

Northland Pioneer College

Instructional Council (IC)

04-22-11

Voting Members Present: Andrew Hassard, Eric Henderson, Cynthia Hutton, Rickey Jackson, Kenny Keith, Shannon Newman, Doug Seely, Mark Vest, Ruth Zimmerman

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

Note: Meeting transcribed from recording and Russell's hand written notes by Hallie Lucas

- I. Approval of 04-08-11 minutes
 - a. Kenny **MOVED** to approve the minutes as presented; **SECOND** by Andrew.
 - i. Motion **APPROVED** by unanimous vote.
- II. IC Subcommittees
 - a. Dual Enrollment (DE) Subcommittee Report – Kenny Keith
 - i. Kenny would like a different charge for next year to narrow it down a little.
 - 1. The Deans and Mark feel that it would be more constructive to create a list of course options suitable for DE; therefore, one charge, for the DE Subcommittee, is to create this list and submit it to IC as a recommendation. In addition, the Subcommittee should come up with a procedure for high schools to follow if they want to teach a class that is not on the list.
 - 2. Another charge for the DE Subcommittee is to propose a recommendation for more effective DE meetings and possibly use development money to pay instructors to attend.
 - ii. Doug **MOVED** to accept the Dual Enrollment Subcommittee Report; **SECOND** by Ruth.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Placement (PL) Subcommittee Report –
 - i. They are probably six to seven months away from a full report.
 - ii. College America is a community college grant and the Governor's Office is encouraging colleges to participate.
 - 1. In the early Fall, Mark will ask IC what is the college trying to accomplish with cut scores. Do we have a defined/acceptable success rate? Once this number is determined, the cut scores should be set accordingly.
 - iii. Andrew **MOVED** to accept the Placement Subcommittee Report; **SECOND** by Ruth.

1. Motion **APPROVED** by unanimous vote.
- III. Curriculum
- a. ACRES
 - i. There are 15 courses in ACRES in which we don't have enough votes, and today is the deadline.
 - ii. The deadline has passed for everything except course deletions or changes that don't affect programs.
 - b. New Courses
 - i. CIS 122
 1. Eric **MOVED** to approve the reinstatement of CIS 122; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - c. Course Modifications
 - i. FRS 141 – request to change the course prerequisite – changing the ASSET reading and writing score from 42 to 41 and changing the COMPASS reading score from 82 to 81
 1. This change would move the scores to align with EMT. It is important to have an instructional reason for this type of change, as well as data to support it.
 2. Shannon **MOVED** that this request be resubmitted, with a Fall 2012 effective date, along with more rationale and data for the request; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - d. Course Deletions
 - i. There is a whole block of TLC course deletions that don't have enough votes.
 1. Rickey noted that these are ESL classes, that are in the catalog, which were originally supported by grants, and the grants have since been eliminated.
 2. We have lost our student base due to Proposition 300. In the last couple of years, there has been no enrollment in these classes. Interested students are referred to programs that are available in most communities.
 3. Doug **MOVED** that we delete the following courses from the catalog, but not from the course bank – TLC 038, TLC 037, TLC 036, TLC 029, TLC 028, TLC 027, TLC 026, TLC 017, TLC 016; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - ii. IMO 214
 1. The last three years this class has successfully been offered as a six credit hour 199 course, which helps prepare students for the entry exam for the power plants.
 2. Doug **MOVED** to approve IMO 214 with the following clarifications – 5 credit hour class, 5.4 load, prerequisite IMO 212 or instructor permission, co-requisite, IMO 213 or instructor permission; **SECOND** by Andrew.
 - a. Motion **APPROVED** by unanimous vote.
 - e. At the last District Governing Board Meeting they approved the Certificate of Proficiency for A+ and N+ and the program deletion for computer technology and business.
- IV. Old Business Not Related to Curriculum

- a. Faculty in Educational Technology Report
 - i. IC is comfortable with voting online for the quality matters course approval for EDU 280.
 - ii. Wei is currently working with the instructor on POS 221 and POS 222.
 - iii. Other instructors have expressed interest in moving their courses to online, and Wei will assist them individually.
 - iv. Wei noted that the software vendor notified us that there will be a Moodle upgrade later this year, and there will be some significant changes.
 - v. Jenzabar representatives believe that it is inefficient for NPC to continue supporting two different learning management platforms. Eric Bishop's recommendation is that we purchase the Moodle migration module. If we purchase the module, IC will need to decide if we support both the Jenzabar product and Moodle, or if we should drop one or the other. If Moodle is recommended, we would need to identify teachers who teach on Jenzabar and see if they would be comfortable moving to Moodle.
 - vi. IC accepted the Faculty in Educational Technology Report.
 - b. Revised Minimal Use Intellectual Property Contract
 - i. The college attorney gave us some recommended language regarding this contract. In effect, if you develop something with minimal college impact (use of college resources/facilities), and you leave the college, the college can use it for two years after you have delivered it to NPC's Vice President for Learning and Student Services (via Instructional Council). As long as the employee remains at NPC, the college has the right to use it without any additional payment.
 - 1. Eric **MOVED** to approve the minimal use contract with the insertion of paragraph 6; **SECOND** by Ruth.
 - a. Motion **APPROVED** by unanimous vote.
 - c. Review of the Amended AGEC Internet Course Plan 2011-2013 in Preparation for Adoption
 - i. Eric revised the plan with some additions and corrections.
 - 1. He also added the CIS 105 and the two BUS courses.
 - ii. Kenny **MOVED** that we adopt the Amended AGEC Internet Course Plan; **SECOND** by Andrew.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Mark will send the document to NPC's President.
 - d. Review of the Refined 'P' Grade Language
 - i. Andrew noted that the language needs more work; therefore, this agenda item was tabled.
 - e. U of A General Education - New Tier One Course Numbers
 - i. This agenda item was tabled.
- V. New Business Not Related to Curriculum
- a. Set Date for First IC Meeting for Fall 2011
 - i. The date was set for 09-09-11, in person meeting, at SCC.
 - b. Who will Serve on IC for 2011-2012?
 - i. Over the Summer, the Deans will discuss which Deans will serve on IC.
 - ii. **Task:** Russell will locate his chart regarding terms of IC members and send out an e-mail to members asking who would be willing to serve again.

- iii. **Task:** Mark will speak with the incoming Faculty Association President, Brian Burson, regarding possible new recruits.
- iv. Russell noted that we need an Adjunct serving on IC. Shannon recommended that there be some type of compensation plan, for serving on IC, for this Adjunct Faculty Member; however, the recommendation died, because there was no second.
 - 1. Eric feels that this is a much broader conversation regarding Adjunct compensation; college-wide they serve on many committees. Should there be a general solution as opposed to an ad hoc solution?
 - a. **Task:** Mark will ask Dan Wattron, Director of Human Resources, to develop a standardized pay chart for temporary employees.

VI. Other

- a. Upcoming Discussions
 - i. In the Fall, Mark will ask the question whether or not we should suspend students for low academic performance.
 - 1. Rickey noted that some students take TLC classes for years and years and never move any further in their education, and it has become an issue in some locations.

VII. Adjournment

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

Approved