

Northland Pioneer College
Instructional Council
April 8, 2011

Voting Members Present: Mark Vest (Chair), Don Fisher (proxy for Doug Seely), Kenny Keith, Eric Henderson, Andrew Hassard, Cynthia Hutton, Janice Cortina (proxy for Shannon Newman, Carol Stewart (proxy for Lynn Browne-Wagner), Ruth Zimmerman, Kenny Keith, Peggy Belknap (proxy for Rickey Jackson)

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

Guests: John Chapin, Ryan Jones, Janet Hunter

- I. Approval of 03-11-11 minutes
 - a. Ruth moved to approve the minutes as presented; second by Doug.
 - i. The 03-11-11 minutes were approved unanimously.
- II. Subcommittee reports
 - a. ASK
 - i. IC members reviewed the ASK report. Eric encouraged faculty members to attend Dialog Day.
 - ii. Andrew moved to accept the 04-08-11 ASK subcommittee report as presented; second by Ruth.
 1. The ASK subcommittee report was accepted unanimously.
 - b. Learning Technologies
 - i. IC members reviewed the subcommittee report.
 - ii. Eric and Peggy agreed that including the dean and department chair in the online process is a good idea.
 - iii. Deans to provide prioritized list of courses to be reviewed.
 - iv. Andrew moved to accept the Learning Technologies subcommittee report as presented; second by Eric.
 1. The subcommittee report was accepted unanimously.
 - c. Placement
 - i. IC members reviewed the placement subcommittee report.
 - ii. Mark reported that he worked with Deb Myers and identified some issues. Deb to talk to Social Sciences.
 - iii. Andrew moved to accept the Placement report as presented; second by Ruth.
 1. The Placement report was accepted unanimously.
 - d. MFP and Testing Task Force Reports
 - i. IC members review reports from both task forces.
 - ii. Andrew moved to accept the two task force reports as presented; second by Ruth.
 1. Task force reports were accepted unanimously.
- III. Curriculum
 - a. Proposed Computer Literacy test and courses for review/action
 - i. IC members reviewed the 3035 forms for proposed ICT 095 and 096
 1. Eric suggested adjustments to lecture/lab loading for both courses.

- ii. Mark recommended that all personnel affected by a new ICT prefix should meet for discussion early in the fall 2011 semester.
 - iii. Andrew moved that IC table the ICT proposal until the first meeting of the fall 2011 semester; second by Kenny.
 - 1. The motion passed unanimously.
 - iv. Related: IC members reviewed the zip code report prepared by Cindy.
 - v. Related: Mark informed IC members that new U.S. Dept of Education regulations go into effect July 1, 2011 regarding out-of-state student enrollment in Internet courses.
- b. ACRES
- i. Kenny to make comments and clean up 4 IMO courses.
 - ii. BUS
 - 1. Cindy suggested that Janet use "100 level or above" language.
 - 2. Mark noted that in the current version of proposed BUS program modifications, the CAS is outside – Janet to restructure hierarchy to reflect CP >CAS>AAS.
 - iii. Any outstanding curriculum? No, caught up!
- IV. Old business not related to curriculum
- a. Faculty in Educational Technology Report
 - i. Covered during Learning Technologies subcommittee report.'
 - b. Minor rewrite to Distance Ed Guidelines
 - i. IC members reviewed minor rewrite to guideline language that clarifies the new online course approval process.
 - ii. Andrew moved to approve the rewritten guideline language changes as presented; second by Ruth.
 - 1. The motion to approve was passed by a unanimous vote.
 - iii. Russell to forward revised Distance Education Guidelines to the Archive, deans and post on MyNPC.
 - c. Intellectual Property Contracts
 - i. IC members reviewed draft Intellectual Property contracts for significant and minimal use of college resources.
 - 1. Eric moved that IC adopt the significant use contract; second by Ruth.
 - a. The significant use of college resources IP contract was adopted unanimously.
 - ii. IC members explored various IP ownership scenarios with regard to the minimal use of college resources IP contract.
 - 1. IC members came up with revised wording.
 - 2. Peggy moved that the revised wording be forwarded to the college attorney for review for preparation for action at the April 22nd IC meeting; second by Kenny.
 - a. Motion passed unanimously.
 - d. AGECE Internet course plan for 2011-13
 - i. IC members reviewed the tentative Internet course plan presented by Eric.
 - ii. Eric to send out amended version of plan.
 - iii. For next year: look at what the college can reasonably offer and in what format.
 - iv. Amended plan to be placed on 04-22-11 IC agenda for adoption.

- e. Proposed revision of "P" grade language
 - i. Following review and discussion, Eric moved that a group, led by Andrew, be tasked with honing the revised language in preparation for approval at the 04-22-11 IC meeting; second by Kenny.
 - 1. Motion passed unanimously.
 - f. UofA Tier 1 General Education courses
 - i. IC tabled discussion until the 04-22-11 IC meeting.
- V. New business not related to curriculum
- a. 32 credit hour mandatory advisement proposal
 - i. IC members reviewed the proposal and suggested that the letter be refined further – elimination of 1st person from first two bullet points.
 - ii. Andrew moved that IC authorize Jake to move forward; second by Ruth.
 - 1. Motion passed unanimously.
 - b. Review of ACRES User's Guide, Second Draft
 - i. IC members reviewed the second draft.
 - ii. Andrew moved that IC adopt the user guide as presented; second by Ruth.
 - 1. ACRES User's Guide, Second Draft, adopted following a majority vote.
- VI. Adjournment
- a. Eric moved the meeting be adjourned; second by Andrew. Motion to adjourn approved unanimously.