

Northland Pioneer College

Instructional Council (IC)

10-22-10

Voting Members Present: Mark Vest (Chair), Don Richie, Rickey Jackson (proxy for Eric Henderson), Lynn Browne-Wagner, Ruth Zimmerman, Cyndi Hutton, Shannon Newman, Doug Seely, Kenny Keith

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

Guests: Gary Mack, Joan Valichnac

- I. Approval of 10-08-10 IC minutes
  - a. Lynn moved to approve the 09-24-10 minutes as presented; second by Ruth.
    - i. The 10-08-10 minutes were approved unanimously.
- II. IC Subcommittees
  - a. Reports
    - i. Testing Task Force
      1. Trudy reported that Wei will prepare a sample of Moodle testing features available to faculty members. The samples will be distributed to faculty members and they will then be surveyed to determine interest. Trudy added that this testing initiative is related to the Strategic Plan. The Testing Task Force will meet again on November 17<sup>th</sup> and Trudy is hopeful that results of testing surveys will be available following the meeting.
      2. Don asked if the task force has considered the increased faculty workload related to online testing. Trudy suggested that faculty members should address their workload concerns when being surveyed.
      3. Doug noted that software is available that will convert almost every testing package for use in Moodle.
    - ii. Dual Enrollment
      1. Kenny reported that the group met via teleconference and reviewed the charge to the committee and minutes from the last meeting of 2009-10. Kenny reported that another meeting has been scheduled for next week and minute will be forwarded to IC.
    - iii. Placement
      1. Joan reported that the group met via teleconference and all members were in attendance. Joan reported that Mark was present to give a charge to the subcommittee. Deb Myers will be invited to the next meeting to assist the group in formulating data collection questions.
      2. Don is concerned that CTE is not represented on the Placement subcommittee. Gary to identify a CTE faculty member to serve on the subcommittee.

- III. Discussion of the nature of Instructional Council
  - a. IC members reviewed the stated purposes of Instructional Council as listed in procedure 2125.
  - b. Historically, IC has been mainly focused on curriculum and has not addressed matters of academic integrity issues, standards of academic performance, or existing and new academic policies and procedures.
  - c. Questions/comments:
    - i. Beyond curriculum, what should IC be focusing on?
    - ii. If IC doesn't drive the conversation on academic issues, what group will?
    - iii. Is there overlap with the function of College Council?
  - d. State law now requires common course numbering.
    - i. The college is being asked to provide an estimate of what it would cost NPC to implement common course numbering options.
    - ii. Implementation, including faculty load reductions for committee work, additional staff lines, and adjunct faculty pay would be very expensive.
  - e. Past approaches: split out meetings into curricular and non-curricular meetings and having an academic standards subcommittee.
  - f. How comfortable would IC members be with being asked to look at dean-level issues and decisions?
  - g. IC has not given itself a charge for the 2010-2011 academic year.
    - i. Last year's tasks: Learning Technologies guideline development and implementation of ACRES.
  - h. IC homework assignment: talk to faculty members and come to the next meeting with two non-curricular, current instructional issues that IC needs to focus on.
    - i. IC will look for commonality and then try to set some reasonable priorities that IC will focus on in the next eight months.
- IV. Curriculum
  - a. ACRES
    - i. Two course modifications, MUS 100 and ECD 185 had quorums. Mark will process them in ACRES. No meeting time was devoted to the two courses.
- V. Old business not related to curriculum
  - a. Review and discuss additional information (from NAU) regarding the proposed NPC2NAU agreement in preparation for IC vote.
    - i. Mark has not received the requested additional information.
    - ii. Parallel discussion: 4-year college movement in the Show Low area. The NPC Board has issued a position document that states that the Board does not currently support a 4-year college and believes that the college should partner with the state universities in developing stronger transfer and articulation agreements. Commentary: from an instructional perspective, this is an issue that IC should have addressed and made a recommendation.
    - iii. Place on November 12, 2010 agenda.
    - iv. Gary reported that some faculty members were in support of the proposed NPC2NAU agreement with regard to additional funding that may be available to NPC students.

- b. Review of Learning Technologies Distance Education Guidelines final draft in preparation of for IC vote.
    - i. Errors identified. Mark to edit the table of contents.
    - ii. Changes: Quality Matters workflow information included in the final draft.
    - iii. Following a brief discussion of what constitutes a distance education course, Doug moved to approve the Learning Technologies Distance Education Guidelines document, as presented, for recommendation to the president. Second by Ruth.
      - 1. The vote to approve was unanimous in the affirmative.
      - 2. Mark thanked Learning Technologies subcommittee members and IC members for their thorough review, discussion and editing of the guidelines.
    - iv. Mark to draft a recommendation letter and forward the guidelines to the president.
    - v. Following acceptance by Dr. Swarhout, the approved guidelines are to be presented as an informational item to the DGB at the November meeting. Mark invited Learning Technologies subcommittee and IC members to attend the November DGB meeting.
    - vi. Wei will post approved materials to the eResource site and return to IC with a timeline for the evaluation of existing online courses.
- VI. New business not related to curriculum
- a. Discuss development, use and oversight of departmental online/hybrid courses
    - i. Who gets to teach a course once it's been created?
      - 1. Cyndi reported that within her department, only one faculty member teaches online courses.
      - 2. Question: could another faculty member develop and offer the same course?
    - ii. Cyndi reported that other institutions use a single departmentally developed course that can be taught by multiple faculty members.
      - 1. Language presented for discussion: "Departments will be responsible for overseeing the development of online and hybrid courses. The courses will be the property of the college under procedure 2140, 4. C. The courses will be developed in such a way that they can be used by multiple faculty. The stipend for developing the course will be \_\_\_\_\_ and will be paid once the course has passes QM review."
    - iii. Mark noted that NPC's intellectual property procedure is faculty friendly in that it gives the course developer a lot of control over the course.
      - 1. IC members reviewed procedure 2140.
      - 2. Currently, the college is not compensating faculty members for development of online courses.
      - 3. A recommendation regarding compensation for departmental course development would have to be formulated.

- iv. Central issues:
    - 1. Course ownership, regardless of pay.
    - 2. The question of whether faculty should be paid for course development.
    - 3. Exclusionary clause missing from current intellectual property procedure.
  - v. Nothing within the current procedure says that a faculty member cannot develop a duplicate online course.
  - vi. Process: IC can't simply amend procedures.
  - vii. Questions:
    - 1. What is the appropriate way to allow faculty to develop coursework to be offered?
    - 2. Does the procedure address the issue raised by Cyndi or does it need to be amended?
    - 3. Does there need to be a clear statement from IC that addresses issues outside of the intellectual property procedure?
  - viii. Bottom lines: anyone can develop an online course following training; it's ultimately up to the dean to decide what courses are scheduled.
  - ix. Volunteer (Cyndi) to draft a clarification statement to potentially go into an amended intellectual property procedure. Content, not course number.
  - b. Review and discussion of proposed language regarding a possible third option with regard to request for substitution or waiver petitions.
    - i. Dr. Henderson unable to attend the meeting.
    - ii. Ruth moved to table discussion until the November 12, 2010 meeting; second by Lynn.
      - 1. Discussion tabled following a unanimous affirmative vote.
    - iii. Russell: place on agenda for next meeting.
- VII. Other?
- a. None.
- VIII. Adjournment
- a. Lynn moved to adjourn; second by Doug.
    - i. Meeting adjourned at 10:45 a.m. following a unanimous affirmative vote.