

Northland Pioneer College
Instructional Council (IC)
04-09-10

Voting members: Mark Vest (Chair), Trudy Bender (proxy for S. Johnson), Kenny Keith, Doug Seely, Eric Henderson, Orina Hodgson (proxy for D. McGinty), Cyndi Hutton, Shannon Newman, Ruth Zimmerman, Lynn Browne-Wagner
Non-voting members: Cindy Hildebrand, Jake Hinton
Guests: Don Richie, Mike Solomonson, Gary Mack, Charlotte Robbins

- I. Approval of the 03-12-10 IC minutes
 - a. Kenny moved to approve the 03-12-10 IC minutes; second by Doug.
 - b. Clarification: last meeting, IC approved the FRS Firefighter Certificate of Proficiency (CoP); denied the FRS Driver/Operator CoP; and did not address the FRS Certificate of Applied Science (CAS) as it was not submitted for IC approval.
 - c. The 03-12-10 IC minutes were approved unanimously.
- II. Subcommittee reports
 - a. Professional Development (PD)
 - i. IC members reviewed the PD subcommittee report.
 - ii. The first in-house professional development activity has been developed and scheduled for April 30, 2010. John Chapin will provide an announcement that Mark will forward to the college.
 - iii. Lynn moved to accept the PD subcommittee as presented; second by Ruth.
 - iv. The 03-12-10 PD subcommittee report was accepted unanimously.
 - v. The subcommittee report included a recommendation to, on a limited basis, revert back to the traditional method of faculty professional development for outside trainings and offer:
 1. Awards for tuition and/or fees for conferences/trainings provided the faculty member is willing to pay for associated travel, food and lodging costs, or
 2. Small stipends (\$200-\$300) to faculty members who have the opportunity to travel to a training or present at a conference.
 - vi. Eric moved that IC, as a group, provide official support for the professional development recommendation and forward it to the President for consideration; second by Lynn.
 - vii. The motion was approved unanimously.
 - b. Assessment of Student Knowledge (ASK)
 - i. IC members reviewed the ASK subcommittee report.
 - ii. Eric expressed appreciation, on behalf of the ASK members, for the Dialog Day participation by faculty.
 - iii. Lynn moved to accept the ASK subcommittee report as presented; second by Ruth.
 - iv. The ASK subcommittee report was accepted unanimously.
 - c. Placement
 - i. IC members reviewed the Placement subcommittee report and recommendations.
 - ii. Shannon reported that she emailed the subcommittee chair and requested more data to support the recommendations.
 - iii. Mark reported that placement testing for the fall 2010 semester had already begun and that the recommendations from the subcommittee were received two months after the February meeting deadline.

- iv. IC members suggested that Institutional Research (IR) be tasked with data collection. Eric added that data collection is very time-consuming.
 - v. It will be difficult to collect the data and get Placement subcommittee cut score recommendations in place and approved for implementation for spring 2011 as registration begins in November 2010.
 - vi. Kenny moved that IC charge IR with pulling data, in preparation for the 2010-2011 Placement subcommittee, and that the 2009-2010 charge from IC to the subcommittee be reissued in the fall 2010 semester; second by Ruth. IC members suggested that data be pulled for BIO 181, MAT 121 and for the list of AIS and BUS courses listed in the report.
 - vii. The motion (above) was approved unanimously.
 - viii. Request from some high schools for COMPASS testing software to be installed on computers so that Dual Enrollment and NAVIT contacts can perform placement testing on-site.
 - 1. There are obvious test integrity and security issue involved.
 - 2. The Placement subcommittee did vote on this matter but lacked a quorum.
 - ix. IC members felt that the college should maintain control over the testing environment.
 - x. Trudy moved that IC recommend no change to the current placement testing process; second by Eric.
 - xi. The motion to not change the current placement testing process passed unanimously.
- d. Learning Technologies (LT)
- i. Gary Mack and Mike Solomonson were present to represent the LT subcommittee.
 - ii. Questions/concerns:
 - 1. What does it mean to meet or exceed the academic rigor...?
 - a. Strike *or exceed*.
 - 2. Under definitions: *traditional or face-to-face...*
 - a. Trudy expressed concern that a failure to mention technology used in traditional classrooms could result in a lack of funding for items such as televisions, VHS and DVD players, LCD projectors, etc.
 - b. Change first sentence to: *These courses may be delivered with or without utilization of instructional technology.*
 - c. Delete second sentence.
 - 3. Online AA degree
 - a. Eric asked if the online AA degree had been discussed with affected appropriate department chairs.
 - b. Cyndi noted that ATFs want to ban online Science labs.
 - c. Eric stated that he is not a fan of online courses as a small rural community college whose chief advantage in the educational marketplace is price point. Eric added that this college does not do online education as well as schools that pour large amounts of money into online offerings. Eric added that when the college considers online courses, it must think about the effect those courses will have on courses offered by another means of delivery. Eric posed the question: to what extent do we favor online education to the disadvantage of other students who want to learn in other modalities.
 - d. NPC needs to figure out how to strike a balance between Internet, live and A/V courses so as not to harm enrollments. Departments could decide whether to run Internet courses every single semester or to stagger Internet with offerings in non-Internet modalities.

