- XI. Other (action as needed)
- XII. Future Agenda Items
- a. Sending out call for IC Agenda and IC Packet to be sent to ALL NPC starting next year.
  - b. DE subcommittee
  - c. Should there be a gatekeeper for LMS and if so who
  - d. Surveys-Dr. Yip-Reyes
  - e. Mission, Vision, Values statement-Dr. Yip-Reyes
  - f. Curriculum discussions with Dr. Broyles
- XIII. Adjournment – Pat Lopez
- a. **MOVED** by Dawn Johnson to approve
  - b. **SECOND** by Ruth Creek-Rhoades
  - c. **APPROVED** by unanimous vote