

Northland Pioneer College  
Instructional Council (IC)  
03/12/21  
Meeting Minutes

Voting Members Present:

Pat Lopez, Gary Santillanes, Ruth Creek, Brian Gardner, Allison Landy as proxy for Rickey Jackson, Dawn Johnson, Jennifer Bishop as proxy for Wes King, Eric Bishop, Eleanore Hempsey, Wei Ma, Renee Freese

Non-Voting Members Present:

Michael Broyles, Cassie Dows, Michael Solomonson, Jeremy Raisor, Scott Estes, Shannon Motter, Josh Rogers

Guests:

Kurry Klingel, Amelinda Webb, Susan Hoffman, Lori Carmona, April Horne, Lia Keenan, Denise Rominger, Magda Gluszek, Tamara Osborne, Daphne Brimhall, Andrew Hassard, LaTonya Motley, Ruth Zimmerman

1. Roll Call
2. Approval of 02/26/21 IC Minutes – Pat Lopez – (action)
  - a. **MOTION** by Eric Bishop to accept the 2/26/21 IC meeting minutes
  - b. **SECOND** by Brian Gardner
  - c. **APPROVED** by unanimous vote
3. Subcommittee Reports
  - a. Academic Standards
    - i. March Report – Andrew Hassard – (action)
      1. Placement Handbook – three errors found
        - a. Two business classes with prerequisite changes that needed to be made in the handbook in order for it to agree with ACRES
        - b. Physics class that should not be a co-enrolled class with MAT152
        - c. No issues with these corrections were voiced
        - d. **TASK – Academic Standards – Consider placement for the next academic year and how it should be handled**
      2. Academic Misconduct
        - a. Added removal from course with a failing grade to instructor's options for imposing sanctions
        - b. Changes and process should be compared to the new revisions to the grievance procedure for alignment purposes
        - c. This began with a request by Procedures group to bring it into alignment with the new Title IX procedures
        - d. Procedure does not say anywhere that the student has to be notified or invited to the hearing

- i. Hearing process needs a few more steps
      - 1. Under A.2., provide more clarity regarding the student's role in the hearing process
    - ii. Some formatting edits needed
      - 1. Indentations and missing spaces
      - 2. Numerated listing indentations off
    - iii. Article III, B. 1. Should be Item I not Item H (no longer the definition of academic misconduct) due to an addition
    - iv. In D of Article IV somewhere note that the Dept chair is notified.
      - 1. The fewer people notified about these things the better for the students; how might knowing these things cloud an instructor's judgment
      - 2. Notify Dept chair only if there is a hearing panel
      - 3. Repeat offenders should/will be handled in the office of the VPLSS
      - 4. We need to let faculty know that they are required to report ALL academic misconduct. The faculty still decides how to deal with the issue, but should make the VPLSS office aware.
      - 5. **TASK - Academic Standards – will discuss putting something in the procedure regarding multiple offenders and other changes as noted above. Will bring back to IC in April.**
    - v. Rearrange Article V Sanctions to be in line with Article IV Instructor options for handling the misconduct for consistency
    - vi. The Hearing Panel may recommend any sanction including supporting what the instructor has initially recommended
  - ii. **MOTION** by Ruth Creek to accept the Academic Standards report
  - iii. **SECOND** by Dawn Johnson
  - iv. **APPROVED** by unanimous vote
- b. ASK
  - i. March Report – Allison Landy – (action)
    - 1. Reviewed feedback process
      - a. Had more ask for feedback than expected
    - 2. Moved Dialogue day (4/1/21) in between Planning and Reading day
      - a. To give people more time to write the feedback report
      - b. Also, been having a conversation about is the cycle set up effectively
        - i. Belief is that Reading day happens too soon to gather enough data and make good conclusions
        - ii. Piloting the change in the cycle for these two reasons to see if this change is beneficial
    - c. Questioning how to integrate the cocurricular with ASK activities and around the institutional learning outcomes

