

Northland Pioneer College

Instructional Council (IC)

09-23-11

Voting Members Present: Lynn Browne-Wagner, Andrew Hassard, Eric Henderson, Kenny Keith, Michael Lawson, Shannon Newman (proxy for Janice Cortina), Ryan Rademacher, Doug Seely, Mark Vest and Ruth Zimmerman

Non-Voting Members Present: Trudy Bender, Cindy Hildebrand, Hallie Lucas (recorder) and Wei Ma

Guests: Ann Hess, Ryan Jones and Gary Mack

- I. Approval of 09-09-11 minutes
  - a. Doug **MOVED** to approve the minutes as presented; **SECOND** by Ruth.
    - i. The 09-09-11 minutes were approved unanimously.
- II. IC Subcommittees
  - a. Dual Enrollment (DE)
    - i. Mark met with the DE Subcommittee (on Wednesday), because they work under a legislative mandate.
    - ii. Under State Statute, this subcommittee is supposed to make recommendations to the college and the President, through IC, regarding curriculum, available courses and how to deal with DE issues, including teacher certification.
    - iii. Charge to the DE Subcommittee:
      1. Create a list (work with the deans and department chairs) that we can provide to the high schools of courses that are available for DE.
      2. Create a process for the DE Subcommittee whereby a course can be approved or rejected.
      3. Determine quality controls.
        - a. How do we monitor, train and give professional development to NPC's DE Adjunct Faculty?
      4. Decide upon auditing procedures.
    - iv. There was discussion regarding the difference between monitoring Adjunct Faculty who teach at the NPC Campuses/Centers and the DE Adjunct Faculty:
      1. We don't charge tuition for DE classes.
      2. DE Adjuncts are not paid by the college. We pay the school districts (based on a formula) and they decide what to do with the money. Sometimes the money is passed along to the teachers.
      3. It is important to hold DE Adjunct Faculty to the same standards of those who teach at NPC.

- v. Doug noted that when it comes to CIS transfer credits, their department does not allow them for DE classes. He feels that each department should give input, regarding DE classes, for their area.
  - vi. Often times, NPC receives pressure to provide courses that other colleges are offering for DE.
  - vii. As the math department looks at DE, they see two tracks – an academic track (MAT 152 and above) and a vocational track (MAT 103). Should we establish this type of policy for other DE classes?
  - viii. When a new class is established at NPC, Mark believes that the DE Subcommittee should give a recommendation whether it should be added to the DE course list.
  - ix. Doug noted that the Arizona Course Equivalency Guide lists classes which are believed to be offered for DE at NPC. Once we establish the list of potential DE classes, this guide will need to be corrected.
- b. Professional Development (PD)
- i. Ryan Jones reported the following:
    - 1. Two years ago, because of budget issues, there was no funding for travel.
    - 2. Last year PD approved \$500 to attend a conference and \$1,000 to be a presenter at a conference. Out of their \$28,000 budget, they only spent approximately \$2,000.
    - 3. The PD Subcommittee would like to have the discretion to review requests and determine funding, based on their assessment.
  - ii. It was the consensus of IC that the PD Subcommittee should use the designated funds at their discretion.
  - iii. Charge to the PD Subcommittee:
    - 1. Send a notice to the Faculty, notifying them that funds are available for professional development.
    - 2. Encourage in-house professional development and determine a procedure for Faculty to apply for assistance to give in-house training.
  - iv. **Task:** Ryan J. will draft a notice (and send it to Mark), which will be forwarded to the Faculty, outlining the opportunities available through the PD Subcommittee.
- c. Learning Technology (LT)
- i. Gary Mack noted that the charge to the LT Subcommittee has been to continue to evaluate Internet classes (under the distance education guidelines that IC approved last year), and they still have much work to do.
  - ii. Charge to the LT Subcommittee:
    - 1. Contact Eric Bishop and work with Information Services (IS) and the Faculty group regarding the smart classroom design (Title III) and make recommendations.
    - 2. Evaluate the use of streaming video and make a recommendation to IC for potential use of this technology.
    - 3. Consider inviting Eric Bishop to attend LT meetings on some type of a regular schedule and discuss:
      - a. Timetable/status for current IS projects
      - b. How the projects will affect instruction from a Faculty perspective