- e. There has been a commitment by the college to schedule general education courses on the A/V system so that students could finish AGEC courses within two years. Does the commitment need to be modified to include Internet and face-to-face classes?
 - f. IC members felt like the Online Degree section should be simplified, made more generic to include all distance learning opportunities.
 - i. Lynn will draft a more general statement and send it out to IC members for review.
 - g. Student email: the primary advantage, for FERPA purposes, of the utilization of college email addresses is that the college issues the addresses and associates an address with a particular student.
 - h. Load:
 - i. Orina would like the guidelines to include definitions of the number required for a class to make as well as maximum capacity.
 - ii. The compensation committee is currently formulating a position report on compensation.
 - iii. IC members agreed to set the entire student load factor and modality compensation rate topics aside.
 - i. Student readiness:
 - i. Who takes online course orientation? Would an orientation be seen as a barrier in the marketplace by students looking to take the 1 credit hour POS courses for teacher certification?
 - ii. Not offering an online course orientation could amount to setting up Internet students for failure.
 - iii. Idea: create a module 1 for every online class that must be completed prior to beginning the coursework.
 - iv. First sentence: replace *required* with *will be offered*.
 - v. Push back date to fall 2011.
 - j. Instructor readiness:
 - i. Who can teach online?
 - ii. Clarification: you can teach online if you have developed a course previously and offered it successfully.
 - iii. Quality matters—apply to current classes to determine if online course standards are met?
 - k. Committee and Educational Technologies
 - i. Stopped review/discussion here due to lack of time. Resume here at the 04-23-10 meeting.
- III. TAG agreement between ASU and NPC
- a. After much discussion, Lynn moved that IC recommend to the President that NPC move forward with the TAG agreement; second by Shannon.
 - b. The motion was approved unanimously.
- IV. Curriculum
- a. Cosmetology Program modification proposal discussion
 - i. The proposed COS AAS calls for an increase in credit hours from 64 to 78 with the core requirements increasing from 48 to 62 credit hours.
 - 1. Some IC members felt that 78 credits is too many for an AAS degree
 - 2. 78 credit hours for an AAS has financial aid implications.
 - a. Charlotte reported that about 90% of cosmetology students are working in the field.

3. Charlotte explained that the existing curriculum does not give the student adequate credit for the time spent (1600 hours by state statute).
 4. IC members discussed, at length, exploring the use of alternate ratios as a way of possibly reducing the total number of credit hours in the degree.
 5. Concern: if Cosmetology uses a 3:1 ratio, it may set a precedent that other CTE programs will be held to.
 6. Following much discussion, Doug moved that IC accept the Cosmetology proposal to modify the Cosmetology program as presented; second by Trudy.
 - a. Vote: 5 in favor, 3 against. Cosmetology authorized to submit COS courses through ACRES for IC review and action at the next meeting.
- b. Deletion of the Database Management area of specialization (AoS) from the CIS AAS degree
 - i. Ruth moved to approve the deletion as presented; second by Kenny.
 - ii. The deletion of the Database Management AoS from the CIS AAS degree was unanimously approved.
 - c. FRS:
 - i. The FRS CAS is to be input into ACRES.
 - ii. Dean Richie is to monitor and address questions/issues in ACRES.
 - iii. FRS courses are to be posted to the IC review group by Monday.
 - iv. IC members are to review the FRS courses and conclude voting by Wednesday.
 - d. AGR:
 - i. Shannon moved to delete the AGR 199, AGR 199S and AGR 141 courses as presented in ACRES; second by Lynn.
 - ii. The motion to delete the above AGR courses was approved unanimously.
 - e. TCA:
 - i. Ruth moved to delete TCA 145; second by Lynn.
 - ii. The motion to delete TCA 145 was approved unanimously.
 - f. EMT:
 - i. EMT 242 and 243 to be looked at in ACRES by IC members and voted upon before the next meeting.

Meeting adjourned.

Next meeting: 04-23-10