- d. Discussion between ASK and SSA regarding the definition of cocurricular activities
  - i. Before we can proceed with how we assess, we need to know how we define it
  - ii. [HLC Definition of Cocurricular](#): Learning activities, programs and experiences that reinforce the institution's mission and values and complement the formal curriculum.
    - 1. Does "complement" mean course outcomes or college curriculum as a whole?
  - iii. On the ASK agenda
  - iv. What do other institutions designate as cocurricular?
- e. All reports are housed on MyNPC, but group has been discussing and would like input from IC if they should be migrated to SharePoint
  - i. Might be appropriate to migrate reports to SharePoint to keep MyNPC as solely student focused as Scott has mentioned
- f. Moving away from having Dialogue day be reporting on the assessment process toward having Dialogue day be more of a discussion about something related to the assessment process
  - i. This year's topic we will be discussing – What were the challenges, and how did we address assessment of student knowledge during this pandemic year and did that impact our assessment decisions?
- g. Piece added to Planning and Reading day reports (a year or two ago) was telling where in the process an instructor is
  - i. No assumption that assessment was done every single year
  - ii. No report necessary if no results are available yet
  - iii. May need to make future recommendations for possibly renaming those days to avoid the assumptions of what is being done on those days; needs to be based on where an instructor is in the cycle
    - iv. **TASK** – Allison Landy to check with Lia Keenan on updating the existing graphic on the cycle of assessment
  - ii. **MOTION** by Ruth Creek to accept the Academic Standards report
  - iii. **SECOND** by Eric Bishop
  - iv. **ABSTAIN** by Allison Landy as proxy for Rickey Jackson
  - v. **APPROVED** by majority vote
- c. Dual Enrollment
  - i. March Report – Jennifer Bishop – (action)
    - 1. Been mostly working on 3. And 4. Charges
      - a. 3-Developing a uniform quality control process
        - i. Activities section

1. Dual Enrollment instructors' courses should be assessed to make sure the course outcomes are assessed
  2. Being done across departments, but not necessarily consistent
  3. It was something DE wrote into the Activities section
- b. 4-Developing a Faculty Liaison program
- i. Faculty Liaison Check sheet
    1. Has been drafted, but has not gone to the VPLSS council yet
    2. Liaison or representative
      - a. Caution noted that this is not budget neutral
        - i. We can do this for now, and by giving release time vs pay
        - ii. May need to look at future budgets for added adjunct faculty as we give actual release time vs pay of overload
        - iii. May even need to hire full or part time faculty member
      - b. May need to have a job description for Dual Enrollment Instructors that lists their responsibilities; where we could add ASK as part of their required duties
      - c. **TASK – Dual Enrollment – To create job description for Dual Enrollment Instructors**
  3. Concern that there may be feelings of animosity as their needs to be a representative from every department
    - a. Not every department will have the budget to compensate their representative
  4. Can we contract out; can we enter into an understanding with Physics instructors from other institutions, for example, since we don't have anyone currently on the faculty who is qualified
  5. Department chair job description, being worked on in HR, will play a major role in this
  6. Offer ISW access to Dual Enrollment instructors
    - a. Needs to be compensation for DE instructors who are regularly attending ASK meetings, professional development opportunities, ISWs, etc.

