Northland Pioneer College
Instructional Council (IC)
04-23-10

Voting Members: Mark Vest (Chair), Kenny Keith, Eric Henderson, Ruth Zimmerman, Lynn Browne-Wagner, Doug Seely, Sandra Johnson, Carol Stewart (proxy for Debra McGinty), Trudy Bender (proxy for Shannon Newman)

Non-Voting Members: Cindy Hildebrand, Russell Dickerson (recorder)

Guests: Charlotte Robbins, Don Fisher, Don Richie

I.   Approval of the 04-09-10 Instructional Council minutes
   a. Ruth moved to approve the 04-09-10 minutes as presented; second by Kenny.
   b. The 04-09-10 minutes were approved unanimously.
II. Subcommittee reports
   a. Professional Development—no report.
   b. Placement—no report.
      i. Mark notified IC members that he will inform the Placement subcommittee that IC did not accept
   c. Assessment of Student Knowledge (ASK)
      i. No formal report.
      ii. Eric reported that the 04-09-10 Dialog Day was successful with approximately 25 faculty members in attendance.
      iii. The ASK subcommittee will meet next week to review materials.
      iv. Who will be responsible for assessment of student services (as outlined in the President's Strategic Plan initiatives)? Will IC, ASK or Student Services take this on?
         1. Will library services be included in student support services?
   d. Learning Technologies
      i. Continued review of the Distance Education Guidelines.
      ii. Included in President's Initiatives: conclusion of distance education guidelines by September 2011.
         1. Options:
            a. Approve guidelines today; or resume review at first IC meeting in September 2010; or have Mark incorporate all changes, edits and comments for distribution over the summer for IC member review.
         2. Pg. 10, Instructor Support, fifth bullet point:
            a. Why is Arts and Sciences dean singled out?
            b. Edit: should be *appropriate dean and affected department chairs will...*
         3. Pg. 6, edit: include *internet access* under Traditional-face to face courses.
         4. Curriculum Approval Process:
            a. The question of whether two instructors can offer online versions of the same course is not a technology issue, rather a scheduling issue to be resolved by division dean.
            b. *All hybrid courses should meet the following minimum criteria:*
               i. III. Content—what is outlined is not what is currently done. Not every class is evaluated and the inclusion of an evaluation link for every class

implies that every class will be evaluated. Concern: are faculty members being asked to do things differently? Instructors may not want to include course objectives in their course syllabus. Adoption of this section will require instructor compliance. Does IC want to adopt guidelines that lay out a different set of course requirements based upon teaching modality? IC response: No. IC members OK with the communication and technical criteria.

    c. Overall quality of course:

        i. Items b. and e. overly specify how instructors must teach hybrid courses.

        ii. Mark, as VPL, is not comfortable with telling faculty how they have to lay out their classes. Not all content and instructional methods will fit into a single template.

        iii. What are *higher level learning connections*?

        iv. What happens if criteria not met? The dean and department chair, in conjunction with the Educational Technology Faculty member, are to address hybrid course quality. IC is to focus on the subject matter content of the course.

        v. Move *a. Course presentation, which provides a logical navigation pattern for the student* to *II. Technical*.

        vi. Edit: kill b. through f.

5. Pg. 7, Accessibility 508: remove reference to Wikipedia and find a better resource.

6. Online course guidance committee:

    a. The two deans present agreed that someone should tell the dean that a course meets technical requirements so the dean and department chair can focus on the course content.

    b. Need to differentiate between offering existing courses in new modalities and new courses. Existing courses in a new modality require only a technical review following dean approval of the course. New courses need a technical review and dean approval of the 3035.

    c. Incorporate into the online section of the guidelines too.

    d. Who should be in the technical review group? No new subcommittee shall be formed. Technical review work to be handled by the Learning Technologies subcommittee or a subset of members, as determined by the subcommittee.

7. Pg. 12, Course Management Software Standard

    a. IC OK with language as presented by the LT subcommittee.

8. Instructor compensation guidelines for creating and maintaining distance education courses:

    a. Set this section aside.

9. Pg. 13, Intellectual Property Rights:

    a. Guidelines reference an intellectual property procedure. IC cannot approve new intellectual property agreements without proceduralizing them and running them through the procedure process to replace the existing intellectual property agreements procedure.

    b. Procedure 2140, the intellectual property procedure currently in place, is one of the most faculty-friendly and generous procedures in the country.

c. Recommend no changes to procedure 2140 and delete the entire intellectual property section from the proposed guidelines.

10. Best practices for teaching distance education courses:

   a. 72 hour window? Is this a standard to be set across the college or should an instructor notify students from the onset of the communications turnaround time and then stick to it to ensure quality instruction? Do not give a specific time—use *reasonable timeframe* or other such language. Timeframe to be determined by the instructor, dean, department chair and communicated to the student in the syllabus.

11. Recommended Student Support Services:

   a. Edit: eliminate #6, *cooperative work experience*.

   b. #16: testing services—OK as long as it's only information about testing, not online testing. Trudy recommended leaving #16 as presented.

   c. Early warning for technical challenges? To be covered in to be established distance education course orientation.

12. Evaluation of online courses:

   a. Do we want to have an assessment system that is based upon modality?

   b. The evaluation forms need to be updated.

      i. An academic standards issue.

   c. ASK has not, but could look at student evaluations. Eric did not think that this project could be accomplished by ASK while the group finishes up on its Assessment Academy project.

      i. To be placed on the September 2010 agenda for further discussion. Tasks may need to be parsed out and IC must decide whether it has time to devote to this given the curriculum load in the fall.

      ii. Online evaluation to be addressed by IC in September.

iii. Following IC member review, IC members decided that the resultant edited version of the Distance Education Guidelines was not coherent enough to formally adopt during the meeting.

