

Northland Pioneer College
Instructional Council (IC)
05/14/21
Meeting Minutes

Voting Members Present:

Pat Lopez, Gary Santillanes, Ruth Creek, Jennifer Bishop 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, LaTonya Motley, Scott Estes, Josh Rogers, Donna Krieser, Shannon Motter, Jeremy Raisor

Guests:

Lia Keenan, Amelinda Webb, Susan Hoffman, Alexander Henderson, Tamara Osborne, Allison Landy, Denise Rominger, Daphne Brimhall, James Gil, Jonathan Schrader, Judy Yip-Reyes, Susan Jensen, Magda Gluszek

1. Roll Call
2. Approval of 04/23/21 IC Minutes – Pat Lopez – (action)
 - a. **MOTION** by Eric Bishop
 - b. **SECOND** by Wes King
 - c. **APPROVED** by unanimous vote
3. IC Subcommittees (action)
 - a. Academic Standards
 - i. No Report
 - ii. 21/22 AS Charges & Composition
 1. Charges
 - a. Keep the #1 charge regarding the evaluation of the placement mechanism
 - b. Keep the #2 charge regarding academic misconduct
 - i. Explore the adaptation of electronic plagiarism-checking software
 - c. Keep charge regarding usefulness of D grades
 - d. Add – “Research potential effects of accepting +/- grades” for next year charge
 - e. Some type of online plagiarism check is desperately needed at this institution
 2. Composition
 - a. Instructional Innovation division has faculty members but is not represented on this committee

- i. DE Report – Jennifer Bishop – (action)
 - 1. Five of the seven current members are working over the summer and will continue meeting
 - a. Will be identifying the high school faculty that need a liaison
 - b. Faculty Liaison training program will be developed
 - 2. Job description is completed and has been approved by the deans and directors, VPLSS, and Human Resources
 - a. #2 - NPC's learning management system is expected to be used by students at the high school on an "as needed by department" requirement
 - b. High schools really need to look at compensating the DE instructors from their end as it is a benefit for them to be able to offer the courses and they received waived tuition from NPC
 - c. Need to add instructional observation & site visit
 - i. Inspection is harsh language, perhaps visit would be a milder choice of words even though inspection is what we would do
 - ii. There is no need to dance around word choice, the schools are teaching our curriculum, so they need to be up to our standards
 - iii. Site assessment is more of a genteel word choice than inspection
 - iv. Assessment or inspection do not really apply to all Dual Enrollment courses
 - v. Inspection is a bit of a trigger word; visit is what was decided on
 - 3. **MOTION** by Ruth Creek to accept the DE committee report
 - 4. **SECOND** by Dawn Johnson
 - 5. **DISCUSSION**
 - a. We have to make sure the high schools understand what our expectations are.
 - b. All schools should be held to the same standard, the same offerings, etc.
 - c. Consistency is key
 - 6. **ABSTAIN** by Eric Bishop, Jennifer Bishop as proxy for Brian Gardner, Wei Ma
 - 7. **APPROVED** by majority vote
- ii. 21/22 DE Charges & Composition
 - 1. Charges
 - a. Suggested charges made at the 3/12/21 meeting were pulled up and added to the charges
 - b. Implement and evaluate the faculty liaison program
 - i. This may not be a broad enough of a scope of the DE committee; possibly being Early College committee as opposed to just Dual Enrollment
 - ii. Discussion needed regarding how we define Dual Enrollment/Concurrent Enrollment due to blurred lines occurring nationwide on this

