

Northland Pioneer College
Instructional Council (IC)
09-24-10

Voting Members Present: Mark Vest (Chair), Eric Henderson, Ruth Zimmerman, Lynn Browne-Wagner, Kenny Keith, Doug Seely, Cynthia Hutton, Shannon Newman, Gary Mack (proxy for Andrew Hassard), Don Fisher (proxy for Don Richie)

Non-Voting Members: Trudy Bender, Cindy Hildebrand, Jake Hinton-Rivera, Russell Dickerson (recorder)

Guest: Wei Ma

- I. Approval of the 04-23-10 IC minutes
 - a. Cindy found several minor grammatical errors in the draft minutes. Russell to accept suggested edits and revise minutes.
 - b. Cindy's notes indicated that IC had, contrary to what was reported in the draft minutes, approved versions of FRS 211, FRS 212 and FRS 213 that did not include "or instructor permission". Don Fisher, Fire Science Faculty and Program Coordinator, who was at the meeting as a proxy for Don Richie, confirmed that "or instructor permission" was to be included in the prerequisites. This also matched the recollection of IC members present.
 - c. Ruth moved to approve the 04-23-10 IC minutes as amended to correct grammatical errors. Doug seconded the motion to approve. The 04-23-10 IC amended minutes were approved unanimously.
- II. IC Housekeeping
 - a. Mark will ask IC members to consider making Wei a non-voting member for 2010-11 to offer assistance with technology matters.
 - b. Recap of IC subcommittee formation for 2010-11:
 - i. Placement, Dual Enrollment and Assessment of Student Knowledge (ASK) committees have established membership for 2010-11.
 1. Eric reported that ASK will hold a teleconference on Thursday, September 30, 2010.
 - ii. Professional Development and Learning Technologies are to finalize member rosters and forward to Russell.
 - c. Subcommittee housekeeping
 - i. IC to provide charges to the subcommittees for 2010-11 at the October 8, 2010 meeting.
 - ii. Subcommittees are to get together, identify a chair and select a member to attend the October 8 meeting.
 - iii. Subcommittee chairs will indicate their reporting preference (audio or in-person) and IC will establish the 2010-11 subcommittee reporting schedule at the October 8 meeting.
 - iv. Mark suggested that the Placement subcommittee work on a year and a half schedule, starting work now on placement recommendations that will go into effect Fall 2012.
- III. Curriculum
 - a. Establish curriculum submission deadlines for 2010-11 and publish a calendar/schedule.
 - i. If published, IC will have to stick to it. Only good exception: an external agency changes requirements that force a change in order to run the course.

b. Deadlines:

- i. Eric moved that prerequisite changes must have IC approval no later than the first March meeting in order for changes to go into effect the following fall semester. Second by Shannon. The motion was approved unanimously.
- ii. Doug moved that all course adds, deletions or changes that do not affect programs, must be approved by IC no later than the first March meeting and go into effect the next fall semester, unless an exception is granted by IC. Second by Ruth. The motion was approved unanimously.
- iii. Eric moved that all program additions, deletions and revisions must be approved no later than the first March meeting. Second by Lynn. The motion was approved unanimously.
- iv. Lynn moved that course addition, deletions or revisions that affect programs must be approved by IC no later than the last meeting in February. Second by Ruth. The motion was approved unanimously.
- v. Eric moved that course revisions, additions or deletions that do not affect programs must be approved by IC no later than the last April meeting. Second by Lynn. The motion was approved unanimously.
- vi. Lynn moved that IC require departments to present a clear overview of proposed program changes, in person, no later than the last December meeting. Second by Doug. The motion was approved unanimously.
- vii. Additional information (advice):
 1. Be prepared for new course, and certainly program changes, to take more than one meeting to gain approval—start early.
 2. Course approval will take place, initially, in ACRES and it is the responsibility of the proposer and dean to check for and address questions raised by IC members. New course proposers should check with Cindy to verify that course numbers are indeed available.
 3. Adequate justification, including the NPC Program Development Business Plan, must accompany new program and program change proposals.
 4. New program proposers should check with financial aid to determine whether the program will be financial aid eligible.
- viii. Mark will create a document containing the curriculum review deadlines and process negotiation advice and will email the draft to IC members for review.

