

Northland Pioneer College

Instructional Council (IC)

10-14-11

Voting Members Present: Trudy Bender (proxy for Ryan Rademacher), Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Kenny Keith, Julie Neish (proxy for Andrew Hassard), Doug Seely, Mark Vest and Ruth Zimmerman

Non-Voting Members Present: Cindy Hildebrand and Hallie Lucas (recorder)

Guests: Peggy Belknap

- I. Approval of 09-23-11 minutes
 - a. Under the College Catalog Schedule 2012, the motion needs to include “with a change of the File to Printer date from May 4 to May 11.
 - b. Under Proposed New General Education Courses, delete the paragraph that says “The degree audits are made up of sub-audits. Task: Cindy will create a new general education sub-audit, which reflects these changes. In addition, she will correct every transfer audit that has sub-audits.” There is no need for this paragraph, because this is standard practice.
 - c. Ruth **MOVED** to approve the minutes as amended with the above mentioned changes; **SECOND** by Lynn.
 - i. The 09-23-11 minutes were **APPROVED** unanimously.
- II. IC Subcommittees
 - a. We received a request from Shannon Newman, Chair of Assessment of Student Knowledge (ASK) Subcommittee, requesting that Dr. Leslie Wasson, the incoming Director of Institutional Effectiveness serve on ASK. They feel that her expertise and previous experience with assessment will be beneficial to their work.
 - i. Lynn **MOVED** that IC recommend to Dr. Swarthout that Dr. Wasson be placed on the ASK Subcommittee; **SECOND** by Doug.
 1. The motion was **APPROVED** unanimously.
- III. Curriculum
 - a. ACRES
 - i. Peggy Belknap said that her division recently sent quite a number of courses to ACRES. At first, she approved several of them, thus forwarding them to IC for approval. She began to notice that there were duplicates, unclear language and numerous issues. She would like to see the forms rejected, so that they can be reevaluated.
 1. **Task:** Mark will ask Wei to kick the courses in question out of ACRES.
 - ii. Mark noted that the process for big changes to a program is:
 1. Proposer brings the whole proposal, as a summary, to IC.

2. IC gives their approval to proceed.
 3. Proposer brings the courses to IC for approval.
 4. IC approves the courses.
 5. Proposer brings the program to IC. (We cannot approve program changes, unless the courses are approved.)
- iii. Last Fall, IC had given the go-ahead to pursue an Administrative Information Services (AIS) Program Modification and a Business (BUS) Program Modification; however, IC had significant concerns about the individual courses and programs. In the Spring 2011, Janet Hunter indicated that she would pull proposals and courses, make changes and bring them back to IC the following year.
 - iv. Regarding the sweeping program changes involving AIS and BUS, IC would like for the entire process to be restarted.
 - v. Eric stated that he would like to see each Certificate of Proficiency (COP) stack into a Certificate of Applied Science (CAS) and each CAS stack into an Associate of Applied Science (AAS). He wants to see a rationale for the curriculum structure. Are too many of the courses interchangeable for the various areas of specialization?
 1. Peggy noted that, based on workforce needs, it is not necessary for some COPs to lead to a higher degree.
 - a. Eric stated that often times when students receive a COP they return to NPC, at a later date, and it would benefit them if their degree led to a CAS or an AAS.
 - vi. Trudy asked if the department has considered taking BUS 114 Legal Environment of Business and BUS 115 Business Law and moving them to the Sociology (SOC) division. This recommendation will be considered in the near future. Do we also need to move the university transfer classes BUS 140 Principles of Economics-Macro and BUS 141 Principles of Economics-Micro into SOC? Most other community colleges do not have these classes in BUS.
 - vii. There was discussion regarding an IMO 230 prerequisite change, which is currently in ACRES.
 1. Rickey would like to see some type of rationale for the request.
 - a. Kenny noted that most students want to have the IMO 201, because it leads to a NCCER certificate. He said that it actually works out better to take the class as a co-requisite, because some of the content of these two classes overlaps.
 2. This change should be able to be handled through ACRES.
 - viii. **Task:** Mark will look in ACRES to see what needs to be moved along or cleaned out, including the IMO 230 course change.
 - ix. Rickey reported that The Learning Cornerstone (TLC) is doing a major overhaul of their program, including a new course form for TCL 072.
 - x. The 199 forms only come to IC after they have been offered three times.
- IV. Old Business Not Related to Curriculum
- a. We tabled the Proposed Revision of "P" (passing) Grade Language.
 - b. Academic Probation/Suspension – Data Provided
 - i. After the 2001-2003 NPC Catalog, we deleted the Academic Probation/Suspension Process because it was not being enforced.
 1. The policy was all punitive, and there was nothing in place to help the student perform better.