2. Composition
 - a. Same composition, just listed as faculty liaison or faculty representative from each of the following areas
 - b. NAH will not have any Dual Enrollment next year; but shouldn't change the composition
 - c. Committee chair would be elected by committee at the beginning
 - iii. **MOTION** by Wes King to accept the 21/22 Dual Enrollment Charges & Composition as presented
 - iv. **SECOND** by Ruth Creek
 - v. **DISCUSSION**
 1. Does the language need to specify how the chair is selected?
 2. Hasn't been done before, it is okay to leave as is
 - vi. **ABSTAIN** by Eric Bishop, Jennifer Bishop as proxy for Brian Gardner, Wei Ma
 - vii. **APPROVED** by majority vote
- d. LT
- i. LT Report – Amelinda Webb – (action)
 1. The Distance Ed Guideline document has been posted on the eResource website
 2. Fall classroom check is scheduled
 3. Putting off pilot for GradeScope until fall
 4. Looked at LinkedIn Learning; faculty/staff license would be \$6700, for students also it would be \$15,000
 - a. Library cannot absorb that in their budget
 - b. LT did recommend adopting LinkedIn Learning, but a full pilot has not been done
 - c. Possibly HR and VPLSS could split the cost across their budgets
 - d. Perkins Grant might be a possible fund for this as it relates to CTE type training; would be supplement for a pilot
 - i. Wei Ma will discuss the possibility with Ann Hilliard and Amelinda Webb
 5. Evaluation of LMS options still ongoing, must be completed by December 2022
 6. OAI and ITCS have recommended adopting the ALLY tool
 - a. Current tool (AT bar) doesn't have great functionality
 - b. ALLY is compatible with all learning management systems; so, it will not matter if we change our LMS in the future
 - i. \$8,000 yearly and \$2000 startup fee
 - c. Ally Letter of Support (link to document is in the report)
 - ii. **MOTION** by Dawn Johnson to accept the LT report
 - iii. **SECOND** by Eric Bishop
 - iv. **ABSTAIN** by Ruth Creek
 - v. **APPROVED** by majority vote
 - vi. **MOTION** by Eric Bishop to accept the recommendation for the ALLY support tool
 - vii. **SECOND** by Rickey Jackson
 - viii. **DISCUSSION**
 1. Where does this go next? Where does the funding come from?

- 2. Sandy Manor is looking into OAI budget as well as CARES Fund budget
 - ix. **ABSTAIN** by Ruth Creek
 - x. **APPROVED** by majority vote
 - xi. 21/22 LT Charges
 - 1. Wording changed to “Facilitating” instead of “Conducting” peer reviews
 - 2. New charge of joint collaboration agreed upon earlier this year regarding the LMS
 - 3. Wording changed to “Maintaining” instead of “Developing” the standardized list of supported instructional software and technology tools as it is already developed
 - 4. New charge of adding proctored testing and library testing services for distance and online students
 - xii. 21/22 LT Composition
 - 1. Recommend increasing the number of members to cause odd number of voting members to avoid stalemate
 - 2. Looking for suggestion regarding who that voting member should be
 - 3. Would like to go to 11 from 10 because there are a lot of charges and it would be helpful to have more
 - 4. We need to be careful of overloading faculty with committee work; their main job is to teach and they need the time to do that
 - 5. Additional member to be faculty; faculty input is critical to this group
 - xiii. **MOTION** by Eleanore Hempsey to accept the 21/22 LT Charges & Composition as presented
 - xiv. **SECOND** by Wes King
 - xv. **ABSTAIN** by Ruth Creek
 - xvi. **APPROVED** by majority vote
- e. PD
- i. No Report
 - ii. 21/22 PD Charges
 - 1. Charge B should remain on hold until next year
 - 2. In House Training Form is complete so Charge C can be deleted
 - iii. 21/22 PD Composition
 - 1. Request to retain current composition
 - iv. **MOTION** by Rickey Jackson to accept the 21/22 PD Composition and Charges as presented
 - v. **SECOND** by Eric Bishop
 - vi. **ABSTAIN** by Ruth Creek
 - vii. **APPROVED** by majority vote
- f. **TASK – Update Subcommittee compositions & charges for 21/22 - Cassie Dows**
4. Curriculum
- a. ACRES
 - i. ACRES Institutional Administrators – Michael Broyles – (information)
 - 1. Submitting for questions and to make sure that nothing is missing in the document; no comments were made or questions asked
 - b. New Programs
 - c. Program Modifications
 - d. Program Deletions
 - e. Program Suspensions

