

Northland Pioneer College

Instructional Council (IC)

09-09-11

Voting Members Present: Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Kenny Keith, Michael Lawson, Ryan Rademacher, Doug Seely, Mark Vest, Ruth Zimmerman

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

Guests: Debbie Myers

I. Welcome

- a. IC's new voting members are Janice Cortina, Ryan Rademacher and Michael Lawson.
 - i. As curriculum comes into ACRES, voting members will review it and vote on it.
 1. New members will contact Wei to receive training in ACRES.
 2. ACRES is a good way to move the curriculum approval along outside the IC meetings, so that more of the meeting time can be used to discuss academic standards, instructional direction of the college, etc.
- b. Members should notify Hallie in advance if they have agenda items.
- c. Agendas, documents, etc. are posted in the MyNPC Instructional Group.
- d. For recording purposes, when someone speaks during an Audio meeting, it is important to say their name first.

II. IC Curriculum Review Calendar and Processes for 2011-2012

- a. IC decided to flip the meeting schedule and have the first meeting each month face-to-face and the second meeting via Audio. The meeting for 09-23-11 will still be done face-to-face at SCC.
- b. **Task:** Mark will appoint someone to chair the IC Meetings for 10-28-11, 11-18-11, 04-27-12, if he is unable to attend.
- c. IC approved the following calendar items:
 - i. Meetings on 11-04-11 and 11-18-11 (outside of our normal schedule).
 - ii. Only one meeting in December.
 - iii. One meeting in May, in case it is needed.
- d. If IC decides that they will approve a curriculum request, pending changes, it is the responsibility of the faculty member or dean to make the changes in ACRES before, final approval will occur.
- e. **Task:** Hallie will make the needed changes to the calendar and will re-post in MyNPC, and she will send it out to Faculty, Adjunct Faculty, Deans and Deans' Secretaries.

III. College Catalog Schedule 2012

- a. IC Members reviewed the proposed College Catalog Schedule 2012 and made the following observations:

- i. The 03-23-12 date for program/course description copy to Everett/Rose is acceptable.
 - ii. If we hold to IC's date of 04-27-11 as the deadline for course changes, adds, or deletions that do not affect NPC programs of study, we would not be able to get some of the changes into the catalog with this proposed schedule.
 - 1. Other discussion included:
 - a. Create an addendum to the catalog.
 - b. Leave out of the catalog (not a good idea, especially for Veterans' Administration students).
 - 2. **Task:** Hallie will:
 - a. Invite Ann Hess to come to the next IC Meeting to discuss our concerns regarding this matter.
 - b. Add it as an action agenda item for our next IC Meeting.
 - b. There was discussion regarding establishing a Catalog Review Subcommittee (a new subcommittee of IC) to take a thorough look at all sections of the catalog and give recommendations regarding additions, deletions and edits. In particular, a lot of the wording could probably be streamlined and it needs to be checked for accuracy.
 - i. Lynn **MOVED** to create a Catalog Review Subcommittee made up of current IC members to review the catalog and make recommendations for changes; **SECOND** by Ruth.
 - 1. Discussion included a charge to the committee is to work with Marketing and Public Relations to set up a timeframe and notify IC of the proposed timeframe.
 - 2. Motion passed unanimously.
 - 3. Volunteers for the committee included: Lynn, Ruth, Doug, Eric, Jake, Cindy and Janice.
- IV. Student Evaluations for Internet Courses
 - a. Debbie Myers reported that the current Internet student evaluations for instructional effectiveness have been moved from the server to Moodle. The questions on the survey remained the same.
 - b. Debbie requested that a committee look at the questions on the Internet evaluations and the pencil and paper evaluations:
 - i. Do they need updated?
 - ii. Could we move the pencil and paper evaluations to online evaluations?
 - iii. Evaluate the survey tools.
 - iv. Enlist the incoming Institutional Effectiveness Director to work with Faculty and Deans to make a recommendation to IC regarding ways to resolve these issues.
 - c. Eric asked the following questions:
 - i. How useful are the current evaluations?
 - ii. Could we get better information for Faculty?
 - d. Ryan would like to see questions tailored for different departments, taking into consideration the delivery method.
 - e. Mark noted that it is important to separate out technology questions and instructional effectiveness questions, as stipulated in the distance education guidelines that were approved last year.
 - f. Michael expressed the need for some type of question regarding texts or readings.
 - g. Mark noted that it is important to identify a format that gives us flexibility to ask questions that are relevant to the program.

