

Northland Pioneer College
Instructional Council (IC)
1/8/21
Meeting Minutes

Voting Members Present:

Pat Lopez, Gary Santillanes, Ruth Creek, Amelinda Webb as proxy for Brian Gardner, Allison Landy as proxy for Rickey Jackson, Dawn Johnson, Wes King, Eric Bishop, Mike Solomonson, Wei Ma

Non-Voting Members Present:

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

Guests:

Ryan Orr, Denise Rominger, Daphne Brimhall, Lia Keenan, Elizabeth Oliphant, Judy Yip-Reyes, Susan Jensen, Shannon Motter, Susan Hoffman, Curtis Stevens, Rickey Jackson

1. Roll Call
2. Approval of 12/11/20 IC Minutes – Pat Lopez – (action)
 - a. **MOTION** to approve 12/11/20 meeting minutes by Gary Santillanes
 - b. **SECOND** by Michael Solomonson
 - c. **APPROVED** by majority vote
3. IC Subcommittees (action)
 - a. Academic Standards – No report
 - b. ASK – No report
 - c. Dual Enrollment – Committee Draft Charges – Jennifer Bishop (Elizabeth Oliphant standing in)
 - i. Committee is focused on supporting Dual Enrollment faculty
 - ii. Proposed Faculty Liaison program is still in process of being developed
 - iii. LaTonya Motley is creating a Moodle shell and training material that was requested by April Horne for Dual Enrollment instructors
 - iv. **MOTION** to accept the Dual Enrollment report by Gary Santillanes
 - v. **SECOND** by Allison Landy
 - vi. **DISCUSSION**
 1. There is concern regarding a dean being the chair of an IC subcommittee.
 2. This is an interim situation so a little leeway in the subcommittee being composed of faculty only is appropriate.
 - vii. **APPROVED** by majority vote
 - d. LT – Committee Report – Amelinda Webb

- i. Requesting IC approval of the unanimous recommendation from LT to add a voting member from ITCS as a voting member of LT (the Faculty of Educational Technology)
 - 1. **MOTION** to add a voting member from ITCS (Faculty of Educational Technology) by Allison Landy
 - 2. **SECOND** by Eric Bishop
 - 3. **DISCUSSION**
 - a. Having an even number of voting members on a committee is not a viable option
 - b. Question posed about why this position needs to be a voting member as opposed to being a non-voting member, which it currently is
 - c. Potentially a conflict of interest for the Faculty of Educational Technology position to be a voting member
 - d. There is a feeling that Faculty in Educational Technology and Curriculum Coordinator are viewed as not being true “faculty” due to the limited number of courses, however this could be a slippery slope to start deciding who qualifies as faculty and who does not
 - e. This position was at one time a member of the LT subcommittee
 - i. It was a personal decision to step down from the subcommittee due to work overload
 - f. Concern raised that the opposition to adding this voting member is due to it being a threat to faculty when in fact this position’s purpose is to support faculty
 - g. Argument was made that the addition of the new division and the timing of the change in composition does change the context of this
 - h. Criticism was made that the hasty creation of this division is where a lot of these problems are coming from
 - i. Objection was that it was forced on faculty and took over faculty oversight and taking shared governance away to more of an administrative role.
 - i. The subcommittee knows what they need to complete what they are charged with and if this is what they are recommending, then that should be taken into consideration
 - 4. **MOTION AMENDED** to add a voting member from the ITCS department to the composition of LT for the remainder of this year by Allison Landy
 - 5. **SECOND** by Eric Bishop
 - 6. **NAY** by Gary Santillanes, Eric Bishop
 - 7. **ABSTAIN** by Amelinda Webb
 - 8. **MOTION** approved by majority vote
- ii. **MOTION** to approve the LT report by Eric Bishop
- iii. **SECOND** by Dawn Johnson
- iv. **APPROVED** by majority vote
- v. Ad Hoc Committee Proctored Testing Report – Amelinda Webb
 - 1. Strong support for providing space and hardware in the libraries and Tech Hubs for online testing options

