

Northland Pioneer College
Instructional Council (IC)
04/09/21
Meeting Minutes

Voting Members Present:

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

Non-Voting Members Present:

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

Guests:

Susan Jensen, Lori Carmona, Lia Keenan, Denise Rominger, Daphne Brimhall, Jennifer Bishop, Susan Hoffman, Chun-Hung Wang, Kurry Klingel

1. Roll Call
2. Approval of 03/26/21 IC Minutes – Pat Lopez – (action)
 - a. **MOTION** by Amelinda Webb as proxy for Brian Gardner to accept the minutes with minor revision
 - b. **SECOND** by Wes King
 - c. **DISCUSSION**
 - i. Need to correct task under Dist. Ed Guidelines to read “comment on the document in SharePoint” not Google doc
 - d. **ABSTAIN** by Rickey Jackson
 - e. **APPROVED** by majority vote
3. IC Subcommittees (action)
 - a. AS – No report
 - i. This committee has struggled this year
 - ii. **TASK – IC Members – brainstorm ways to assist this committee be more productive**
 - b. ASK – No report
 - i. Committee just hosted Dialogue day and Chair Landy would like more time to summarize and write up the report for that as well as Reading day before submitting the final report in May
 - c. DE – Jennifer Bishop – (action)
 - i. Accomplishments
 1. Faculty Liaison program was supported by VPLSS Team
 2. Requested Dual Enrollment job description is in development process
 - a. Will have link on the HR website for potential DE instructors to apply; only if prompted by their HS or NPC representative

- ii. Activities in Progress
 - 1. Identification of High School faculty that need liaison
 - a. All DE instructors will have a liaison, this just refers to the DE committee having a list of all the DE instructors
 - 2. Identification of College faculty willing to serve as Faculty Liaisons
 - 3. Program information/communication with High School Administration
 - 4. Faculty Liaison Training program for the Fall
 - 5. DE Committee Composition
 - a. Dual Enrollment would like Faculty Liaisons to be members of the Dual Enrollment committee
 - b. DE or IC nominating a chair from the Faculty Liaisons from the group
- iii. **MOTION** by Ruth Creek to accept the Dual Enrollment Subcommittee report
- iv. **SECOND** by Amelinda Webb as proxy for Brian Gardner
- v. **DISCUSSION**
 - 1. Committee should think about what happens when a Dual Enrollment instructor leaves their position as DE instructor
 - 2. Kurry Klingel to take Jennifer Bishop's place on the committee, she will be going to Academic Standards
 - 3. Concern voiced about fulltime faculty stepping back to allow someone else to be paid to teach their courses, but it is an essential piece for Dual Enrollment
 - 4. May need to have a deeper conversation about core committees and the burnout effects it can have on faculty
 - 5. The college needs to determine the "healthy" amount of enrollment that comes from outside partners. Too much from outside the college can be dangerous
 - 6. Need to keep from checking off boxes for students and ensure that the students are actually learning and preparing to move forward
 - 7. Need to look at the diversity of our enrollment
 - a. Partner more with tribes to get older population back
 - b. Need to be open on Saturdays
 - 8. There were ATFs at the last AZTransfer meeting that looked at NPC as the Dual Enrollment model.
 - a. AZTransfer wrote Policy 105 in the ATF Handbook to combat the push by ECN ATF to accept classes for transfer except when offered as Dual Enrollment:
 - i. Given the obligation as part of maintaining institutional accreditation, courses at HLC-accredited institutions in Arizona are assumed to be equivalent regardless of delivery modality. All credits [within an AGECE, pathway, or transfer associate's degree] are accepted and applied regardless of whether the credit was awarded for course completion on campus or through distance learning or dual enrollment, assessment of prior learning, or via some other nontraditional learning mode.

- b. AZTransfer is supportive of Dual Enrollment in this instance in case anyone has push back from universities
 - c. Michael Broyles and Rickey Jackson, as upcoming members of the AZTransfer Steering Committee, are also available to assist with any issues regarding this
 - vi. **ABSTAIN** by Eric Bishop and Wei Ma
 - vii. **APPROVED** by majority vote
 - d. LT – Amelinda Webb – (action)
 - i. No changes to membership
 - ii. Still communicating with TAS and ITCS
 - iii. Moving forward with new process testing on BUS 203
 - iv. Distance Ed Guidelines – any corrections will be addressed at next meeting
 - v. Continuing to evaluate instructional technology
 - 1. Subgroup is planning pilot for Gradescope
 - 2. Subgroup reviewing Lynda.com
 - a. Is now LinkedIn Learning
 - b. Are we evaluating from an institutional license perspective?
 - c. Could this be incorporated into Moodle shells?
 - d. Intent is to review it to see how much interest in application there would be
 - e. This would probably be a recommendation for institutional license
 - 3. Discussing student email – retention and management
 - 4. Approved list of supported software and technology
 - 5. Working on finalizing survey for list of faculty-adopted software and technology
 - 6. Survey on LMS will go out to all faculty after this meeting
 - vi. **MOTION** by Eric Bishop to accept the LT report
 - vii. **SECOND** by Wes King
 - viii. **ABSTAIN** by Amelinda Webb as proxy for Brian Gardner and Ruth Creek
 - ix. **APPROVED** by majority vote
 - e. PD – No report
4. Curriculum
 - a. ACRES
 - b. New Programs
 - c. Program Modifications
 - d. Program Deletions
 - e. Program Suspensions
 - f. Misc. Curriculum
 - i. Request to Proceed Language in the *Instructions for Course Forms in ACRES* – Michael Broyles – (action)
 - 1. Collaborated with Pat Lopez on the language as directed by IC at the last meeting
 - 2. Looking for feedback on the language used in revising the form to be included in the *Instructions for Course Forms In ACRES*
 - ii. **MOTION** by Eric Bishop to accept the language that will be put in as a revision in the *Instructions for Course Forms in ACRES*
 - iii. **SECOND** by Rickey Jackson

