

Northland Pioneer College
Instructional Council (IC)
03/26/21
Meeting Minutes

Voting Members Present:

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

Non-Voting Members Present:

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

Guests:

Amelinda Webb, Susan Hoffman, Lori Carmona, Lia Keenan, Denise Rominger, Tamara Osborne, Daphne Brimhall, Harshika Bhatt, Elizabeth Oliphant, Melody Niesen

1. Roll Call
2. Approval of 03/12/21 IC Minutes – Pat Lopez – (action)
 - a. **MOTION** by Brian Gardner to approve 03/12/21 meeting minutes
 - b. **SECOND** by Ruth Creek
 - c. **ABSTAIN** by Allison Landy as proxy for Rickey Jackson
 - d. **APPROVED** by majority vote
3. Updates
 - a. DEI – Elizabeth Oliphant – (information)
 - i. Participating in shared governance
 - ii. Brainstorming questions for Presidential Search Forum
 - iii. Writing page for Faculty Handbook
 1. Mission statement for DEI group
 - iv. Next DEI meeting April 8th, 12:00-1:30pm
 - b. SSA – Harshika Bhatt – (information)
 - i. [Student Success Module Recommendation](#)
 1. Looking for feedback on proposal
 2. The idea behind this proposal is very significant and necessary; overwhelming support shown for this effort
 - a. Strong orientation is necessary
 - b. Critical thinking practice is something our students need
 - c. Concerns:
 - i. No baseline data to support proposal
 - ii. The one measurement of 68% completion had no comparison

- iii. What is completion rate of the current orientation process?
- iv. What is the completion rate of students without the orientation?
- v. What is the completion rate of other colleges with or without an orientation?
- vi. Need other data than completion rate; retention, grade improvement
 - 1. We may have enough anecdotal data to show a need for this
 - 2. What isn't shown in data is how much instructors actually assist students with getting into the course and navigating Moodle
 - 3. Need to find a balance between needing all the data before implementation and implementing without any data to avoid paralysis by analysis
 - 4. SOAR data should be available to review
 - a. SOAR really only scratched the surface of what the students need
 - b. There are Qualtrics surveys from SOAR
 - c. SOAR has been gone for a few years
 - i. The issue with the course was that it was an info dump in a few short hours
 - ii. Teaching them how to register once they have already registered for classes
 - d. Split up the concept of SOAR
 - i. Registration tutorial teaches things like how to reach your advisor, how to register for classes
 - ii. College success strategy course teaches online readiness, technology use, and more
- vii. Timeline may be too aggressive given the outstanding questions still unanswered
 - 1. Who will teach it?
 - 2. Who will fund it?
 - 3. What department will house it?
- viii. Possibly build this into a freshman level course to include the subject content along with the student success skills
- ix. End of semester survey could be used to collect data; if students will do it
 - 1. A survey has already been created and will be sent to students to ask about what they need

- x. This proposal does address the overlap between the three current student success courses
 - 1. Onboarding and orientation vs student success strategies vs online readiness
 - xi. Inconsistency issue; need more separation of the three things that would benefit our students
 - 1. Student orientation information
 - a. Navigating the college and its structure
 - b. Where to find advisors
 - c. Add/drop dates
 - d. How to withdraw
 - 2. Online readiness
 - a. Navigating Moodle
 - b. Submitting documents online
 - c. Taking tests online
 - d. Emailing professors
 - e. Technology and how to use it
 - 3. Success strategies
 - a. How to study
 - b. How to plan
 - c. How to utilize the things the college provides for success; Tutor.com, office hours, library resources, etc.
 - 4. TAS and Advisors need to be a part of this
 - xii. There is no consequence for not taking these courses
 - xiii. SSA is an advisory group only; they are looking for feedback from shared governance groups IC and FA and then will take it to LC. LC will assign it for implementation if they see fit
 - xiv. STU098X has pre- and post-assessments
 - xv. In Risk Assessment, it mentions building critical thinking and problem-solving skills, but does not seem to be anything in the proposal that would help build those
- c. TAS – Scott Estes – (information)
- i. Email migration and clean-up on MyNPC
 - 1. Email migration
 - a. Going relatively well
 - b. Most issues are due to users with email on their mobile device or non-NPC laptop
 - c. Working through the issues, all active employees are migrated to the cloud
 - d. Will be working on non-active, past employees next
 - 2. MyNPC
 - a. Cleaning up the old, outdated content
 - b. Making sure that the data available there is accurate
 - c. Can still add new content if student related
 - d. Working with the related departments to verify what is
 - i. Relevant

- ii. Updated
- iii. Needs to be archived somewhere
- e. Library is archiving some of our documentation
- f. TAS is working on an official communication plan
 - i. This includes retention
 - ii. State statutes require different things for different types, so it is easier to keep everything forever
- g. Other colleges leave it up to the individual employee to decide what they archive, keep or delete.