- h. After discussion, it was decided that the committee should be open to any Faculty member who wants to participate, and if there are not enough volunteers, the task force will come out of the IC membership. Ideally, we would like to see the membership include:
 - i. One Faculty member from each department.
 - ii. Deans.
 - i. The current surveys will be the starting place for sample questions. There are online organizations, such as Constructivist On-Line Learning Environment Survey (COLLES) that might give ideas for sample questions.
 - j. **Task:** Mark will send an e-mail to everyone in the instructional division that says IC is interested in looking at this issue, including the process and content of the course evaluations. He will ask for volunteers.
 - k. **Task:** Hallie will add an action agenda item for the next IC meeting to form the committee, including how large it should be and what the representation should be like.
- V. Which Faculty Member is the Department Chair on IC
- a. The IC committee decided that Andrew Hassard would be designated as the Department Chair on IC.
- VI. Academic Probation/Suspension
- a. The 2001-2003 NPC Catalog has language which defines academic probation and the terms under which a student can be placed on academic probation.
 - i. This practice was abandoned, because it was not being enforced.
 - ii. Most colleges have policies regarding the minimum academic standards for a student to continue attending the institution.
 - b. Does IC want to consider reintroducing academic probation (and suspension)?
 - i. Jake noted that if IC needs any additional information regarding this matter, Student Services can complete the research and provide it to IC.
 - ii. Jake also noted that students will sometimes register for the same class six or seven times, and there is no policy in place to prevent this.
 - c. **Task:** Hallie will place Academic Probation/Suspension on the agenda for the next IC Meeting. She will also post the probation verbiage from the 2001-2003 NPC Catalog on the MyNPC IC Group.
 - i. IC Members should come to the next IC Meeting with a list of information that they would like to have, which would help them assess this former procedure.
- VII. Tech Proficiency Classes
- John Chapin and Mark will meet next week to work out a plan for training Faculty members for online instruction. In addition, they will set up the tech proficiency exam that will block students from enrolling in online courses until they demonstrate minimal tech proficiency. The goal is to implement the exam for the Spring 2012 semester.
- VIII. Charges for Subcommittees
- a. The last couple of years, we asked the chairs of the subcommittees to come to an IC meeting, at which time they were given a charge for their subcommittee.
 - i. **Task:** The Catalog Review Subcommittee should appoint a chair and send the name to Hallie.
 - b. The Placement Subcommittee already has their charge.
 - c. At the next IC meeting, we will give a charge to the Dual Enrollment Subcommittee, Professional Development Subcommittee, Learning Technology Subcommittee and the Catalog Review Subcommittee.
 - d. **Task** – Hallie will invite the chairs of the Subcommittee members to next meeting.

IX. Other

- a. Future Agenda Items
 - i. **Task:** On the next IC agenda, Hallie will add Proposed Revision of “P” (Passing) Grade Language (it is still posted in MyNPC for review).
 - ii. **Task:** For a future agenda item, Eric will send the following items to Hallie:
 - 1. Scheduling (That Impacts Instruction) for the Next Academic Year
 - 2. Academic Calendar 2012-2013 (needs to be done early in the year)
 - 3. Year-Round Scheduling
- b. Faculty Association Meeting
 - i. Mark will attend the Faculty Association Meeting next Friday. He will:
 - 1. Encourage Faculty to participate in this association.
 - 2. Ask if the process that we are currently using to pay faculty is the best way? All pay practices need to be in procedure, and many of the ways that we currently pay faculty are not in procedure.
- c. Bookstore Vendor
 - i. Administrative Services may consider other vendors.
 - ii. When we handled the bookstore ourselves, we lost about ½ million dollars per year.
- d. Financial Aid (F/A)
 - i. Jake is bringing in folks to look at our current F/A practices and processes, and they will give recommendations.
 - ii. NPC will implement software, which should help streamline our processes.
- e. Prorate Day Contradiction
 - i. The Faculty Handbook has a contradiction regarding the prorate date. For this semester, Mark instructed the deans to decide in the Faculty member’s favor; however, starting with Spring 2012, the prorate date is the end of first week of classes (this was based on feedback we received one year ago). **Task:** Mark will send an e-mail to faculty, letting them know of the contradiction and the correct date for Spring 2012.