

Northland Pioneer College
Instructional Council
March 11, 2011

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

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

Guests: John Chapin, Ryan Jones, Janet Hunter, Peggy Belknap.

- I. Approval of 2-25-11 minutes
 - a. Ruth moved to approve the minutes as presented; second by Doug.
 - i. The 2-25-11 minutes were approved unanimously.
- II. Subcommittee reports
 - a. Professional DevelopmentDual Enrollment
 - i. Ryan reported that the Professional Development subcommittee used funds for an Innovator's Spotlight institutional pass. The February 23, 2011 sessions have been recorded and will be available to the college for the next six months. Ryan will get information out to faculty members.
 - ii. Ryan reported that the subcommittee has not received any more applications for professional development funds. Ryan added that faculty members may not be applying for funding since only a percentage of travel expenses are eligible. Mark suggested that the subcommittee consider making a recommendation at the last meeting of the year regarding travel expense funding levels.
 - iii. Shannon moved to accept the 03-11-11 Professional Development subcommittee report as presented; second by Ruth.
 1. The Professional Development subcommittee report was accepted unanimously.
 - b. Learning Technologies
 - i. IC members reviewed a report prepared by Wei.
 1. ECD 251 and PSY 240 have successfully completed that Quality Matters review process. According to procedure, IC is now to formally approve the online courses.
 2. Trudy asked who is responsible for making sure that recommended changes are implemented prior to the course going live. Is a failure to implement *recommended changes* a deal breaker to offering the course?
 - a. No, deal breaker standards are included in the QM rubric. Passing QM results in a favorable subcommittee recommendation. IC then has last right of refusal regarding approval of a favorable LT recommendation. Perhaps IC could approve contingent upon implementation of recommended changes?

- b. IC members will give final approval of favorable LT subcommittee online course recommendations via email. IC members will vote yes or no, ask questions, or express concerns that can be shared by using reply all. Lack of a clear yes or no vote will result in the course being placed on an upcoming meeting agenda for further discussion and final approval.
- ii. IC took formal action regarding the LT subcommittee favorable recommendations for ECD 251 and PSY 240.
 1. IC members formally approved the online version of ECD 251 by a unanimous vote.
 2. IC members formally approved the online version of PSY 240 by a unanimous vote.
- iii. Final piece to be cleaned up: Intellectual Property.
 1. Five years ago, when the Intellectual Property procedure was implemented, the college did not create contracts between the college and employee that outline terms of ownership for online courses created with 1) no college resources, 2) some college resources, or 3) significant college resources.
 2. Mark reported that he has forwarded materials to the college attorney and requested draft contracts. The draft contracts will be submitted to IC members for review at the April 8, 2011 IC meeting in preparation for forwarding a recommendation to the president.
- c. Doug moved to accept the Learning Technologies subcommittee report as presented; second by Brian.
 - i. The subcommittee was accepted by a unanimous vote.
- d. Discussion of student technology literacy program proposal
 - i. John Chapin distributed handouts to IC members that addressed the immediate issue of testing for basic student computer literacy as well as possible future courses that would address rudimentary skills necessary for successful online learning.
 1. Basic literacy testing would consist of preparing a document which would require multiple steps and basic computer knowledge/skills to complete. The student would then be required to email the finished document to an instructor for evaluation.
 2. Successful completion of the assignment will result in the student being immediately cleared to take online courses. Failure to complete the assignment will require the student to register for a course to gain/refine rudimentary skills necessary for online course success.
 3. ICT 095: A hybridized, half-credit, pass/fail course that would meet initially in a computer lab and then transition to Moodle environment.
 4. ICT 096: A one credit hybridized course to qualify faculty to teach ICT 095. What qualifies someone to teach ICT 095 – a particular degree in addition to successful completion of ICT 096?
 5. Proposed ICT prefix: Stands for Information/Communication Technology. Places emphasis on using technology to communicate effectively (as opposed to CIS which places emphasis on hardware and systems).
 6. Compensation: demonstrate doing regular job plus ICT instructional duties or outline weekly work time specifically for ICT duties?

7. Timeline: if looking to implement ICT 095 in Fall 2011, will need to hold ICT 096 courses in May and August 2011 to qualify enough instructors to be ready for fall. Use ICT placeholders in registration system (marked TBA)? Better plan: run ICT 096 courses early in Fall 2011 (August and September) and begin running ICT 095 courses in October and November to get students cleared/trained to take online courses in Spring 2012. Will need to publicize change during Fall 2011.
8. Schedule will include clear banner announcing implementation of computer literacy testing/training requirement that must be fulfilled prior to course registration. ICT 095 classes will be available prior to beginning of registration for next semester.
9. List of students who passed ICT 095 would need to be given to Cindy so they could be flagged in the system as OK for online course registration. Students who don't successfully complete ICT 095 will need to be notified and take course again.
10. If DGB approves tuition rate increase, students would be charged \$30 for half-credit ICT 095. There will be no charge to take the competency test. Better plan: waive tuition on ICT 095 and recoup costs by raising online course technology fees – a more equitable approach since students don't have to pay for basic literacy testing.
11. Task: Cindy to run a zip code report to get estimates of the number of online course enrollments by location. Report to be returned to IC for review on April 8, 2011.
12. Mark recommended that IC approve the development of the literacy test and ICT 095 and ICT 096. IC must act upon the proposal no later than April 22, 2011.
 - a. At the April 8, 2011 IC meeting, John will present 3035 forms for ICT 095 and ICT 096, a mock up/demo of the basic literacy test and a one-page summary/justification for the creation of a new, discrete prefix (ICT). No business plan will be necessary for ICT since it's not a program. If ICT prefix approved, the ACRES administrator will have to go in and create the ICT prefix.
 - b. In the meantime, John and Mark will work together to develop a procedural framework, implementation timelines, a procedure to flag students with the aid/input of Cindy and Jake in preparation for formal IC action on April 8, 2011.
 - c. IC members authorized John to proceed as discussed.