c. ACRES

- i. Wei, the new ACRES Administrator, will be available to assist IC members.
- ii. When looking at ACRES curriculum, IC members will be responsible for voting, asking a question/sharing concerns, or communicating to Wei and Russell and request that the matter be addressed during the meeting.
- iii. Wei noted that the approval routing chain runs only one way. He also voiced his concern over the fact that the ACRES Administrator is able to change anything on any piece of curriculum.
- iv. Wei will work with Eric to make sure that all faculty members have ACRE logon credentials.
- v. Eric suggested that during the course of meetings, a rough agenda should be formulated and that the final agenda should be posted one week prior to the next meeting the ACRES

Administrator is to provide a status report two days before the meeting so that IC members have a better idea of what ACRES courses need attention either in ACRES or in the upcoming meeting. Wei and Mark to have a set of ACRES recommendations for IC member review at the next meeting.

IV. New business not related to curriculum

- a. Mark asked to skip over Old Business in order to address the NPC2NAU proposal.
- b. Mark reported that he was approached by NAU staff and asked to consider the NPC2NAU proposal for NPC students. Mark reported that Dr. Swarthout wants a recommendation from IC whether or not to proceed with the agreement.
- c. IC members reviewed the proposal and offered the following:
 - i. The proposal caters to rim communities, not the reservations.
 - ii. We already have these programs and zero student interest.
 - iii. The proposal makes it easier for our students to get into substandard programs at NAU.
 - iv. Will NAU admit a 90/30 degree earner to graduate school like a NAU mountain campus graduate? No answer has been given.
 - v. The proposal only deals with NAU distance education programs.
 - vi. "How's this working at Yuma?"
- d. Eric moved to reject the proposal. The motion to reject died for lack of a second.
- e. Gary moved to table the item and go back to NAU and request the following information
 - Participation rates at other colleges.
 - What degrees have students earned through this program?
 - What is the difference in tuition and fees between this program and on-campus and extended campus programs?
 - What plans does NAU have for offering new programs, in delivery method, and when?

then, bring the matter back before IC at the next meeting for consideration in preparation for making a recommendation to the president. Second by Ruth. The motion to table and gather information was approved by a majority vote. Eric voted no.

V. Old business not related to curriculum

- a. Continued Distance Education Guidelines and Best Practices document review:
 - i. IC members continue to review and discuss the document and noted the following changes (while Mark made real time edits to the document):
 1. Face to face: insert Wei's language; Mark to delete comment.
 2. W3.org website—eliminate Wikipedia reference.
 3. Online AA degrees section removed; IC to make online AA degree recommendation outside of best practices document.
 4. Load: compensation not to be discussed in best practices document. Mark to talk to forming faculty compensation committee.
 5. Wei and IS Director Bishop are in favor of students using their NPC email addresses for official communication. Do we want to require everyone to use NPC email for all communication? Use of official NPC email for communication must become part of the college culture (orientation). Faculty free to solicit alternate personal email addresses from students but data will only be stored for the official NPC email address.

6. There is online registration but it is not a real-time process and still has a manual element.
 7. Distance education workshops—start as in-house first so instructors not blocked from workshops.
 8. Wei to develop an orientation module that can be utilized by distance learning students.
 9. Wei will develop workshops that incorporate accessibility into course design.
 10. Mark and Wei recommend that all online instructors receive the same basic training. If the instructor’s course passes the rubric, then they don’t have to take the workshop.
 11. Online checklist language struck; replaced by language from adopted rubric.
- ii. Quality Matters rubric
 1. Wei summarized the Quality Matters rubric for IC members.
 2. Wei referenced an example rubric score sheet so IC members could see how it is used to determine whether or not an online course “passes.”
 3. Online instructors get the score sheet to perform a self evaluation prior to submission of course. Courses deemed substandard can be improved and resubmitted for evaluation.
 4. The evaluation process documents will be posted on MyNPC for IC member review in preparation for formal adoption at the next meeting. Wei will send out a link to eResource to IC members.
- VI. Other?
- a. IC members to review Procedure 2140: Intellectual Property in preparation for next meeting.
 - b. Rough agenda for next meeting:
 - i. Online evaluation
 - ii. Quality Matters
 - iii. NAU response
 - iv. Draft calendar—approve formally
 - v. Curriculum
 - vi. Continue with distance education guidelines document review
- VII. Adjournment
- a. Lynn moved to adjourn. Second by Kenny. Meeting adjourned following a unanimous affirmative vote.