- iv. **ABSTAIN** by Pat Lopez
- v. **APPROVED** by majority vote
- 5. Old Business (not related to curriculum)
 - a. Academic Calendar Guidelines – Wei Ma – (action)
 - i. Looking for feedback on the guidelines
 - ii. Will be a good tool to solidify partnerships
 - iii. **MOTION** by Eric Bishop to accept the Academic Calendar Guidelines
 - iv. **SECOND** by Ruth Creek
 - v. **ABSTAIN** by Wei Ma
 - vi. **APPROVED** by majority vote
 - b. Distance Ed Guidelines – Amelinda Webb – (action)
 - i. [D.Ed. Guidelines 2020-WorkingDraft-StrikeThru](#)
 - ii. [D.Ed. Guidelines 2020-WorkingDraft](#)
 - iii. Vast majority of edits is just grammar issues and minor edits for clarification
 - iv. Discussion on ISW
 - 1. Technically needs to be completed in the first 3 years of a faculty contract, but Faculty Mentors encourage that it be completed in the 1st year as it is helpful
 - 2. Fairly robust encouragements or requirements for 1st year faculty that isn't part of the procedure for teaching effectiveness and it should be
 - a. Possibly a future agenda item for IC, subcommittee or even an ad-hoc committee
 - 3. Concern expressed that attendance at trainings isn't taken to ensure that new faculty are actually attending; we need to continue to build a strong faculty group
 - 4. Faculty should be required to be trained on the technologies they are using before they are in front of students
 - 5. Faculty Mentoring program does track a number of things currently and may be easy enough to add a checklist for these trainings
 - 6. Will discuss at next Faculty Mentors meeting
 - 7. Reports that come out of Faculty Mentoring need to go to the department chairs and the probationary faculty committee chairs
 - 8. New faculty do get training, it isn't offered as an ISW
 - 9. ISWs are reported to the deans but only so the participants can level up or get paid
 - 10. We want to provide support for new faculty with the appropriate training on technology, but we also want to treat them as professionals
 - 11. [Faculty Mentoring Program document](#)
 - a. Currently Faculty Mentoring is for new faculty only, ISW is for all
 - b. Faculty Mentoring is housed in ITCS
 - c. ISW is housed in CCP
 - d. [Faculty Mentors and ISW Facilitators](#)
 - 12. 2.5.2 – Online
 - a. Add parenthetical regarding procedure 2970 and IC approves curriculum

13. 3.5 – Course Management
 - a. This includes how you set up your online classroom and the language that is usually included in the syllabus could also just be listed on Moodle in this setup
 - b. This language is included in the Faculty Handbook
14. 5.1 – General Guidelines for Evaluating Distance Education Courses
 - a. Updated with procedure that was approved by IC regarding Moodle course shells be reviewed for design and technical standards
 - b. Will work on clarification of the wording
15. Room naming convention may need a reboot
 - a. The room number is the best way to refer to them
 - b. A list of the technologies available in each room would be helpful for scheduling
- v. **MOTION** by Eric Bishop that LT work on the finishing edits of this document and bring back to next meeting
- vi. **SECOND** by Wei Ma
- vii. **ABSTAIN** Ruth Creek and Amelinda Webb as proxy for Brian Gardner
- viii. **APPROVED** by majority vote
6. New Business (not related to curriculum)
7. Announcements & Reporting of Previous Tasks
8. Future Agenda Items
 - a. Instructions for Course Forms in ACRES Edit – 04/23/21 meeting
 - b. Instructional Council Membership
 - c. Composition & Charges for IC Subcommittees
 - d. Including ISW in procedure for probationary
 - e. Instructional Council meeting confirmed for 5/14/21
9. Adjournment – (action)
 - a. **MOTION** by Ruth Creek to adjourn
 - b. **SECOND** by Amelinda Webb as proxy for Brian Gardner
 - c. **APPROVED** by unanimous vote