

Northland Pioneer College
Instructional Council (IC)
10/09/20
Meeting Minutes

Voting Members Present:

Pat Lopez, Elizabeth Oliphant as proxy for Gary Santillanes, Gary Santillanes (able to make the end of the meeting), Ruth Creek, Brian Gardner, Gail Campbell as proxy for Rickey Jackson, Anthony Hill as proxy for Dawn Johnson, Wes King, Eric Bishop, Mike Solomonson, Renee Freese, Wei Ma

Non-Voting Members Present:

Jessica Clark, Jeremy Raisor, Josh Rogers, Shannon Motter, Scott Estes, Donna Krieser, Rebekah Wilson, Michael Broyles, LaTonya Motley, Cassie Dows

Guests:

Susan Hoffman, Amelinda Webb, Judy Yip-Reyes, Allison Landy, Lia Keenan, Melody Niesen, Susan Jensen, Tamara Osborne

- I. Call to Order – Pat Lopez
- II. Approval of meeting minutes for 09/25/20-Pat Lopez
 - a. Minor clerical edits made
 - b. Suggestion made that the notes be more summarized
 - c. **MOVED** by Wes King to approve
 - d. **SECOND** by Ruth Creek
 - e. **ABSTAIN** by Brian Gardner
 - f. **APPROVED** by majority vote
- III. IC Subcommittees (action)
 - a. Academic Standards – No Report
 - b. ASK – No Report
 - c. LT – Amelinda Webb
 - i. Some necessary changes were made to the subcommittee composition
 - i. Ruth Creek is filling an open position as a voting member (was non-voting)
 - ii. Shannon Motter has joined as the official representative of the Instructional Innovation division
 - iii. LaTonya Motley joined as non-voting member as will the Instructional Designer once that position is filled
 - iv. Charge A – Working on improving communication with TAS
 - v. Charge B – LaTonya Motley is compiling a list of training ideas for LT
 - vi. Charge C – No requests for peer reviews of Technology Facility courses, but it is possible that LT will try to help facilitate a learning community headed by ITCS when time allows

- vii. Charges D through H are in progress
- viii. Charge H – ITCS was approached by Canvas and scheduled a demo
 - a. LT has had discussions about developing a comparison matrix between different LMS to include looking at Moodle and comparing with other options
 - i. There was concern about where the direction to evaluate other LMS came from
 - ii. Consensus was that IC discussed it at the end of 19/20 academic year
 - ix. Scott Estes volunteered to be the TAS member of LT going forward.
 - ii. **MOVED** by Michael Solomonson to accept the LT report
 - iii. **SECOND** by Ruth Creek
 - iv. **APPROVED** by unanimous vote
- d. DE – update - Pat Lopez
 - i. Subcommittee is being reformed
 - i. Needed
 - a. Recommendation from the president on a chair for this academic year
 - i. Jeff Strong has agreed to chair this subcommittee
 - b. Representation from CCP/EDU and NAH
 - i. Now have seven faculty voting members with all divisions represented
 - ii. Next meeting agenda will include review of the DE subcommittee charges
- e. PD – No report – Magda Gluszek is on leave and PD is not very active due to COVID limitations, but at the next opportunity Magda will be asking for clarification on at least one of the charges.

IV. Curriculum

- a. ACRES
 - i. BUS 133 and MAT 103 are ready for votes
 - i. Thank you to those that have already voted
 - ii. If you have not yet voted, please do so at your earliest convenience (please refer to tips and reminders in the instructions for course forms documents located on pgs. 36-37)
- b. New Programs – none
- c. Program Modifications
 - i. ECD – Request to Proceed – Allison Landy – (action if ready)
 - i. Courses need to be correctly identified in the catalog
 - a. Catalog does not reflect changes made to the program of study changes that were made two years ago to combine one and two credit cluster courses
 - b. Adding the option to use CFS and EDU prefix courses to the ECD required electives component of the degree
 - ii. **MOVED** by Eric Bishop to approve the request to proceed
 - iii. **SECOND** by Wei Ma
 - iv. **APPROVED** by unanimous vote
- d. Program Deletions – none
- e. Program Suspensions – none

