

IC Minutes 3/11/22

Northland Pioneer College

Instructional Council (IC)

3/11/22

Meeting Minutes

[Agenda Packet](#)

[Task List](#)

Voting Members Present:

Pat Lopez, Wes King, Ruth Creek, Allison Landy, Brian Gardner, Dawn Johnson, Wei Ma, Renee Freese, Rickey Jackson, Susan Hoffman, Rachel Arroyo-Townsend

Advisory Members Present:

Michael Solomonson, Cassie Dows, Josh Rogers, Michael Broyles, Donna Krieser, LaTonya Motley, Shannon Motter, Curtis Stevens, Rebekah Wilson

Guests:

Alexander Henderson, Lia Keenan, Raeann Brittain, Fred Boggs, Harshika Bhatt, Paul Hempsey, Gary Santillanes

1. Roll Call
2. Approval of 02/25/22 IC Minutes (02) – Pat Lopez – (action)
  - a. **MOTION** by Wes King approve the 2/25/22 meeting minutes
  - b. **SECOND** by Rachel Arroyo-Townsend
  - c. **APPROVED** by unanimous vote
3. IC Subcommittees (action)
  - a. AS (03) – Alexander Henderson
    - i. Academic Standard Report – (action)
      1. **MOTION** by Allison Landy to accept the AS monthly report as presented
      2. **SECOND** by Ruth Creek
      3. **APPROVED** by unanimous vote
    - ii. Procedure 2628 draft – [Academic Student Code of Conduct](#) – (action)
      1. **MOTION** by Allison Landy to approve the Procedure 2628 draft of the Academic Student Code of Conduct
      2. **SECOND** by Susan Hoffman

### 3. DISCUSSION

- a. This is a separation from the 2625 Procedure on misconduct not related to academics.
- b. Appreciation was shared for the splendid work this subcommittee has done to refine this procedure.

### 4. APPROVED by unanimous vote

#### b. ASK (04) – Allison Landy – (action)

- i. Dialogue day occurred on February 25<sup>th</sup>.
  1. It was very educational for the ASK committee.
    - a. They are working through some of the challenges that various departments have expressed.
  2. The committee plans to hold a retreat in August to work through some of the assessment cycle questions, the cocurricular questions, and how to better support the departments moving forward in their alignment with the institutional learning outcomes.
    - a. There is a lot of misunderstanding on what that all means.

ii. **MOTION** by Ruth Creek to accept the ASK monthly report as presented

iii. **SECOND** by Wes King

#### iv. DISCUSSION

1. There are some departments who are not as far from achieving this goal as they think they are, and it is the intention of ASK to work with these departments one-on-one to assist them in refining their process.
2. Will reach out to the deans regarding the departments who are not as close to achieving this goal.
3. There was also the comment that the struggles the college is having with these reports are an opportunity for growth.

v. **ABSTAIN** by Allison Landy

vi. **APPROVED** by majority vote

#### c. BA/BS (05) – Allison Landy – (action)

- i. After the CCBA conference, it became apparent that more should have been done this academic year in regard to moving forward with the program and curriculum process for the initial ECD baccalaureate degree pilot.
- ii. A request was made for IC to recommend collaboration between subcommittees, specifically to assist with the process of piloting our first baccalaureate program.
  1. Some concern was voiced that this request was not listed in the specific charges assigned to the subcommittee being asked to collaborate.
    - a. IC sets aside a couple of meetings at the end of each academic year to review and assign charges for each of the subcommittees.
    - b. However, it might not be unreasonable to change the charges of a subcommittee mid-year based on the level of priority of an issue or task that might arise after charges are laid out.
  2. IC will add this on the next IC meeting agenda as an action item and be sure to invite the AS subcommittee chair to attend.

iii. **MOTION** by Brian Gardner to accept the BA/BS monthly report as presented

iv. **SECOND** by Rachel Arroyo-Townsend

v. **DISCUSSION**

1. Members of this subcommittee, initially, did not realize that there would need to be an onsite review by HLC.
  - a. The first onsite review will likely get us approved to offer between 1-3 baccalaureate degrees.
  - b. When we are ready to expand to more degrees, it will require another onsite visit.
2. The departments and disciplines will need more time in the approval process for baccalaureate degrees.
  - a. Board proposals need to include:
    - i. Feasibility studies
    - ii. Legislative requirements
  - b. Education degrees will need to go through ADE approval as well IC and DGB approval.
  - c. All these types of proposals and approvals must occur before we can even begin the HLC application.
3. The goal is to have the Early Childhood baccalaureate ready for implementation by fall of 2023.
  - a. This would require new program approval by December 2022.
4. The goal for the Business baccalaureate is to implement fall of 2024.
  - a. Request was made for the Request to Proceed from the Business department to be submitted by August 2022 in order to have enough time for implementation in fall of 2024.
5. **TASK – To create a timeline for what the process would look like and submit with the next BA/BS subcommittee report – BA/BS subcommittee**

vi. **ABSTAIN** by Allison Landy

vii. **APPROVED** by majority vote

d. DE – none

e. LT (06) – Harshika Bhatt – (action)

- i. Timeline for the Distance Education Guidelines document should be no later than the first meeting in April.
- ii. LT would like more information on who is using Poll Everywhere if it is being used at all.
  1. PDC and SCC model classrooms have it loaded on the computers in those locations.
  2. ECD has purchased MindMeister with departmental money, but there is hope that TAS will be purchasing this for the institution in the future.
- iii. LT asked what information is wanted in the NPC “Core” Supported Software Technology list.
  1. This depends more on the level of use rather than the number of people using the software.
  2. If there are dedicated and knowledgeable users of any software, that would be helpful information to have for faculty to get assistance with this software.