7. Regarding the budget - the statute states that we should we should be doing these things, but we have not been
  - a. Funding is given for this, we need to use it
8. Add to charter something regarding DE instructor attending ATF for their field if we do not have a subject matter expert in that field
2. **MOTION** by Ruth Creek to accept the Dual Enrollment report
3. **SECOND** by Allison Landy proxy for Rickey Jackson
4. **ABSTAIN** by Jennifer Bishop as proxy for Wes King, Wei Ma, Eric Bishop
5. **APPROVED** by majority vote
- ii. Draft Charter – Jennifer Bishop – (action)
  1. **MOTION** by Ruth Creek to table the Dual Enrollment Draft Charter
  2. **SECOND** by Brian Gardner
  3. **ABSTAIN** by Jennifer Bishop as proxy for Wes King, Wei Ma, Eric Bishop
  4. **APPROVED** by majority vote
- d. Learning Technologies
  - i. March Report – Amelinda Webb – (action)
    1. Google Suite vs Microsoft 365
      - a. LT has approved the recommendation to keep both Google and Microsoft due to the distinct differences and the benefits of both for students
      - b. Both are readily used in the workplace and so exposure to both is beneficial to students
      - c. Need college-wide plan on what platforms for storing/communicating are used and when
        - i. Scott is working on a draft procedure for official means of communication
        - ii. Policy and procedures need to consider the use of OERs that we don't host internally
        - iii. This ties to the fact that the college should provide us with the tools and resources that we need to do our job.
        - iv. Whatever is done or is related to the college, needs to be done on college hardware or college digital sites
      - d. Google Drive and OneDrive are used to store the files on office computer's hard-drive (and it automatically syncs). The only issue is shared folders do not automatically download/sync.
      - e. This information should go into the faculty handbook; typically handled through the VPLSS office
    2. **MOTION** by Eric Bishop to accept the Learning Technologies report
    3. **SECOND** by Wei Ma
    4. **ABSTAIN** by Ruth Creek
    5. **APPROVED** by majority vote
- e. Professional Development
  - i. March Report – Magda Gluszek – (action)

1. Focused on the In-house Training Faculty Professional Development form
    - a. Already existed, but it was confusing
    - b. Was attached to another form not for in-house training
    - c. Added scheme for compensation
      - i. For developing and instructing those in-house trainings
      - ii. Most are one- or two-hour trainings
        1. Based on information gathered from faculty who have done such trainings before, the consensus was that it typically took about four times the amount of time for instruction to develop the training
      - iii. Average across the faculty pay scale
        1. \$40.50/hour-instructional time
      - iv. Development Training
        1. 1-hour training-\$162.00
        2. 2-hour training-\$324.00
      - v. Instructional Time
        1. 1-hour training-Total Instructional + Development time = \$202.50
        2. 2-hour training- Total Instructional + Development time = \$405.00
        3. Should this be tied into hourly percent increases?
        4. This could be related to overload which is not paid based on salary amount for individual faculty
        5. Possibly pay by level like overload
        6. Professional Development chair has IC chair approval to make the annual increase on the form each year
  2. Only processed two applications so far
    - a. Still have a lot of budget left
    - b. Need to be using it completely each year
  3. **MOTION** by Allison Landy for Rickey Jackson to accept the Professional Development report
  4. **SECOND** by Eric Bishop
  5. **ABSTAIN** by Ruth Creek
  6. **APPROVED** by majority vote
- ii. Updated Faculty Professional Development Form – Magda Gluszek – (action)
    1. **MOTION** by Eric Bishop to accept and approve the In-house Faculty Professional Development form with the inclusion of the annual increase to be reflected each year
    2. **SECOND** by Dawn Johnson
    3. **ABSTAIN** by Ruth Creek
    4. **APPROVED** by majority vote

5. **TASK** – Cassie Dows will work with Magda Gluszek to house the form on the Instructional Council SharePoint under the Professional Development Subcommittee folder