- f. Misc. Curriculum
 - i. Curriculum Projects for UG21 – Michael Broyles – (information)
 - 1. 3035 Forms to ACRES Forms
 - a. Forms are missing in ACRES and need to be uploaded
 - b. Started in 2018, but never finished
 - c. Michael Broyles will perform an audit and will be reaching out to deans and admin assistants for assistance
 - 2. AGECE Data Cleanup on AZTransfer – will review in the fall for sake of time
 - 3. Continued CEG Cleanup – will review in the fall for sake of time
 - 4. Style and editability of the *Instructions for Course Forms in ACRES* -- will review in the fall for sake of time
 - 5. ACRES Profiles – will review in the fall for sake of time
 - 6. AZTransfer Profiles – will review in the fall for sake of time
5. Old Business (not related to curriculum)
 - a. Hyflex Pilot Catalog Language – Jennifer Bishop & Wei Ma – (action)
 - i. Two definitions are better than one as it will allow the instructor to easily determine what they would prefer
 - b. **MOTION** by Ruth Creek to accept the HyFlex catalog language as presented
 - c. **SECOND** by Eleanore Hempsey
 - d. **DISCUSSION**
 - i. How is this envisioned to be used? More on the schedule than in the catalog?
 - 1. It will be used in both so that the students can understand what the course types entail
 - ii. If a course is only offered live on campus, how is that identified? Should we set a name for that modality?
 - 1. Current modality terms are:
 - a. Stand-alone course
 - b. Connected course
 - c. Multi-course
 - d. Online course
 - e. Hybrid course
 - f. Alternative learning course
 - 2. Need to define these so that instructors can properly express the expectations to students
 - e. **ABSTAIN** by Wei Ma, Jennifer Bishop as proxy for Brian Gardner
 - f. **APPROVED** by majority vote
6. New Business (not related to curriculum)
 - a. TAS Update – Scott Estes – (information)
 - i. The purchase was approved for technology for the three business classes that will be used for the HYFlex pilot; also, for the science classes
 - 1. Business classes will be installed this summer; not sure on the timeframe for the science classes
 - ii. Will implement multi-factor authentication in the future through a phased rollout
 - 1. If accessing accounts from another device, a prompt will come up to authenticate authorization
 - b. Revisions to IC portion of Shared Governance Procedure – 2125 – Pat Lopez – (action)

- i. Changes to grammar, tense, and phrasing
 - ii. **MOTION** by Wes King to accept the IC suggested language changes for the IC portion of the Shared Governance Procedure 2125 to present to Leadership Council
 - iii. **SECOND** Eric Bishop
 - iv. **APPROVED** by majority vote
 - v. **TASK** – Cassie Dows to clean up the language in Shared Governance Procedure 2125 for Pat Lopez to elevate to Leadership Council
- c. Instructional Council 21/22 Documents – Pat Lopez – (action)
 - i. 21/22 Instructional Council Membership
 - 1. Eric Bishop will not be returning; his service has been greatly appreciated
 - 2. Ruth Creek will return
 - 3. Brian Gardner will return
 - 4. Eleanore Hempsey will be on sabbatical leave in Spring of 2022; Susan Hoffman will serve as her long-term proxy for that semester
 - 5. Dawn Johnson will finish her term
 - 6. Wes King will return for another term
 - 7. Pat Lopez will return
 - 8. Gary Santillanes will not return; his service has been greatly appreciated
 - 9. Renee Freese will return for another term
 - 10. Rickey Jackson will finish his term
 - 11. Wei Ma will finish his term
 - 12. Change from Advisory and Non-Voting Members to just say “Non-Voting Members”
 - 13. LaTonya Motley’s committee role should be listed as Dept Chair of ITCS
 - 14. Director of Enrollment Services will be listed as Vacant and committee role will be changed to say Registrar
 - 15. Donna Krieser will continue on as Academic Advisor
 - 16. Faculty Association will replace the two vacant positions in the fall
 - a. Faculty in CTE
 - b. Faculty in A&S
 - 17. Pat Lopez will continue in her role as IC chair
 - 18. One of the first agenda items in the fall will be to elect a vice chair in Gary Santillanes absence
 - ii. **MOTION** by Eric Bishop to accept the revisions to 21/22 IC Composition
 - iii. **SECOND** by Dawn Johnson
 - iv. **APPROVED** by unanimous vote
 - v. 21/22 Instructional Council Calendar
 - 1. STU needs to be added to the Feb 11 due date
 - 2. Need to change the language regarding the request to proceed
 - a. Separate task for the fall to update the language on the calendar
 - vi. **MOTION** by Wei Ma to accept the 21/22 IC calendar
 - vii. **SECOND** by Ruth Creek
 - viii. **APPROVED** by majority vote
- 7. Announcements & Reporting of Previous Tasks
- 8. Future Agenda Items

- a. Voting on Vice Chair position
 - b. Update language on the IC calendar regarding Request to Proceed for changing department due date
9. Adjournment – (action)
- a. **MOTION** by Dawn Johnson to adjourn
 - b. **SECOND** by Ruth Creek
 - c. **APPROVED** by majority vote