2. It is also based on the assumption that the student's problem is that they are taking too many credits, which is not necessarily the case.
- ii. Data provided:
 1. Of the 3214, NAVIT and regular students enrolled at NPC in Fall 2011 as of 9/26/2011:
 - a. 994 have a cumulative Grade Point Average (GPA) less than 2.00:
 - i. 35 of those have completed 12 or more credits
 - ii. 83 of those have attempted 12 or more hours prior to Fall 2011
 - iii. Rickey noted that NPC doesn't have the support needed to address large numbers of students placed on probation/suspension.
 - iv. When Records and Registration sends out the unsatisfactory letters at midterm, it lists resources available to help the students.
 1. Currently, we do not have data to indicate whether or not the unsatisfactory letters are instrumental in helping the students improve their grades.
 - v. Financial Aid (F/A) students have restrictions placed on them when they don't successfully complete classes.
 1. The government has a general rule that you cannot treat F/A students differently than you treat your general student population; and currently, the F/A students have to meet Satisfactory Academic Progress (SAP).
 - vi. **Task:** Mark will ask Debbie Myers to break out the Academic Probation/Suspension Data from 09-26-11:
 1. How many of these students take NAVIT, TLC or taking General Education courses?
 2. At what location does the student takes classes?
- c. IC Curriculum Review Calendar and Processes
 - i. Changes IC made to this proposed calendar included:
 1. 11-04-11 IC Meeting 10:30 a.m.-1:30 p.m.
 2. First meetings of the month will start at 9:00 a.m. (start time will not be moved to 9:30 a.m.)
 3. 04-13-12 IC Meeting 1:00-4:00 p.m. (time change to accommodate dialogue day)
 4. IC Subcommittees will report (dates will be added to the calendar):
 - a. First IC Meeting of each month – Catalog Review Subcommittee, Dual Enrollment Subcommittee and Placement Subcommittee
 - b. Last IC Meeting of each month – Assessment of Student Knowledge Subcommittee, Learning Technology Subcommittee and Professional Development Subcommittee
 - ii. Lynn **MOVED** to approve the IC Curriculum Review Calendar and Processes with the changes listed above; **SECOND** by Ruth. Motion **APPROVED** unanimously.
- d. Catalog Review Committee – Need One or More Members
 - i. Due to other commitments, Lynn and Ruth had to step down from serving on this subcommittee.
 - ii. IC decided that the subcommittee will go ahead and begin work; and, at our next IC Meeting, we will try to recruit more members.

V. New Business Not Related to Curriculum

a. 2012-2013 Academic Calendar

- i. IC does need to take action regarding this calendar before Thanksgiving break.
- ii. Specifics with this draft version of the calendar:
 1. The Faculty preparation weeks would be recaptured.
 2. It would allow the following for Fall 2011 classes:
 - a. 15 meeting days - Monday
 - b. 17 meeting days – Tuesday and Wednesday
 - c. 16 meeting days – Thursday and Friday
 3. Fall 2011 grades are due 12-21-11
 4. For Spring 2012 classes:
 - a. 15 meeting days – Monday
 - b. 17 meeting days – Tuesday, Wednesday, Thursday and Friday
 - c. Spring 2012 grades are due 05-20-12
- iii. **Task:** Mark will send out an e-mail, with a two week turn-around for comments, to the faculty asking for input on the 2012-2013 Draft Calendar. In addition, he will discuss it with the deans and ask for comments. If the decision is made at the next IC Meeting; hopefully, Mark can get it on the agenda for the November or December District Governing Board Meeting.
- iv. If IC would like to revisit prorated day (not part of Academic Calendar), they are welcome to do so, at another time. The Faculty Handbook had some confusion regarding this matter; however, IC did (a couple of years ago) decide to keep prorated day at the end of the first full week of class.
- v. Once we approve the calendar, Mark would like to see us use it as a template for future calendars, which provides a minimum of 15 meeting days per class.

b. Form Student Evaluations Committee

- i. **Task:** Mark will send out an e-mail to the faculty asking:
 1. Who would like to serve on a Student Evaluations Committee?
 - a. Primary teaching modality?
 - b. Jenzabar or Moodle?

VI. Other

- a. Mark read the “draft” letter that he just received from the Professional Development Subcommittee regarding faculty professional development; and, the IC Committee supported sending it out to the Faculty. **Task:** Mark will forward the letter to the Faculty.
- b. The Math (MAT) Department is working with Student Services and Information Services to start a formalized MAT tutoring program on Adobe Connect. There are some logistical and technical hurdles to overcome.
- c. NPC will proceed with filing a protest regarding the denial of the Title III, Part F Grant.
- d. **Task:** Hallie will notify Dr. Lawson that the first of the month IC Meetings will continue to start at 9:00 a.m. at SCC.

VII. Adjournment

- e. Ruth **MOVED** the meeting be adjourned; **SECOND** by Doug.
 - i. Motion to adjourn **APPROVED** unanimously.