4. Consider creating a subcommittee of the LT Subcommittee to evaluate audio/video issues:
  - a. Three to four Faculty who teach regularly on audio/video
  - b. Poll Faculty and identify a list of needs (including software needs) and problems
    - i. Talk to IS about where we are on those needs
    - ii. Encourage Faculty to report problems when they occur
    - iii. Ask IS to post the information, including the work-arounds and timeframes for projects
  - iii. **Task:** Wei will forward the minutes to IC from the committee that is looking at the smart classroom design.
- d. Catalog Review (CR)
  - i. Ruth noted that the CR Subcommittee wants to make sure that whatever is in the catalog is correct information.
  - ii. Charge to CR Subcommittee:
    1. Cut down the number of pages in the catalog, making it more concise.
      - a. Ann Hess noted that care should be taken so that the language in the catalog makes sense to the students. Marketing and Public Relations (M&PR) has already worked a great deal with catalog wording.
    2. Mark noted that the Higher Learning Commission is moving a lot of the items from Assurance Statement to Compliance and there is a long list of minimum expectations of things that must be made public, most of which we need to record in the catalog.
      - a. **Task:** Once this subcommittee gets established, Mark will turn over the criterion to them.
    3. Review the Student Code of Conduct. Should we have published policies that are not in the catalog?
- e. Placement
  - i. Joan Valichnac reported that the subcommittee looked at 25 general education courses to determine how many students passed the Compass Test with a score of 65-70 on reading (students first attempt at the class):
    1. 20 of the courses indicate that the students have less than 60% success rate (success rate in this case was defined as 0-57.1% success).
    2. Only 4 of the courses had a success rate higher than 60% (success rate in this case was defined a C or better).
    3. Withdrawals were not counted in the figures, but were looked at for information purposes.
      - a. Joan said that, across the board, 30% or more of students withdraw from classes.
  - ii. Review of Charge to Placement Subcommittee:
    1. Mark noted that one of the things IC needs to look at this year is whether to recommend a success rate that we want to achieve and then move cut scores to strive for that success rate. Data does seem to imply that there is a big difference in performance, as it relates to cut scores and/or prior coursework.

2. Shannon summed up the conversation by saying that this subcommittee should take the data they have and make recommendations to IC based on the data, including their definition of success.
    - a. Mark stated that the subcommittee may want to contact other colleges in the state that are making (or have made) similar recommendations, including Mesa Community College, Yavapai Community College and Coconino Community College.
    - b. In addition, the subcommittee should contact the new Institutional Effectiveness Director (after she starts in November) and let her know of the work they are doing and seek her input.
  - iii. The recommendation from the Placement Subcommittee is due to IC by the first of January, 2012.
  - f. **Task:** Hallie will send a copy of each subcommittee charge to the Chair of the appropriate subcommittee.
- III. Curriculum
- a. **Task:** Mark will remove the AIS 123 from ACRES, which was not approved Spring 2011.
  - b. IC members should again look at HES 109 from Spring 2011.
- IV. Old Business Not Related to Curriculum
- a. College Catalog Schedule 2012
    - i. Ann Hess reported that currently the catalog comes out right before classes start in the Fall, which does not serve the students well.
    - ii. IC has a deadline of 04-27-12 for course changes, adds or deletions that do not affect NPC programs of study.
      1. Ann agreed that M&PR would publish an addendum, to the catalog, to accommodate IC's deadline of 04-27-12, which would be a minimum number of changes. Depending on Dr. Swarthout's schedule, IC should be able to get these changes to M&PR within one week of the deadline.
    - iii. Lynn **MOVED** to accept the proposed College Catalog Schedule 2012 with a change of the File to Printer date from May 4 to May 11; **SECOND** by Ruth.
      1. The College Catalog Schedule 2012 was approved unanimously.
  - b. IC Curriculum Review Calendar and Processes 2011-2012
    - i. We have a request from Michael to move the face-to-face meetings at SCC to 9:30 a.m.-12:30 p.m.
      1. NUR meetings may conflict; therefore this decision will be tabled until our next IC meeting.
- V. New Business Not Related to Curriculum
- a. Form Student Evaluations Committee - tabled until our next IC meeting. **Task:** Mark will send an e-mail to everyone in the instructional division that says IC is interested in looking at student evaluations, including the process and content of the course evaluations. He will ask for volunteers.
- VI. Academic Probation/Suspension
- a. IC looked at the verbiage from the 2001-2003 NPC Catalog regarding academic probation, which was evidently implemented because of Federal Financial Aid (F/A) requirements in the 1990's.
    - i. After 2003 it was taken out of the catalog, because the policy was not being enforced.