6. **TASK** – Wei Ma to post link to this form on eResource site

#### 4. Curriculum

- a. ACRES
  - b. New Programs
  - c. Program Modifications
  - d. Program Deletions
  - e. Program Suspensions
  - f. Misc. Curriculum
    - i. Change of department process – Pat Lopez – (information)
      1. **TASK** – IC Members to carefully read the pertinent meeting minutes from 02/26/21 IC meeting and think about the mechanism, rationale, nexus of IC in relation to changing departments
    - ii. New ACRES Proposal Forms-Rewrites – Michael Broyles – (action)
      1. Missed at last meeting:
        - a. If yes, attach your correspondence below
          - i. Should be a process for the Director of Financial Aid to be involved in changes to programs; allowing them to view, comment in ACRES on these types of changes
          - ii. Need to add the Director of Financial Aid to notifications regarding program additions, changes, deletions
          - iii. Currently is the responsibility of the proposer to notify Director of Financial Aid prior to coming to IC-to come back to IC meeting in the fall
      2. New Course Form-No comments
      3. Modification to Existing Course Form-No comments
      4. Course Deletion Form-No comments
      5. Form for X99 Courses-No comments
      6. Annual Deletion of Courses with a Prefix Form-No comments
      7. New Program Form-No comments
      8. Modification to an Existing Program Form-No comments
      9. Deletion of Existing Program Form-No comments
      10. **MOTION** by Eric Bishop to accept the changes to course forms
      11. **SECOND** by Ruth Creek
      12. **APPROVED** by unanimous vote
5. Old Business (not related to curriculum)
  - a. 2023–2024 Academic Calendar - proposed adoption – Wei Ma – (action)
    - i. Holidays, from consensus, are not a huge concern from faculty and staff
      1. They seem to prefer the earlier end date of the semester
      2. Preference to have more prep time between spring and summer semester
    - ii. One of the calendars has faculty staying on after Commencement; what is it that faculty would be paid to do after Commencement?
    - iii. Also, 10-month faculty member is shown as coming back earlier than 9-month faculty

1. Work days are fixed for the 9-(195 days) vs 10-month (215 days) faculty members
  2. That is a difference of twenty days, coming back three weeks early and staying one week later, then there is the two-week break
  3. Remove the language that says “9-month faculty return” and “10-month faculty return” from January calendar
  4. Replace with “CTE/NAVIT classes begin”
  - iv. Possibly move Commencement to the following week with faculty compensated for the one extra day
  - v. Dr. Swarthout has discovered some inconsistencies in the rollout of these calendars; alignment and coordination with superintendents didn’t happen on 2022/2023, developed with deans, discussions with partners, would want to stand by, however, if we did not stand by them, then we need to make it right
    1. Several were supportive of the calendar changes for 2022/2023 if, and only if we stick with it for the next three years. We are a stabilizing force for the community.
  - vi. 2023/2024 needs to go in front of DGB at the April 20<sup>th</sup> meeting
  - vii. **MOTION** by Eric Bishop to table the 2023/2024 calendar until the 03/26/21 meeting
  - viii. **SECOND** by Ruth Creek
  - ix. **APPROVED** by unanimous vote
6. New Business (not related to curriculum)
- a. Placement testing for NAH programs – Ruth Zimmerman – (discussion)
    - i. Last year, we adopted directed self-placement due to the pandemic
    - ii. Over the past year, primarily in the fall semester, the pass percentage has dropped by 30%
    - iii. Would like to reinstitute testing according to what is currently in the Placement Handbook
    - iv. Will add as a comprehensive agenda item at the 03/26/21 meeting
  - b. Assigning Pass/Fail grades for Spring – Jennifer Bishop – (discussion)
    - i. Welding is asking for the option for pass/fail grade option due to some issue with the facility problems
    - ii. Instructors are responsible for assigning grades; if we are doing something collegewide, then we need to discuss that
    - iii. Instructors assign what they believe appropriate, but the students need to be made aware of what the effect of the “P” grade is
    - iv. Catalog does address the “P” grade
    - v. **TASK** – Jeremy Raisor will bring the catalog information back to IC to review
      1. It can affect financial aid, graduation requirements, etc.
      2. IC adopted language in the catalog should be reviewed
7. Announcements & Reporting of Previous Tasks
- a. Refer to IC Task List spreadsheet – Please review for any tasks that may have been assigned to you and notify Cassie Dows if you have completed or have an update to your task
8. Future Agenda Items
- a. Revisit 2022/2023 calendar at the 03/26/21 meeting

- i. IC would like documentation/background on the issue with the superintendents not having notification/ability to provide feedback on this calendar
    - ii. Email from Matt Weber stating that they were sidelined would be sufficient
    - iii. Third version of the calendar with the earlier fall start date
    - iv. Review process and academics-driven structure for building these calendars
  - b. Placement testing for Fall 2021
- 9. Adjournment – (action)
  - a. **MOTION** by Dawn Johnson to adjourn the meeting
  - b. **SECOND** by Eric Bishop
  - c. **APPROVED** by unanimous vote