

Northland Pioneer College
Instructional Council (IC)
10-08-10

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

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

Guests: Leslie Collins (for Placement), Ryan Jones (for Professional Development),

- I. Approval of 09-24-10 IC minutes
 - a. Cindy noted discrepancies between the curriculum deadlines listed in the 09-24-10 minutes (items 3.b.ii and 3.b.v.) and the IC Curriculum Review Calendar and Processes 2010-2011 document that was a result of discussion and action by IC on 09-24-10.
 - b. After review and discussion, IC members came to the conclusion that the minutes were likely correct and that IC members inadvertently passed conflicting motions with regard to deadlines.
 - c. Ruth moved to approve the 09-24-10 minutes with the issue noted; second by Shannon.
 - i. The minutes were approved unanimously.
 - d. IC members to take corrective action under agenda item IV, a.
- II. IC Subcommittees
 - a. Placement, Assessment of Student Knowledge, Professional Development, Dual Enrollment and Learning Technologies.
 - i. Last year, IC asked for monthly reports from subcommittees.
 - ii. Generally speaking, first meeting of the month is on Audio; second monthly meeting is in person at SCC. Reporting preferences by subcommittee Chairs?
 1. Ryan (Professional Development) requested to report on the Audio system.
 2. Gary (Learning Technologies) requested to report on the Audio system.
 3. Assessment on Audio; Dual Enrollment and Placement will report at live meeting.
 - iii. Placement and Dual Enrollment to report in person at SCC on 10-22-10.
 - iv. ASK, PD and LT to report on 11-12-10.
 - v. Task forces: MFP and Testing. Trudy will provide updates to IC as needed and will contract Russell to be placed on the agenda. IC members agreed that reports should be presented as needed.
 - b. IC to issue 2010-11 charges to subcommittees
 - i. ASK:
 1. IC members reviewed the 09-10 charge given to the ASK subcommittee.
 - a. Key thing last year: examining Gen Ed throughout the curriculum.
 - b. Status: Eric reported no specific document exists because assessment varies from department to department. The members of ASK are

available to assist departments and departments have been asked to examine one general education outcome. Results should be known in November and follow up can then occur.

- c. ASK Question: is uniformity of approach desired or should assessment be built from the ground up for each department. ASK favors diversity in departmental approaches and wants an approach to be useful to departments.
 - d. Does diversity create any issues with regard to showing HLC universal outcomes? Eric the HLC Assessment Academy mentor is comfortable with ASK progress and will know more following a meeting with the mentor.
 - e. Present departments and faculty with an array of assessment options and they can decide what works for them.
 - f. Documentation?: departmental reports include a Gen Ed report from ASK and the subcommittee will submit a report when scheduled a month from now. There will be a collation of reports submitted by departments. ASK will review departmental plans and then assist with implementation.
2. Biggest challenge for ASK is getting participation.
 3. IC members directed ASK to move ahead with 2010-11 plan as presented and discussed.
 4. Shannon will take over as ASK Chair beginning in spring 2011.
- ii. Placement
1. Last year, IC asked the subcommittee to do a number of things and none of them happened.
 - a. Co-enrollment in TLC and Gen Ed courses and make some correlation—is the current voluntary system working by allowing TLC students to be successful in Gen Ed classes. There is system of tracking.
 - b. Compass testing dealt with last year. Mark to revisit topic with subcommittee and address separately.
 - c. Spearhead review of departmental cut scores and present report and recommendation based upon data.
 - d. Given timing, groups not organized and working until November, the group only has about 3 ½ months to work. Mark recommends:
 - i. Asking Placement members to serve for 2 year terms and issue 1 ½ charges; Placement is to submit recommendations by March 2012 to go into effect fall 2012.
 - ii. IC members agreed that the proposed term length and extra time is needed to collect data upon which recommendations can be made.
 2. IC members charged the 2010-11 Placement subcommittee with continuing to work on 2009-10 charge, items 2 and 3. Mark to meet with the subcommittee and ask members to serve for two years.
 3. Leslie to get a meeting together and invite Mark.

iii. Professional Development

1. Dr. Swarhout will look favorably on some system of cost sharing for out of district travel and would still like to see in-house training get going.
2. Ryan (Russell) to get verification of professional development budget amount for 2010-11 from Dr. Swarhout.
3. IC members charged the PD subcommittee with continuing to work on 2009-10 charge item 3 and to submit cost sharing guidelines to IC.
 - a. Suggestions for subcommittee:
 - i. Establish a funding scale outlining how much the college will cover for transportation, lodging and registration costs.
 - ii. Establish a set amount or use a fixed percentage with a dollar amount cap.
 - iii. Pay differently for presentation of papers, as opposed to simply attending a conference.
 - iv. See how other rural community colleges distribute professional development funds in an equitable way.
 - b. PD subcommittee to report back to IC with recommendation at the November 12th meeting.

iv. Learning Technologies

1. 2010-11 charge to subcommittee;
 - a. Testing questions—work with Trudy;
 - b. MFP Task Force: need faculty input;
 - c. E-bookstore: provide faculty input on continued relationship;
 - d. Title III grant: work with Dr. Ma on technology use outcomes;
 - e. And keep abreast and report on new technology that may be useful to the college.
 - f. Continue to review existing and/or new Distance Ed Guidelines for evaluation of new courses with Dr. Ma.

v. Dual Enrollment Standing Committee

1. 2009-10 charge listed in October 14, 2009 IC minutes.
2. Charge mostly dictated by statute.
3. DE to continue with 2009-10 during 2010-11.

c. Subcommittee reports deadline and procedure

- i. Subcommittee chairs to send reports to Russell the Friday before the meeting date (in line with the meeting agenda posting deadline established at the previous meeting).