3. We need to gather data on who is using what so that we know whether an institutional license would be beneficial and more cost-effective.
4. The matrix should include:
  - a. What software is being used
  - b. Who uses it
  - c. How they use it
  - d. What they use it for
  - e. Level of expertise
5. This will help us know if there is a benefit to getting an enterprise license.
- iv. **MOTION** by Wes King to approve the LT report
- v. **SECOND** by Rachel Arroyo-Townsend
- vi. **ABSTAIN** by Ruth Creek
- vii. **APPROVED** by majority vote
- f. PD – none
4. Curriculum
  - a. ACRES
    - i. Proposed Edits to ACRES Proposal Forms (07) – Michael Broyles – (information/action)
      1. All proposed changes were acceptable to all IC members.
      2. **MOTION** by Allison Landy to accept all proposed changes to the ACRES proposal forms
      3. **SECOND** by Ruth Creek
      4. **DISCUSSION**
        - a. This work done by Michael is appreciated, especially:
          - i. All the attention to detail
          - ii. Clarity in directions
          - iii. Help text inside the form
          - iv. Alignment to ACETS
      5. **APPROVED** by unanimous vote
    - b. New Programs – none
    - c. Program Modifications – none
    - d. Program Deletions – none
    - e. Program Suspensions – none
    - f. Misc. Curriculum – none
  5. Old Business (not related to curriculum) – none
  6. New Business (not related to curriculum)
    - a. 2024-2025 Academic Calendar (08) & (09) – Wei Ma – (action)
      - i. Problems with this draft:
        1. Returning to school so early (Spring semester) is a concern because of the limited time for registration.
        2. Ending classes on a Monday (Fall semester) is bad practice.
        3. Faculty need a longer period than just 48 hours between the last day of class and when grades are due to be able to finalize grades.
        4. Only 15 Mondays, Wednesdays, and Thursdays in the fall semester.

- a. This is less than the ACRES-identified number of required contact hours for a three-credit class (there should be 16 weeks in the semester).
    - b. There is already some concern within the college regarding our compliance regarding the contact hours.
  - 5. Starting the fall semester on a Wednesday would cause issues with 9-month contracts.
- ii. Suggested solutions:
  - 1. Start the fall semester on a day other than Monday, perhaps Wednesday August 14<sup>th</sup>
  - 2. Hold classes the Wednesday before Thanksgiving.
  - 3. Three weeks downtime between spring and summer semester.
  - 4. Extend the semester through Monday the 16<sup>th</sup> of December to get the 16 weeks needed for our semester.
- iii. Major concerns:
  - 1. We cannot continue to base our calendar on our high school partners, because there are multiple high schools, all with different calendars. It is impossible to appease everyone, so we need to set a calendar as a college, and they are free to change theirs as they see fit.
    - a. Superintendents were upset last year because they did not have the two weeks
    - b. The high schools changed their calendars, and they expect us to change ours around them.
    - c. We need to set our calendar based on what is best for our institution and remain solid and consistent going forward.
    - d. We need consistency and communication with the high school partners, and it needs to be a more regular conversation with them to ensure that newcomers understand the reasoning for why we make the decisions we make regarding the calendar.
    - e. There needs to be an understanding that there is no perfect solution that will work for everyone.
    - f. Partners need to have skin in the game, and some of our high school partners do not.
  - 2. At some point in the future, we need to have a discussion around including a finals week or even just 3 extra days to allow for conducting finals.
- iv. Regarding feedback:
  - 1. The agreement that CASO made was that the college would be closed between December 24<sup>th</sup> and January 2<sup>nd</sup> and this calendar meets that. It is not a requirement that an entire work week be part of that timeframe.
  - 2. Some concern was posed that CASO's feedback regarding the faculty having a day off that staff had to work.
    - a. Just because faculty do not have face-to-face instruction time does not mean that they have that day off.
- v. **MOTION** by Allison Landy to table the 2024-2025 Academic Calendar until the 03/25/22 IC meeting to allow Wei Ma to develop and bring back two calendar options

- vi. **SECOND** by Brian Gardner
  - vii. **TASK** – To bring back two calendar options to the 03/25/22 IC meeting – Wei Ma
- b. IC composition for 2022-2023 – Pat Lopez - (discussion)
- i. Due to Rickey Jackson retiring at the end of this year, we need to request that the VPLSS consider what the dean representation will be going into the next academic year.
  - ii. **TASK** – To bring back dean representation for the next academic year – Michael Solomonson
- 7. Announcements & Reporting of Previous Tasks
  - 8. Future Agenda Items
  - 9. Adjournment – (action)