4. Curriculum

- a. ACRES
- b. New Programs
- c. Program Modifications
- d. Program Deletions
- e. Program Suspensions
- f. Misc. Curriculum
 - i. Mechanism and Rationale for Changing Departments – Pat Lopez – (action, if desired)
 - 1. A Request to Proceed could be a good avenue to start to route this through IC
 - a. Would give the proposer (and everyone involved) a chance to come in and explain the reasoning behind the change
 - b. Committee could discuss and decide whether or not this is necessary
 - c. Should be initiated by a faculty member or department chair; not a dean
 - d. Currently only done for Program changes
 - e. Sometimes Feasibility study is required as well
 - f. Might add for department change on a Course change
 - 2. Need to process map and develop form
 - a. Note added to Instructions for Course Forms in ACRES regarding the process of having a Request to Proceed
 - b. Bring Request to Proceed to IC meeting
 - c. Once permission to proceed has been granted, then form would be submitted to change the department
 - 3. **TASK** – Pat Lopez & Michael Broyles – to work out the language to be included in the Instructions for Course Forms in ACRES and then bring back

5. Old Business (not related to curriculum)

- a. Upcoming Calendars
 - i. 2022/2023 Calendar – Wei Ma – (action)
 - 1. **MOTION** by Eric Bishop to approve 2022/2023 calendar as presented
 - 2. **SECOND** by Gary Santillanes
 - 3. **DISCUSSION**
 - a. Clerical change to move May 26th note above the May 29th note of Memorial Day
 - b. Moved the start and end date for Fall Semester up one week

- c. Removed the verbiage of 9- and 10-month faculty return dates for Spring Semester
 - d. This was approved by Matt Weber and the superintendents
 - 4. **ABSTAIN** by Wei Ma
 - 5. **APPROVED** by majority vote
 - ii. 2023/2024 Calendar – Wei Ma – (action)
 - 1. This was approved by Matt Weber and the superintendents
 - 2. **MOTION** by Wes King to approve 2023/2024 calendar as presented
 - 3. **SECOND** by Ruth Creek
 - 4. **ABSTAIN** by Wei Ma
 - 5. **APPROVED** by majority vote
 - iii. Academic Calendar Guidelines – Wei Ma – (discussion)
 - 1. Great idea to have clear guidelines in writing to creating these calendars
 - 2. No registration days aren't part of the academic calendar
 - a. Those days will be provided on the academic calendar page of NPC website
 - 3. Should be housed in Instructional Council SharePoint
 - 4. Should consider sharing this document and process with the superintendents so they know when they should come to the college if anything changes on their ends
 - 5. VPLSS office, in conjunction with Dr. Ma, need to work at communicating with the Superintendents to avoid what occurred in this cycle
 - 6. **TASK – Wei Ma – Will bring this back as an action item at the next meeting once polished and vote on possibly adopting the document and housing on IC SharePoint site**
- b. Catalog Language on P Grades – Jeremy Raisor – (action, if desired)
 - i. We need to clarify the intertwining of ideas on what is passing and what is not
 - 1. A "P" grade is essentially a "C" grade; all courses with prerequisites require a C or above and a "P" doesn't satisfy that
 - 2. What is the rationale for not allowing "P" grades for those classes?
 - a. It may be that the "P" grades do not transfer
 - b. This should be left up to the student to decide
 - 3. Putting a note in the catalog about faculty discussing the option with students before giving students "P" grades would be helpful
 - 4. Students need to be aware of all the things this could affect
 - a. Graduation
 - b. Transfer to university
 - c. Prerequisite requirements
 - 5. "P" grades were approved for this semester as accepted to complete certificates or degrees
 - ii. There is a lot of "behind the scenes" work for these grade changes
 - 1. Affects prerequisites
 - a. Manual build for these
 - b. Manual build for each test score as well
 - i. Accuplacer
 - ii. ACT
 - iii. GPA

- iv. Currently runs on grade table
 - 2. Affects degree audits
 - 3. There are a lot of restrictions with our system if we were to allow “P” grades
 - 4. There won’t be that many students that request this grade outside of the pandemic
 - 5. The point is to preserve their GPA
 - 6. On the last bullet point, why wouldn’t we want to change a “P” to a letter grade?
 - a. Could possibly be an instructor error; i.e. missed grading an assignment
 - b. This is something that takes place between the instructor and the student
 - c. Documentation is only necessary if this occurs outside of the timeframe that instructors are allowed to change grades
 - d. Only really becomes an issue if the instructor no longer works for the college and the student requests a grade change
 - e. The first clause in this bullet point should be removed
 - iii. **TASK** – Pat Lopez – Bring back up the question of “D” grades when preparing charges for subcommittees for next year
 - iv. **MOTION** by Gary Santillanes to remove 1st bullet point and the 1st clause of the last bullet point for next calendar year’s catalog
 - 1. Remove – A “P” grade is NOT available in any course designated as general education courses.
 - 2. Change last bullet point to – A letter grade cannot be later changed to a “P” grade.
 - v. **SECOND** by Eric Bishop
 - vi. **APPROVED** by unanimous vote
- 6. New Business (not related to curriculum)
 - a. [Distance Ed Guidelines 2021 – Working Draft](#) – Amelinda Webb – (discussion)
 - i. Updated 2.1 Communication – best practices for student communication and the use of email
 - ii. Updated 2.5 Peer Review Process for online course quality
 - iii. Seeing the changes in the future, perhaps through Track Changes, would be beneficial
 - iv. [Strikethrough document](#)
 - v. It is helpful to have both the strikethrough document and the cleaned-up document
 - vi. 2.5.2 requested IC to comment on specifically
 - 1. This was added at the last edit.
 - 2. The Distance Course Quality Standards is not meant to be used as a stricture as to what could and could not be taught
 - 3. The language in this document is consistent with IC consensus and does not seem to have the gatekeeping issues from the past
 - 4. Looking to get incentive in place for the instructor going through this process would be recognized for doing so; for hybrid courses as well
 - vii. **TASK** – IC Members – to review the [Distance Ed Guidelines \(listed above\)](#) and comment on the document on SharePoint

7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
 - a. The "D" grades debate
 - b. Academic Calendar Guidelines document
 - c. Department Change Process Map
 - d. Distance Ed Guidelines
9. Adjournment – (action)
 - a. **MOTION** by Dawn Johnson to adjourn
 - b. **SECOND** by Ruth Creek
 - c. **APPROVED** by unanimous vote