f. Misc. Curriculum

- i. NPC's Course Equivalency Guide (CEG) Numbers Report – (information) – Michael Broyles
 - i. Dr. Broyles gave an overview of the CEG Numbers Report
 - ii. One of the issues is the number of courses shown as being offered by NPC is incorrect (currently shows 775 courses offered)
 - iii. Universities are not communicating with us well on what they are putting in the course equivalency guide
 - iv. There is definitely cleanup that needs to be done on this report
 - v. Course Equivalency Guide – <https://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>
 - vi. CEG Numbers Report – <http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG.woa/wa/NumbersReport>
 - a. Course should be submitted through ACETS to be placed on CEG (ideal process)
 - b. It does sometimes happen that a university will assess and add a course to CEG after seeing the course listed on a transcript which causes issues.
 - c. There was a question on how the new courses are submitted to ACETS for whether it is transferable or not.
 - i. Will a course be AGEC transferrable?
 - ii. Will it be an applicable course?
 - d. All courses should go to ACETS in order to get them all into the CEG which is a tool for students to know whether or not a course will transfer.
 - vii. Dr. Broyles is also requesting permission to go back through and clean up the courses (new and modifications that have already been approved yet have errors) without having to submit course modification forms for each change. He would leave a comment of the correction/update made. Also, being able to update the way a course is assessed as transferable or not after being evaluated.
 - viii. Dr. Broyles will prioritize getting these existing form modifications done by January. He will note the changes made in the comments section.
 - ix. We need to review the process/course form in order to make sure that we are using the most efficient process to update our courses and the way they tie into ACETS and the CEG.
 - a. TASK – Dr. Broyles to review new course form and the modification to existing course form for modification to bring back to IC for approval to avoid back-end clean up.
 - x. Dr. Broyles will start submitting a report of changes made on acres forms.

V. Old Business (not related to curriculum)

- a. LMS oversight recommendation – Pat Lopez – (action)
 - i. President Vest asked us to revisit the recommendation in light of the creation of the Instructional Innovation Division.
 - ii. Dr. Clark requested changes to what was brought forward at the last meeting.

- i. After research through other CAOs in AZ, Dr. Clark proposes that the LT subcommittee be the oversight committee with adding Educational Technologist and Instructional Designer as voting members
 - iii. Concerns were voiced about “moving quickly” over the summer. Also, not wanting to “stack” the subcommittee with members from one department. Also, a concern that LT is already overloaded with charges for this year.
 - iv. Request to increase the number of members on the LT subcommittee in order to facilitate this proposal.
 - v. **TASK-Dr. Clark to put new proposal for LMS Oversight in writing**
 - vi. **TASK-Restructuring of LT subcommittee at future meeting**
 - vii. **MOTION** by Michael Solomonson to table discussion until Dr. Clark’s proposal is submitted and reviewed
 - viii. **SECOND** by Eric Bishop
 - ix. **APPROVED** by unanimous vote
 - b. Mission, Vision, Values statement – Pat Lopez – (action)
 - i. **MOVED** by Michael Solomonson to discuss the Mission, Vision, Values for IC combined feedback to submit to Leadership Council
 - ii. **SECOND** by Ruth Creek
 - iii. Qualtrics vs Padlet
 - i. Qualtrics was chosen as the means for submitting feedback.
 - iv. Mission
 - i. Northland Pioneer College makes lifelong learning accessible and affordable for our communities.
 - v. Vision
 - i. Centered in Navajo County, Northland Pioneer College will cultivate generations of learners and provide equitable education to students in northeastern Arizona and beyond. NPC will respond to the needs of our community and provide relevant and timely preparation for our workforce and partners.
 - vi. Values
 - i. Integrity is good as written
 - ii. Inclusion is good as written
 - iii. Adaptability
 - a. Modify the definition - By Adaptability, we mean commitment to being agile, as well as to encouraging and supporting innovation and informed risk-taking in a collaborative effort to best serve our communities and their ever-changing needs.
 - b. No change on first bullet point on demonstration.
 - c. Modify second bullet point on demonstration - Collaborating to adjust our style of working and to experimenting with new styles to meet the needs of emerging situations using data and evidence.
 - d. Delete third bullet point on demonstration.
 - iv. Compassion
 - a. Remove this entire value from the value set