III. Curriculum

- a. CIS: new CP in Network and PC Support
 - i. IC members review the proposed CP posted to MyNPC. Doug noted that the prerequisite for CIS 145 has been changed to CIS 141, a new course.
 - ii. IC members need to vote on CIS 142 in ACRES.
 - iii. Both new CIS courses have examinations that lead to international certification.
 - iv. IC members reviewed the CIS business plan and Doug responded to IC member questions.
 - v. Andrew moved to approve the CIS Network and PC Support CP as presented; second by Rickey.

1. The Network and PC Support CP was approved unanimously.
- b. Practical/Registered Nursing (AAS/CAS)
 - i. Proposed action: revise outdated program description and catalog language as presented in ACRES.
 1. Ruth explained that catalog language referring to the makeup of the Nursing admissions committee is, and has been out of date for many years, and should be deleted.
 2. Eric moved to approve the modification of Nursing program/catalog language as presented in ACRES; second by Shannon.
 - a. The proposed modification to Nursing program/catalog language was unanimously approved.
 - c. ACRES cleanup
 - i. IMO – IC members to go into ACRES and vote electronically on items approved in live meeting.
 - ii. ELC – Mark could find no record of ELC course deletions in ACRES. Working with Kenny to sort out. ELC deletions in live meeting as part of major IMO program revision.
 - d. Business program modifications
 - i. Janet reported that she has worked with Peggy Belknap, the new CTE Dean, regarding the proposed revisions to AIS and BUS. Their discussion resulted in the conclusion that the most effective way of revising both would be to combine the current AIS and BUS programs.
 - ii. Janet explained that the latest revision proposal involves the incorporation of AIS into BUS. This shift has resulted in numerous new BUS courses and course numbers as provided by Cindy.
 - iii. Janet presented materials that outlined the new proposed Business program that would consist of two major areas of specialization with multiple focus areas for each.
 1. IC members expressed reservation regarding the BUS hierarchical structure as they do not correspond to how the college grants degrees – focus areas would not be represented on transcripts.
 2. New course or course modification? Fundamental changes in course description, outcomes or credit hours requires new course. Question to ask: would the old course be acceptable and the student receive credit under the new program requirements? If not, then it's a new course.
 - iv. After much discussion and consultation with the CTE Dean, Janet withdrew the proposed program changes. Janet will continue to work with her dean to further refine the program modifications for inclusion in the 2012-13 catalog. IC members clarified that work can proceed this academic year but would not make it into the 2011-12 catalog.
 - v. Mark will send back all AIS/BUS curriculum to Janet for revision.
 - e. Other ACRES items
 - i. NUR 290 – vote in ACRES.
 - ii. CTB program deletion
 1. Doug reported that the program has been inactive and has no enrollment.]
 2. Shannon moved to delete the CTB program as presented; second by Andrew.
 3. The CTB program was deleted by a unanimous vote.

- iii. MDA – modifications to required electives
 - 1. Andrew moved to delete CIS 140 from the MDA required electives and replace it with CIS 141, as presented; second by Ruth.
 - a. Motion to replace CIS 140 with CIS 141 approved unanimously.
 - 2. Following much discussion regarding limiting student course options, Doug moved to approve the deletion of NUR 117 from the MDA required electives; second by Andrew.
 - a. The motion was approved unanimously.
 - iv. ANT 120 – hang up was prerequisite. Satisfactory placement defined and posted to ACRES for IC member review. Placement subcommittee evaluating. Question answered. Go into ACRES and vote.
 - v. Mark to move ELC stuff through.
- IV. Old business not related to curriculum
- a. Update on review of new and legacy courses
 - i. First two courses have gone through QM evaluation process.
 - b. New Internet Courses – which comes first, 3035 (IC) or evaluation (QM) process?
 - i. Possible faculty concern: process, as outlined in Distance Ed Guidelines, requires faculty member to do a lot of work (along with Dr. Ma) to develop the online course without any assurance that IC will approve the course.
 - ii. Revised Distance Ed Guideline language with regard to approval sequence: faculty proposes course -> dean approves -> forwarded to IC. If IC approves course then QM process kicks in, LT evaluates and forwards recommendation to IC, then IC approves online course for implementation.
 - iii. Task: Mark to bring revised Distance Ed Guideline language back to IC on April 8th for approval and recommendation to president.
- V. New business not related to curriculum
- a. Ran out of time. Andrew moved to table “P” grade language, AGEC Internet Course Plan for 2011-13 and U of A General Education, New Tier One Course Number discussions until the April 8th meeting; second by Shannon. Motion to table approved unanimously.
- VI. Adjournment
- a. Tasks:
 - i. Mark to work with John Chapin to hammer out computer literacy processes.
 - ii. IC members to go into ACRES and vote, ignoring all AIS/BUS items.
 - iii. Mark to prepare language for Distance Ed Guideline minor rewrite and bring to IC on April 8th for approval.
 - b. Andrew moved the meeting be adjourned; second by Doug. Motion to adjourn approved unanimously.