

Northland Pioneer College  
Instructional Council (IC)  
04/23/21  
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, Donna Krieser, Shannon Motter, Jeremy Raisor

Guests:

Lia Keenan, Jennifer Bishop, Susan Hoffman, Kurry Klingel, Alexander Henderson, Tamara Osborne, Melody Niesen, Elizabeth McKey, Allison Landy, Jeanne Swarthout, Chun-Hung Wang

1. Roll Call
2. Approval of 04/09/21 IC Minutes – Pat Lopez – (action)
  - a. **MOTION** by Amelinda Webb as proxy for Brian Gardner
  - b. **SECOND** by Ruth Creek
  - c. **APPROVED** by unanimous vote
3. Updates
  - a. DEI – Melody Niesen – (information)
    - i. Reminder that “DEI is actively working on ensuring that issues of diversity, equity, and inclusion are addressed and considered at a variety of levels in the college. We are a working and learning group and everyone is welcome to join and participate.”
    - ii. Spring 2021 projects:
      1. Participating in shared governance
      2. Integral part of the presidential search – developing interview questions
      3. Writing pages for Faculty Handbook which includes the starting pieces of a land acknowledgment
    - iii. Last meeting – Dr. Yip-Reyes presented on Psychological Safety
    - iv. Next meeting – May 13<sup>th</sup> 12:00-1:30pm – Dr. Oliphant will share about Historical Trauma in Education
    - v. Every Voice News will have a summer edition sometime in late May or June
  - b. SSA – Melody Niesen – (information)
    - i. Currently working on a document per the request of Vice President Ellison for fixes that improve the registration process that don’t require a new ERP system in order to begin the process right away

- ii. SSA has been accepted to be part of the Community College Research Center's Summer Institute for Rural Colleges
      - 1. NPC was one of only 16 chosen out of hundreds
      - 2. Two-week experience over the summer
      - 3. Group of staff, faculty and administration will be participating
    - c. TAS – Scott Estes – (information)
      - i. Working on HyFlex modality with Wei Ma, Jennifer Bishop, Eleanore Hempsey, Pat Lopez to expand on the options for technology. See 6b below for more information.
- 4. Curriculum
  - a. ACRES
  - b. New Programs
  - c. Program Modifications
  - d. Program Deletions
  - e. Program Suspensions
  - f. Misc. Curriculum
    - i. *Instructions for Course Forms in ACRES* – UG21 – Michael Broyles – (action)
      - 1. Proofreading section – add a sentence for clarification that any changes that are made should be spell and grammar checked upon adding
      - 2. Internet classes section – refers to using Quality Matters rubric – might be helpful to also call out Distance Education Guidelines as another resource to help with internet or hybrid courses
      - 3. Modalities – Need to think about merging the sections on modalities; at least for live, hybrid, and internet modalities
        - a. With HyFlex coming up especially, we may want to just focus more on the curriculum as opposed to modalities
      - 4. **TASK** – All IC Members – think about modalities listed in *Instructions for Course Forms in ACRES* and how this should be put across in this form
        - a. No change in this area is to be implemented on the UG21 *Instructions for Course Forms in ACRES*
      - 5. **MOTION** by Amelinda Webb as proxy for Brian Gardner to accept the *Instructions for Course Forms in ACRES* with the minor formatting edits and two minor content additions
      - 6. **SECOND** by Ruth Creek
      - 7. **APPROVED** by unanimous vote
- 5. Old Business (not related to curriculum)
  - a. Distance Education Guidelines – Amelinda Webb – (action)
    - i. Concern with the word “must” in this section
      - 1. Change to “should” to not be so absolute
      - 2. Too many single departments with only one faculty member
      - 3. The intent of this was aimed more towards having someone who had a least a familiarity with the subject
      - 4. May be difficult to find an NPC APPQMR certified peer reviewer, but the AZ state Quality Matters consortium does offer subject matter experts that can be utilized if desired
    - ii. Asynchronous APPQMR training is available through the division of Instructional Innovation

- iii. **MOTION** by Wes King to accept the Distance Education Guidelines with the suggested modification of “must” to “should” on 2.5.2-Online Course Review 2.a.
  - iv. **SECOND** by Eric Bishop
  - v. **ABSTAIN** by Ruth Creek, Amelinda Webb as proxy for Brian Gardner
  - vi. **APPROVED** by majority vote
6. New Business (not related to curriculum)
- a. Proctored Testing Ad Hoc Committee Report – Amelinda Webb – (action)
    - i. Have been waiting on feedback
    - ii. Discussed recommending that faculty continue using Respondus for testing
    - iii. We do have Chromebook integration
      - 1. Moodle has been updated to allow for testing on personal Chromebooks, but not on school-owned Chromebooks due to permissions
        - a. All students who received Chromebooks through NPC’s Friends and Family can use Respondus for testing
    - iv. Respondus Monitor, there is Respondus Lockdown browser (prohibits from going to other screens/websites) is a base license for the whole college
      - 1. License is specifically for Respondus Monitor during pandemic period
      - 2. This license actually ends 7/31/21. Currently have unlimited seats, but that will change after this first year
      - 3. Count is per unique student per course, but if that same student is in another course that semester, that counts as another seat
      - 4. Can choose to purchase additional batch of seats if approved
    - v. **MOTION** by Eric Bishop to accept the Proctored Testing Ad Hoc Committee report
    - vi. **SECOND** by Ruth Creek
    - vii. **ABSTAIN** by Amelinda Webb as proxy for Brian Gardner
    - viii. **APPROVED** by majority vote
    - ix. Recommendation of license renewal for Respondus for 2021-2022 – Amelinda Webb – (action)
      - 1. **MOTION** by Eric Bishop to recommend that TAS to renew Respondus license for 2021/2022 as recommended by the Proctored Testing Ad Hoc Committee
      - 2. **SECOND** by Ruth Creek
      - 3. **APPROVED** by unanimous vote
    - x. Recommendation for the continuation of the Proctored Testing Ad Hoc committee for at least one more year – Amelinda Webb – (action)
      - 1. As we shift back to campus, we need to look at library and tech hub usage
      - 2. Did look at changing this from ad hoc to standing subcommittee of IC
      - 3. Also looked at adding it to LT subcommittee
      - 4. **MOTION** by Eric Bishop to merge the Proctored Testing Ad Hoc committee with LT subcommittee
      - 5. **SECOND** by Dawn Johnson