III. Curriculum

a. Review of 2010-11 IC Curriculum Review Calendar and Processes document

- i. Issues identified in examination of 09-24-10 IC minutes:
 1. Need reconciliation of motions passed and deadlines established as listed in the 09-24-10 IC minutes items III, b, ii and III, b, v.
 2. Item III, b, ii should be stricken; item III, b, v. should be retained, with revision.
 3. IC members elected to re-vote:
 - a. Ruth moved that course revisions, additions or deletions that DO NOT affect programs must be approved by IC no later than the last meeting in

April to go into effect the next fall semester unless an exception is approved by IC. Second by Kenny.

- b. The motion was approved unanimously.
- ii. Revision to Curriculum Review Calendar following clarification of deadlines.
 - 1. Mark to revise document distribution and Russell to distribute revised document to division deans and their secretaries and have it posted on Employee-Faculty tab on MyNPC.
- iii. Add blurb regarding ACRES roles as they pertain to the approval chain.
- iv. IC meeting calendar
 - 1. Mark recommended live meetings on December 10th and March 11th as they are major deadline dates. Expand March 11th meeting time to 2 p.m.
- v. Business plan requirement
 - 1. IC members agreed that Business Plans are required only for new programs. Edit made to reference in processes document.
- vi. Mark will send revised copy to Russell for posting as listed above.
- b. Shannon moved that IC accept the Curriculum Review Calendar and Processes document, as amended, for distribution to the deans and their secretaries, faculty members, and for posting on the MyNPC Employee-Faculty tab. Second by Ruth.
 - i. The motion was approved unanimously.

IV. ACRES

- a. Wei recommends:
 - i. Development of an ACRES training guide to be posted on eResource as ready reference by faculty and reviewers.
 - ii. Promoting the use of ACRES as a knowledge base that faculty members can use to exchange curricular ideas and share resources.
 - iii. Contact the ACRES developer to see if enhancements are possible.
- b. IC members were OK with Wei proceeding with his recommendation, as outlined.

V. Old business not related to curriculum

- a. Review and discuss additional information (from NAU) regarding the proposed NPC2NAU agreement.
 - i. Mark has not received the requested information.
 - ii. Place on October 22, 2010 agenda.
 - iii. Gary reported that some faculty members were in support of the proposed agreement with regard to additional funding that may be available to NPC students.
- b. Review of Learning Technologies Distance Education Guidelines draft (IC members continued to review and discuss changes made to the draft document.)
 - i. Wei reviewed the Quality Matters rationale as presented at the 09-24-10 IC meeting and addressed IC member questions.
 - 1. Sub-vote: Implementation of Quality Matters and workflow plan presented by Wei
 - a. Shannon moved to accept the Quality Matters rubric for use in online course evaluations. Second by Cyndi. The motion was approved unanimously.

- ii. HEOA requires that a student must initially log on through MyNPC, for authentication purposes, to get to Moodle course materials. Technical orientation.
 - iii. IC members discussed the time interval for periodic course evaluation of courses by peers.
 - 1. 5 year initial recommendation result of evaluation workload.
 - 2. Cyndi suggested that courses developed at the departmental level would reduce the evaluation workload. Cyndi to contact Russell and get on the agenda for the next meeting and the topic should be addressed within the context of Intellectual Property.
 - iv. Eric suggested that the evaluation of curriculum is a primary function of IC.
 - 1. Next meeting: Mark to lead off with discussion of the nature of IC regarding its focus on curriculum.
 - v. Online student evaluation process for all courses by fall 2012? Wei will try to figure out if Moodle survey tool could be useful. Results of pilot done last year? There needs to be discussion with IR and Faculty. Use Survey Monkey-like evaluation tool?
 - c. Vote on now or wait for cleaned-up version and address next meeting?
 - i. Next meeting—vote.
 - d. Intellectual property discussion—result of previous discussion of discrete courses as opposed to faculty versions.
 - i. IC members not prepared to discuss this.
 - ii. Cyndi to work with Russell to craft agenda item for next meeting.
- VI. New business not related to curriculum
- a. For next meeting: IC members to think about how NPC should treat courses transferred from other institutions.
 - i. Most petitions request a substitution as opposed to a waiver.
 - ii. Third category? A determination by NPC that coursework taken elsewhere substantively satisfies general education requirements.
 - iii. Eric to think of third option language and bring to next IC meeting.
- VII. Other?
- a. Next meeting:
 - i. LT guidelines-up or down vote.
 - ii. NAU proposal-up or down vote.
 - iii. Intellectual property-departmentally developed online courses.
 - iv. Eric to provide tentative language on substitution/waiver process.
 - v. Mark to get calendar and clean LT guidelines to Russell.
 - vi. Wei to work on ACRES issues and training tasks.
 - vii. Mark to lead off with a discussion of nature of IC-agenda first.
 - b. Ruth moved to adjourn. Second by Kenny. Meeting adjourned.