

IC Minutes 3/25/22

## Northland Pioneer College

### Instructional Council (IC)

3/25/22

### 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, Gail Campbell as proxy for Rickey Jackson, Susan Hoffman, Rachel Arroyo-Townsend

#### Advisory Members Present:

Cassie Dows, LaTonya Motley, Rebekah Wilson

#### Guests:

Lia Keenan, Raeann Brittain, April Horne, Judy Yip-Reyes, Tamara Osborne

1. Roll Call
2. Approval of 03/11/22 IC Minutes (02) – Pat Lopez – (action)
  - a. **MOTION** by Wes King to approve the 3/11/22 IC meeting minutes
  - b. **SECOND** by Brian Gardner
  - c. **APPROVED** by unanimous vote
3. Updates
  - a. DEI (03) – Judy Yip-Reyes – (information)
    - i. Elizabeth Oliphant’s presentation on Gender Identity is recorded and will be posted on DEI SharePoint when ready.
    - ii. Racial Equity is the new and upcoming discussion in DEI
      1. Focusing on differences in accessing post-secondary education across the county
    - iii. Spring edition of *Every Voice News* is coming soon
    - iv. Logo is done, working on posters
      1. Posters will have multiple translations of “ALL ARE WELCOME HERE”
        - a. If you speak a different language, or know someone who does, DEI would appreciate as many translations as possible.
        - b. Please send those translations to Allison Landy.

2. Logos are being printed as 4x4 stickers being delivered next week.
  - b. SSA (04) – Written update only – (information)
  - c. TAS – none
  - d. DII – none
4. Curriculum
- a. ACRES – none
  - b. New Programs – none
  - c. Program Modifications – none
  - d. Program Deletions – none
  - e. Program Suspensions – none
  - f. Misc. Curriculum
    - i. How Curriculum Changes Affect Financial Aid – Joshua Lowry – (information)
      1. Presentation was postponed until a later date.
5. Old Business (not related to curriculum)
- a. Academic Calendar Guidelines (05) – Wei Ma – (discussion)
    - i. We have Academic Calendar Guidelines that were developed with feedback from Faculty Association and CASO that should direct our development of the calendar.
      1. Both FA and CASO were in favor of the early start and end date of the spring semester when these guidelines were being developed.
      2. We are developing a framework of how to develop calendars and then not following it.
        - a. We need to be careful not to state things we are not going to follow.
      3. The three weeks of downtime between spring and summer semester are important.
    - ii. The non-negotiables when it comes to calendar guidelines are:
      1. Contact hours for students
      2. Contracted days for faculty
    - iii. It is concerning that we have often reduced to 15 meetings (as it affects contact hours) from an accreditation standpoint, a compliance standpoint, and an instruction standpoint.
      1. Compliance
        - a. Are we complying with our own standard of compliance guidelines?
      2. Accreditation is based on what we say we are going to do.
        - a. HLC accredits institutions with labs that have no hands-on time in the course.
        - b. If we say 48 hours of contact time, they will review based on that.
      3. Instruction
        - a. Next year, we might want to revisit the question of: Should we reduce our contact hours from 48 to 45?
    - iv. Change the guidelines by removing Wednesday before Thanksgiving as a day off and spring classes will begin the Tuesday after MLK day except on years when there are only 18 weeks in between MLK and Memorial Day.

v. **TASK** – to wordsmith the Academic Calendar Guidelines with the suggestions from IC listed above and rework the 24/25 calendar based on the guidelines – Wei Ma

6. New Business (not related to curriculum)
  - a. Collaboration between BA/BS and AS subcommittees (06) – Pat Lopez (action if desired)
    - i. This was merely a miscommunication and was reconciled prior to today's meeting.
7. Announcements & Reporting of Previous Tasks
  - a. Michael Solomonson has assigned Jeremy Raisor to serve in Rickey Jackson's place on the Instructional Council next year.
  - b. Next meeting is April 8<sup>th</sup> in the symposium at WMC.
8. Future Agenda Items
  - a. Review edits to the Instructions for Course Forms
  - b. Review edits to the Distance Guidelines
  - c. IC calendar approval for 2022-2023
  - d. Membership update – consider the changes that have happened in positions and what that means for the membership of IC
  - e. Subcommittee composition and charges – would like to break this up into two meetings
  - f. Baccalaureate degree conversation needs to happen regarding the development of upper-level curriculum
  - g. Review Shared Governance procedure as a final clean-up to make sure it is up-to-date based on other changes made
9. Adjournment – (action)