6. **ABSTAIN** by Amelinda Webb as proxy for Brian Gardner
  7. **APPROVED** by majority vote
- b. HyFlex Teaching Modality – Jennifer Bishop and Wei Ma– (discussion)
- i. Would like to get IC approval to have HyFlex modality added to the catalog
  - ii. HyFlex allows students to choose from:
    1. Connected classroom in person
    2. Synchronous off-campus via videoconferencing
    3. Asynchronous online
  - iii. The reasoning for this is that we have student who have different preferences in how they learn, but we also have students who have restrictions in how they can learn, i.e. work/family schedules, transportation issues, etc.
  - iv. CIS has done some HyFlex type courses before the pandemic; students really liked this option
  - v. We may need to have two versions of HyFlex:
    1. HyFlex option 1: has the asynchronous option
    2. HyFlex option 2: does not have the asynchronous option for those professors who want to require that students attend live, no matter from what location for discussion purposes, etc.
  - vi. IC doesn't really need to be overly involved other than to be aware of it; approve catalog definition and scheduling language
  - vii. Core component of HyFlex is to offer this modality in a way that there is no difference in the quality offered through any of the modality options
  - viii. The current mode of TALON instruction is already working in a sort of HyFlex modality, however, the major distinction being that the high schools seem to be making the decision about who may attend on campus.
  - ix. Need clear messaging – how do we communicate to the students what to expect?
  - x. Need process for scheduling – so that there is a physical space on campus for students to meet
  - xi. HyFlex allows you to attend classes on campus or online. Check with your instructor regarding attendance requirements.
  - xii. Research done on flexible courses throughout Arizona
    1. No public information was found for other community colleges having flexible options
    2. All three of the public universities do
  - xiii. Choose a name specific to NPC for HyFlex because it is accessible to students, it is easier to remember what the course is because they are familiar with it, and it also is great publicity for NPC
    1. [ASU Sync](#)
    2. [NAUFlex](#)
  - xiv. Need to have the people in charge of scheduling the classes to be in control of scheduling the rooms
    1. Would be helpful to have a diagram of rooms by campus/center along with photos of the rooms and list of technologies available in each room
    2. Working towards software to hopefully assist with this process
  - xv. **TASK** – Wei Ma and Jennifer Bishop – to bring this back to IC's last meeting as an action item with a branded name and definition for the catalog and scheduling language with a note that it is a Pilot at this point

- c. Meeting Modalities for 21/22 – Pat Lopez – (discussion)
    - i. Traditionally IC has alternated between in-person meetings and connected classroom meetings
    - ii. Would like to see some type of returns to in-person meetings
      - 1. Mask-wearing
      - 2. Distancing
      - 3. What ideas/suggestions for alternate IC HyFlex synchronous meetings?
        - a. Meet at PAC in the auditorium
        - b. Outside option in a covered area
        - c. Survey on ideas/feelings on in-person IC meeting/retreat
7. Off-Agenda Discussion
- a. Civility survey - On Thursday, April 22nd, a complete list of unredacted responses to a civility survey was sent out to all NPC employees. Some of the responses identified individuals by name, position, or affiliation. The following is a summary of the discussion among IC members and other attendees, including President Swarthout who joined the meeting due to this incident:
    - i. This email relaying all the unredacted survey responses should never have been released; there is no way to pull it back now
    - ii. Any thoughts on how we move forward and bring people back together are welcomed by Interim President Swarthout
    - iii. We need to find ways to bring the college back together, whether through small guided discussion groups or even just trying to keep our cameras on more during ZOOM meetings
    - iv. We have all been separated and scared by this pandemic and it has brought out the worst of some of us
    - v. Maybe looking to correct misinformation that seemed to be shared in the survey; it is a bit too soon now, but in the future
    - vi. We need to be careful not to try and figure out or assume we know who said what in the survey
    - vii. We need to reach out to people to let them know that we appreciate them and what they are doing
    - viii. We need to keep in mind how this affects the new people who have never had a chance to meet any of us in person
    - ix. Not all comments are negative; we need to remember that we have captured a very small number of voices, but it is important to note that there is hurt and pain, and we need to rectify that
    - x. We are still NPC, we are here because we want to be here. We will pull through this
    - xi. Not all of the comments may be referring to current issues
    - xii. Perception on how things are received can be skewed between parties
    - xiii. Civility is important, but we need to remember that we grow better people here, both students and coworkers; we might need to grow thicker skin
    - xiv. We shouldn't be afraid to express our opinions because it might hurt someone's feelings
    - xv. Disagreement doesn't need to be uncivil; we need to be comfortable with the discomfort
8. Announcements & Reporting of Previous Tasks
9. Future Agenda Items

- a. Final subcommittee reports
  - b. Subcommittee composition and charges
  - c. IC composition and calendar
10. Adjournment – (action)
- a. **MOTION** by Dawn Johnson to adjourn
  - b. **SECOND** by Eric Bishop
  - c. **APPROVED** by unanimous vote