2. Support for needing something like Respondus, however it not working on Chromebook was an issue, but that option is now in BETA testing
 3. Appreciation was voiced for the collaboration with TAS that has been so helpful
 4. **MOTION** to accept the Ad Hoc Committee Proctored Testing report by Michael Solomonson
 5. **SECOND** by Eric Bishop
 6. **ABSTAIN** by Amelinda Webb
 7. **APPROVED** by majority vote
- e. Professional Development – No report
4. Curriculum
- a. ACRES
 - i. REMINDER – Please be sure you are checking ACRES for voting purposes.
 - b. New Programs
 - c. Program Modifications
 - d. Program Deletions
 - e. Program Suspensions
 - f. Misc. Curriculum
 - i. Instructions for Course Forms in ACRES Updates and Issues – Michael Broyles – (discussion)
 1. Who Can Originate Program Proposals
 - a. Concerns voiced about who can originate program proposals – should it be a chair as opposed to a faculty member only/should an adjunct be able to originate a course
 2. Terminology
 - a. Concern voiced about General Education Requirements wording “Courses, typically mathematics, English and others, from a *predetermined list* of discipline studies”
 - i. Perhaps omit the *predetermined list* so it should say “Courses typically mathematics, English and others of disciplined studies”
 - b. Concern voiced about Electives vs. Transferable Electives
 - i. Perhaps add parenthetical language that states that electives may or may not transfer to a University program, even if they are transferable to the University itself, they may not apply to the course of study
 - c. Align the Instructions with the NPC Course Catalog
 3. Program Approval Routing Chain
 - a. Need to clarify with the Interim President’s office whether we need to wait for DGB minutes to be approved before it is officially approved
 - i. **TASK – Jess Clark will review the Program Approval Routing Chain with Interim President Swarthout**
 - b. Need to add Director to the #2 under this heading where Associate Dean and Dean are noted
 4. Transferability Language in *Instructions* and *NPC Catalog*
 - a. Catalog has section “See Elective Courses, page 66”

- b. Issues is that even though all General Education courses are transferable, not all transferable courses are AGECE and not all have been voted in by IC through the DGB to be part of the General Education program; part of the discipline, but not part of the program
 - c. There are a lot of issues similar to this in the catalog that need to be addressed moving forward
 - d. Tell all employees that if they find an issue in the catalog to please notify IC so that it can be reviewed and corrected if necessary
 - e. **TASK – Michael Broyles will clarify the language for the future agenda item to discuss transferability**
- 5. References to Approval Order
 - a. Need clarification on “approval” as it used in this section
 - i. Both IC and VPLSS approval are listed throughout
 - ii. VPLSS role is signing off on the process
 - 1. This was discussed at a prior IC meeting so minutes should have that information
 - 2. Meeting Minutes from 12/13/19 address this under the Old Business Not Related to Curriculum heading
 - iii. Should course deletions be made before program has been voted on to delete by DGB; yes, it can always be corrected if not approved
 - iv. Incremental reports drawn are to be done post IC approval as they are going into the catalog/system for the next academic year
- 6. Information for All Faculty Page
 - a. This directs faculty to the MyNPC page, but is this still the right location with the addition of SharePoint usage
 - b. A decision has not been made yet between MyNPC and SharePoint collegewide
 - c. Documents need to be kept updated wherever they are housed
 - d. Point of contact rather than location is the best way to direct faculty to the correct documents at this time, for example, Curriculum Coordinator would be a good point of contact as that position could assist faculty in their efforts
- 7. Cross-listing General Education Courses
 - a. Unsure what this is trying to say
 - b. Need clarification of this very vague language
 - c. Need to look at this and revise at another meeting
- ii. Edited Number Request Form – Michael Broyles – (information)
 - 1. This was a task to update the “Number Request form to streamline the process of requesting a number for a new course”
 - 2. The update satisfies the concerns raised that initiated the edits.
- 5. Old Business (not related to curriculum)
- 6. New Business (not related to curriculum)
- 7. Announcements & Reporting of Previous Tasks

8. Future Agenda Items
 - a. Discuss the #1 Who Can Originate a Proposal
 - b. Discuss the #2 Program Approval Routing Chain
 - c. Discuss the #3 Transferability language – CEG vs. AGECE vs. Gen Ed – Michael Broyles will supply the actual terminology to be added on the future agenda
 - d. Discuss the #6 Cross-listing General Education Courses in the Instructions for Course Forms in ACRES
9. Adjournment – (action)
 - a. **MOTION** to adjourn by Wes King
 - b. **SECOND** by Dawn Johnson
 - c. **APPROVED** by majority vote