

Northland Pioneer College
Instructional Council
February 25, 2011

Voting Members Present: Mark Vest (Chair), Doug Seely, Kenny Keith, Eric Henderson, Andrew Hassard, Cyndi Hutton, Shannon Newman, Carol Stewart (proxy for Lynn Browne-Wagner), Ruth Zimmerman.

Non-Voting Members Present: Cindy Hildebrand, Jake Hinton-Rivera, Wei Ma, Trudy Bender

- I. Approval of 2-11-11 minutes
 - a. Ruth moved to approve the minutes as presented; second by Kenny Keith.
 - i. The 2-11-11 minutes were approved unanimously.
- II. Subcommittee reports
 - a. Dual Enrollment
 - i. Kenny reported the committee is starting to audit 3035 for syllabus content and instructor qualifications. May be necessary to physically attend the classes.
 - ii. NAVIT offered to share cost on hiring staff to perform the audits and report back to NPC.
 - iii. Issues to consider
 1. Why teach courses that do not lead to degree or certificate?
 2. Determine which courses need to be offered as dual enrollment.
 3. NPC pays the high school \$300 per course and school determines if they will pay the instructor.
 4. NPC pays stipend to high school dual enrollment contract based on number of enrolled students.
 5. Students without high school diploma or GED are not eligible for Pell Grants.
 6. Amount of time spent driving and manually conducting online Compass tests.
 7. Reconsider doing Compass tests online within the high schools.
 - b. Placement
 - i. No formal report.
 - ii. Mark reported that Institutional Research is compiling general education data for Arts & Sciences, Humanities, and Social & Behavioral Sciences. English and Math placement issues were addressed previously.
 - iii. Mark reported the committee will then look at programs that do not currently use placement tests, e.g. CTE and NAT.
 - c. Learning Technologies
 - i. Wei reported that the new PSY 240 online course is in review.
 - ii. Upcoming reviews for several EDU courses.
 - iii. Faculty have requested review for BUS 199 proposed courses.
 - iv. One member has resigned from the evaluation pool.
 - v. The evaluation pool will be increased by adding faculty whose courses have successfully met the Quality Matters rubric.
 - vi. Each member of the evaluation team has committed to completing evaluation of one course each month.
 - vii. Work started on student support network for online courses. Brief demonstration of Distance Learning web pages on E-Resource.
- III. Agreements with other colleges

- a. Mark reported that NAU has agreed to begin discussion for EDU and NUR program articulation.
- b. Mark reported that the meeting with NPC and Prescott College has been delayed.

IV. Intellectual Property policy

- a. Mark reported that the college attorney had been requested to draft 3 different contracts to match the 3 different types of course development/ownership.
- b. Questions about who provides copyright information and advises faculty.
 - i. Mark is the ultimate authority.
 - ii. Library has been providing information for the college web site.
 - iii. Mark will speak with Dr. Swarthout to clarify.

V. Curriculum

- a. Members should visit ACRES web site and complete the approval process.
- b. Mark will ask CTE Dean about the status of proposed changes for AIS and BUS.
- c. Ruth and Mark will remind Nursing Dean to complete her portion of approval process.
- d. Work has begun on the new issue of the college catalog.
- e. Ruth advised members to expect a change in Nursing program which will be a minor change to remove specific names of committee members.
- f. Doug advised members that A++ business plan will be presented at the next meeting.

VI. Computer literacy

- a. Trudy presented a proposal for interim 2 hour workshop to assist students until Learning Technologies Committee develops a full program.
- b. All agreed the college should have a program in place for Fall 2011 registration.
- c. Learning Technology Committee directed to bring a proposal to the March 11 meeting.
 - i. Poll faculty what technical skills their students need.
 - ii. Develop a program from student perspective teaching basic skills.
 - 1. Program may develop into more tutorials in the future.
 - iii. Develop a basic skills online test in collaboration with Wei.
 - iv. Develop short face-to-face course to teach the basic skills if students fails the test.
 - v. Develop implementation plan.
 - 1. Who will teach?
 - 2. Teaching the trainers.
 - 3. Available for students before registration process.
 - vi. Peggy, Mark, Doug and John should meet and discuss load factor and compensation.
 - vii. Cindy and Jake directed to find a way for successful completion of test to be available in the student's record.
 - viii. Passing the skills test becomes a requirement to enroll in an online course.
 - ix. Other students may take the course if they desire.
 - x. Discussion of charge vs. no charge for the course. Short, possibly 8 hours.
 - xi. Faculty teaching online have already been reminded to check Quality Matters rubrics for detailed instructions enabling student success navigating the course.
- d. Standards requiring such skills were mentioned.
 - i. NPC General Education requirements.
 - ii. HLC 3c, 3d, 4b, 4c, 5c

VII. Adjournment

- a. Andrew moved the meeting be adjourned; second by Ruth.