- ii. This policy would eliminate some students from participating in some programs at the college (programs that mandate more than 6 credit hours per semester).
- iii. Doug noted that a related matter that IC may want to consider is the variability in which Ws are issued throughout the college. If we argue for a college-wide policy, we would probably get a lot of objections.
- iv. Andrew wondered about using the same criteria for all students as they use for F/A Satisfactory Academic Progress (SAP).
- v. Discussion of Academic Probation/Suspension included:
  - 1. If we decide to reinstate this policy, in some form, we will need to provide a remediation/counseling pathway.
    - a. What resources would the college be willing to commit?
    - b. Should we consider different guidelines?
  - 2. Are we doing our students justice, by allowing them to continue this behavior?
  - 3. Will the students perceive this policy as kicking them when they are down?
- vi. Trudy asked how this would fit into the Enrollment Management Committee Retention Plan. Mark suggested that we should turn this over to the committee and ask for their recommendation to IC.
- vii. **Task:** Mark will place a request to Institutional Research, asking for the following data:
  - 1. Number of students enrolled for Fall 2011 who have completed 12 credit hours or more and the student's cumulative grade point average is less than 2.00.
  - 2. Number of students enrolled for Fall 2011 who have attempted 12 or more credit hours (including Ws) and their cumulative grade point average is less than 2.00.

VII. Proposed New General Education Courses

- a. Eric would like to add ENL 230 (American Literature I) and ENL 231 (American Literature II) to Arts and Humanities, as well as ANT 120 (Buried Cities and Lost Tribes) and GEO 120 (Human Geography) to the Social and Behavioral Sciences. This change would affect the following degrees: AA, AS, ABUS, AAEE, AGS and AAS. A category will also need to be added to ACRES.
  - i. **Task:** Wei will edit the Minor Modification Form to add a box that says, "Is this a change to the General Education curriculum? If so, what area? If so, what degree?"

VIII. Other

- a. Monument Valley Unified School District is requiring us to move the NPC Kayenta Center out of our current building, beginning Spring 2012 semester. If we choose the Primary School location, we would go from a 1,600 sq. ft. space to a 3,500 sq. ft. space.
  - i. Concerns regarding the change include:
    - 1. Technical issues
    - 2. Pre-K through 3<sup>rd</sup> graders on the premises
    - 3. Parking is bad
    - 4. History of flooding
  - ii. Another option is an 1,800 sq. ft. building run by the township.

- iii. No matter which facility we choose, we will be charged a significant amount of money (possibly \$40,000-\$50,000 per year), which hasn't been the case in the past.
- b. We need to consider the 2012-2013 Academic Calendar at our next IC Meeting.
  - i. IC members are encouraged ask their colleagues if it worked well for them to come back to work on the first day of the semester.
- c. ASK Subcommittee
  - i. Shannon reported that, comparatively, NPC is doing well with assessment of student learning.
  - ii. We will continue with the Assessment Academy for one more year.
    - 1. We have done some assessment with mathematical and scientific inquiry, and this year we will also look at assessment of information literacy and cultural awareness and diversity.
  - iii. **Task:** The ASK Subcommittee will have a report for IC at the first meeting in November.
- d. If Eric is available, he will chair the 2-3 IC Meetings that Mark will likely miss.
- e. Regarding the IC Curriculum Review Calendar and Processes, everyone seems to be comfortable with a 1:30-4:00 p.m. meeting on 11-18-11.
- f. **Task:** Mark will resend the Academic Calendar for 2012-2013 to the Faculty and ask them to send Hallie any thoughts or concerns; she will compile them for the next meeting.
- g. We dropped 183 students yesterday for nonpayment (approximately 59 FTE).
  - i. Faculty members were notified via e-mail by Records and Registration.
  - ii. All F/A students with pending awards were called and notified that they would be dropped if they didn't make payment arrangements. They were also given an estimate of whether or not they would eventually receive F/A.
- h. Mark has a meeting set up with John Chapin to move forward with the technology training/exam for Web classes.
- i. Lynn **MOVED** the meeting be adjourned; **SECOND** by Andrew. Motion to adjourn approved unanimously.