

Northland Pioneer College

Instructional Council (IC)

10-28-11

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

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

Guests: Ryan Jones and Gary Mack

- I. Approval of 10-14-11 minutes
  - a. Kenny **MOVED** to approve the minutes as presented; **SECOND** by Lynn; Michael **ABSTAINED**.
    - i. Motion **APPROVED** by majority vote.
- II. IC Subcommittees
  - a. Learning Technology (LT) Subcommittee Report - Gary Mack
    - i. Need to update or replace the Bridget software.
    - ii. Faculty less than enthusiastic regarding video by demand trial. Only two responses, which were not particularly favorable.
    - iii. LT is finishing their first online course evaluation of the year – TLC 086.
      1. Wei sent the summary to IC members and they will reply to his e-mail to vote.
    - iv. Eric Bishop has a standing invitation to attend the LT Meetings.
    - v. Adobe Connect math tutoring for Spring 2012 is moving forward.
    - vi. The LT Subcommittee would like to attend an educational technology conference.
    - vii. A more direct link to eResources will be injected onto the MyNPC homepage.
    - viii. The Computer Literacy group met recently and should submit a report to LT in the near future.
    - ix. The Subcommittee recommends that a binder listing be placed all A-V classrooms, so that instructors can identify any A-V issues, they experienced, at that location. It will be important to note when/if the problem was reported to the Support Center. LT will speak with Eric Bishop to determine the best way to implement this practice.
    - x. Deb Holbrook has agreed to co-chair the LT Subcommittee. This semester, Gary will be lead chair and next semester Deb will take over as lead chair.
    - xi. Wei has contacted the Deans and asked for a list of courses to be reviewed and the courses will be placed on the priority list for LT.
    - xii. Ruth **MOVED** to accept the Learning Technology Report; **SECOND** by Ryan.

1. Motion **APPROVED** by majority vote.
  - b. Professional Development (PD) Subcommittee – Ryan Jones
    - i. PD has received several applications and has approved a couple of them.
    - ii. Generally, the Subcommittee approves a smaller amount than requested on the individual Faculty applications.
    - iii. The PD applications have significantly increased.
    - iv. PD will publicize the per diem guidelines from NPC and from the State (for hotel, meals, transportation), so that Faculty members can use these numbers as guidelines for their applications.
      1. Doug noted that sometimes the per diem guidelines are skewed.
        - a. Ryan said that these are used as guidelines and not treated as exact figures.
    - v. Doug **MOVED** to accept the Professional Development Report; **SECOND** by Lynn.
      1. Motion **APPROVED** by unanimous vote.
  - c. Assessment of Student Knowledge will report 11-04-11 (as originally planned)
- III. Curriculum
  - a. New Courses
    - i. TLC 072 has enough votes in ACRES to be **APPROVED**.
  - b. Course Modifications
    - i. IMO 230 was successfully **APPROVED** through ACRES.
  - c. Course Deletions
    - i. None
  - d. For clarification, IC members do not vote if course is marked as “needs revision”.
- IV. Old Business Not Related to Curriculum
  - a. Proposed Revision of “P” (passing) Grade Language
    - i. Jake reported that in the Records and Registration (R&R) Office, they have seen a lot of students who have received P grades. Often times, a semester (or more) later, the student wants to change the P to a letter grade.
    - ii. Jake agrees with the wording “In courses in which the awarding of grades of A, B, C, D are available, a student wishing to receive a “P” grade must make a written request of the instructor to take the course on a “pass/fail” basis prior to the second class meeting of the semester.” He feels that it is important that the student make this decision up front, rather than after being graded.
      1. This would allow a student with a P to go through the normal grade appeal process to get it changed to a letter grade.
      2. The wording “The request may not be later rescinded” implies that a P cannot be changed.
        - a. Jake noted that under our current policy, a Faculty member can change a P grade to an A.
    - iii. Eric stated that there have been a series of issues including:
      1. Students’ understanding of the P grade.
      2. Faculty (primarily Adjunct Faculty) assigning P grades.
    - iv. Discussion included:
      1. There is not currently a form to request a pass/fail grade; however, if a form is needed, R&R would be happy to create one.

2. A teacher would not be able to assign a P grade at the end of the semester, unless the student made the request by the deadline date.
3. We want to be clear on the wording that if a student chose to receive a P and they changed their mind later, the grade can only be changed to a C.
4. In the handbook, it states that a student only has five weeks into the next semester to submit a grade change appeal.
5. Currently, the instructor has one semester to change the grade without the Dean's consent.
6. Should we designate some classes for grades and some classes for for pass/fail? Should this be a division decision?
7. P does not affect Grade Point Average (GPA).
8. P does not affect a student's Financial Aid.
9. The current catalog states "Grade changes can be made only by the instructor with approval of the Dean and/or the Vice President for Learning. Changes must be submitted within one semester from the end of the semester in which the grade was awarded. After that time, the student must follow the Appeal of Grade process." This timing is contradictory with the timing of the Appeal of Grade process, which states that "Any appeal must be initiated no later than five (5) weeks from the start of the semester immediately following the awarding of a grade."
10. Jake noted that we get approximately 12 to 20 students per semester who want to change from a P grade to a letter grade.
11. Should we consider either having a student audit a class, or take it for credit?
  - v. It was determined that we need to work on the language more, before presenting this for a vote. **Task:** Andrew will work more with Eric regarding the wording. He would like to hear from those who do need/like the P grade in their area, so that the policy can be worded to justify both sides. He will try to develop a couple of options to address this further.
  - vi. Lynn **MOVED** that every division determines that their courses either have a grade or a pass/fail or a student can take the course for audit. That is how it is determined and changes cannot be made.
    1. Eric noted that catalog language would be needed, which states a policy in which divisional decisions can be linked.
  - vii. Jake said that if additional information is needed to help make a decision, R&R would be happy to provide it.
  - viii. We currently have a policy. It is broken. It needs to be changed.
  - ix. Lynn **AMENDED** her motion to determine the need for pass/fail vs. grade classes. If pass/fail grades are valid, when a student takes a class that is a

pass/fail, they get a pass/fail for a grade. If a student takes a class for a grade, they receive a grade in the class.

- x. Because of the way the current policy is stated, it is at the discretion of the instructor to award a P grade in any course at the college.
- xi. Gary noted that sometimes the students need a prerequisite class and they don't want that grade to affect their GPA.
- xii. Task: Lynn will draft language for her proposal and give it to Andrew and Eric.
- xiii. Lynn **WITHDREW** her **MOTION**.

b. Catalog Review (CR) Subcommittee – need more members

- i. Lynn said that she is willing to stay on the Subcommittee; however, she cannot participate until after early December.
- ii. Ruth noted that Carol Stewart is willing to take her place on IC, including being a member of the CR Subcommittee.
- iii. Doug agreed to chair the Subcommittee.

V. New Business Not Related to Curriculum

- a. None

VI. Other

- a. Lunch will be provided at the IC Meeting on 11-04-11, 10:30 a.m.-1:30 p.m., SCC. Committee members should e-mail Hallie regarding the types/amounts of sandwiches they prefer.

VII. Adjournment

- a. Andrew **MOVED** the meeting be adjourned; **SECOND** by Michael.
  - i. Motion to adjourn **APPROVED** unanimously.

Approved