- b. Compassion is too emotional; we could replace this with Civility as a value which is more a behavior of listening and respectful disagreement, and honoring others' opinions than a personality trait. This would also allow the values of Inclusion and Access to be more succinct and accurate.
 - v. Access
 - a. Definition-too wordy-remove all the examples to say "By Access, we mean striving to minimize barriers to lifelong learning."
 - b. Modify first bullet of demonstration – "Striving to keep costs low and connect students with available resources, including financial support."
 - c. Keep second bullet of demonstration.
 - d. Delete third bullet on demonstration and include a new bullet with language about UDL and OAI. "Using principles of universal design to ensure that campus spaces, events and activities can be reached by all who wish to access them."
 - vi. Fun
 - a. Delete entire value as it is subjective and should not be included
 - vii. Thank you for providing the opportunity for shared governance groups to give feedback.
- VI. New Business (not related to curriculum)
 - a. Proposed Timeline for LMS Evaluation – (discussion) – LaTonya Motley & Amelinda Webb
 - i. Concerns
 - i. Where the directive came from to advance past an evaluation to a timeline.
 - a. Why are we looking at a timeline for this change?
 - b. Do we have a consolidated list of concerns that are driving this?
 - ii. Why would we change the LMS before making changes needed through Jenzabar when a new LMS could possibly be incompatible with the changes made to Jenzabar?
 - iii. Moodle contract is on a yearly basis. A decision needs to be made before the Moodle contract is up whether it is going with something new or staying with Moodle. The reason for the timeline is that Purchasing requires an RFP process before renewing the Moodle contract due to cost and purchasing procedures.
 - iv. The timeline was just a "what if" we decided to go with another LMS, what would a timeline look like?
 - ii. LT to continue to review potential LMS with a timeline on hold.
 - iii. TASK-Pat to include Impact of Procurement procedure for future meeting agenda
- b. Course Improvement Surveys – Judy Yip-Reyes – (action)

- i. What should they look like due to the pandemic conditions we are operating under? Do we modify to acknowledge these conditions specifically?
 - i. Should not change due to pandemic.
 - ii. Should not be used as part of an evaluation process due to teaching conditions are not ideal.
 - ii. **MOVED** to proceed with course surveys as we have in the past, but make clear to everyone collegewide that these are for feedback only and not evaluation purposes by Eric Bishop
 - iii. **SECOND** by Ruth Creek
 - iv. **DISCUSSION** Dr. Yip-Reyes asked about the delivery of results as in the past it has gone to Deans to distribute to instructors, and what would be the appropriate method of delivery for these surveys?
 - i. This question warrants further discussion at another meeting as there are concerns about this process.
 - ii. **TASK – Pat will add to a future agenda.**
 - v. **APPROVED** by unanimous vote
- VII. Announcements & Reporting of Previous Tasks – Pat Lopez
 - a. Pat and Cassie have been actively working on updating the IC SharePoint page
 - b. Scott was able to get everyone in the college access to this page
- VIII. Other (action as needed)
- IX. Future Agenda Items – Pat Lopez
 - a. Dual Enrollment Subcommittee charges
 - b. Academic Standards subcommittee
 - c. DEI updates
 - d. Procurement discussion
 - e. Course Improvement Surveys – distribution of results
 - f. LMS oversight discussion & membership changes
- X. Adjournment – Pat Lopez
 - a. **MOVED** by Michael Solomonson to adjourn
 - b. **SECOND** by Gary Santillanes
 - c. **APPROVED** by unanimous vote