   1. <u>Task:</u> Mark to take working guidelines document and incorporate all IC edits/changes and send out to IC members over the summer for review. The guidelines will be discussed at the first IC meeting in September. In July, Mark will present the working document to the new Faculty in Educational Technology and incorporate his input as well.

III. Curriculum

   a. EMT 242 and 243:

      i. At the time of the meeting, there were unanswered IC member questions and no voting quorum in ACRES.

      ii. Lynn requested that she be allowed to withdraw EMT 242 and EMT 243, to be brought back to IC in the fall.

   b. FRS

      i. It was noted that FRS 140 is slated for deletion but listed in the core requirements of the revised FRS AAS degree.

         1. Clarification: FRS 140 was incorrectly listed in the FRS AAS core; the course to be included in the core is FRS 141. IC members OK to proceed with FRS 140 deletion.

      ii. FRS 222, 140, 114 and 108: course deletions

         1. Issue with FRS 140 resolved; all courses have voting quorums.

2. Mark to go into ACRES and finalize deletion of above listed courses.

   iii. FRS Certificate of Applied Science

      1. Kenny moved to approve the FRS CAS (04/15/10 ACRES version) as presented; second by Doug.

      2. IC members approved the FRS CAS unanimously.

   iv. FRS new courses

      1. FRS 217 and 216 approved in ACRES.

      2. Lecture/lab issue addressed. Course proposers will list either the weekly total of contact time or the semester total of contact time. Example: 48 hours divided by 16 weeks in the semester (sort of the standard) equals 3 contact hours per week. Not a big issue for IC members.

      3. Discussion of FRS 211, 212 and 213 (Leadership I, II and III):

         a. Three new 1 credit hours courses to replace the existing 2 credit hour FRS 222, Fire Officer Leadership I, II, III.

         b. Don Fisher clarified that FRS 211, 212 and 213 may be taken in any sequence and that the prerequisites for the three courses should read FRS 104 or instructor permission.

         c. Trudy moved to approve FRS 213 with a prerequisite of *FRS 104 or instructor permission,* and the 3035 form amended to indicate research paper and library services; second by Lynn.

            i. FRS 213, as amended, was approved by a majority affirmative vote.

         d. Lynn moved to approve FRS 212 with a prerequisite of *FRS 104 or instructor permission,* and the 3035 form amended to indicate research paper and library services; second by Kenny.

            i. FRS 213, as amended, was approved by a majority affirmative vote.

         e. FRS 211 approved in ACRES.

      4. FRS 210

         a. IC members noted that FRS 108, a course slated for deletion, is listed as a prerequisite for FRS 210.

         b. Don Fisher clarified that the FRS 210 prerequisite should read *FRS 104, FRS 137, or instructor permission*.

         c. Lynn moved to approve FRS 210 with the amended prerequisite to read *FRS 104 and FRS 137, or instructor permission*; second by Doug.

            i. FRS 210, as amended, was approved unanimously.

      5. FRS 136: approved in ACRES; Mark to move through.

      6. FRS 141

         a. ASSET test score question:

            i. <u>Task:</u> Mark to refer to placement handbook and find equivalent 82+ and 71+ Compass scores and insert into FRS 141.

         b. Eric moved to approve FRS 141; second by Lynn.

         c. FRS 141 approved unanimously.

      7. FRS 207, 137 and 115 approved in ACRES; Mark to move through.

   v. Approved FRS AAS, CAS and CoP to be presented for DGB approval on May 18, 2010.

c. COSMO

   i. No quorum votes on any COSMO items.

        ii.   Lynn suggested that Charlotte look at how the objectives, topics and outcomes are laid out in the COSMO courses. Ruth suggested that they be restructured in such a way as to show a progression of skill building over several semesters.

       iii.   Charlotte and Don requested that all COSMO curriculum be withdrawn; COSMO curriculum will be brought back to IC in the fall for approval and inclusion in the 2011-2012 catalog.

   d.   ACRES loose ends

       i.   ATO, AIS and BUS curriculum to be withdrawn from ACRES.

IV.   New business not related to curriculum

   a.   Certificates of Proficiency and 'P' grades:

       i.   Should community colleges accept 'P' grades for CoPs?

       ii.   After IC member review of catalog language and discussion, IC members decided to take no action with regard to altering the existing catalog language.

V.   Other?

   a.   <u>Chair task for fall:</u> publish do or die curriculum submission dates to deans/department chairs/faculty and stick to them.

   b.   New IC member cheat sheet: Russell to post 'Factors to Consider' document on MyNPC.

   c.   Subcommittee recap:

       i.   Professional Development: Mark to send a memo to the President asking if it is acceptable for reincorporate out-of-district travel for professional development next year.

       ii.   ASK: reports adopted; no outstanding tasks for subcommittee.

       iii.   Placement: Mark to contact subcommittee chair and request that all contacted department chairs be notified that proposed placement changes were received beyond the deadline, no changes have been made, and that the matter can be addressed again next year.

       iv.   Learning Technologies:

           1.   Sandy moved that IC task Mark with incorporate all edits into the Distance Education Guidelines document and post the revised document to MyNPC for IC member review; second by Ruth.

              a.   The motion to task Mark approved unanimously.

   d.   Who's returning to IC next fall?

       i.   Sandy to work with incoming Faculty Association President to fill IC vacancies.

       ii.   <u>Task:</u> Russell to send out term information to IC members.

Trudy moved to adjourn; second by Doug. IC members voted unanimously to adjourn.

Next meeting: September 2010.