Northland Pioneer College
Instructional Council (IC)
12-12-08

In attendance: Pat Canary (Chair), Barry Richins (proxy for Kenny Keith), Shannon Newman, Ruth Zimmerman,

Jeannie McCabe, Michael Solomonson, Cindy Hildebrand, Peggy Belknap, Clifton Lewis,

Michael Lawson, Eric Henderson, Sandy Johnson

Guests/Presenters: Donna Ashcraft, Jeanne Swarthout, Doug Seely, Don Richie,

Brian Gardner

I. Approval of 11/14/08 minutes

   a. Revision: add Peggy Belknap to list of 11/14/08 IC meeting attendees.

   b. Ruth moved to approve as amended; second by Barry.

   c. 11/14/08 Instructional Council minutes approved unanimously as amended.

II. Subcommittee Reports

   a. Instructional Technology

      i. Michael Lawson reported that subcommittee's purpose and scope of responsibility will be established sometime during the upcoming spring semester. The subcommittee will seek input from faculty and work with Information Services to address online degrees and Internet course development.

      ii. Peggy commented that her new Fire Science Coordinator is eager to get online courses going but direction from the IT subcommittee is needed. Peggy asked Michael if there was anything that IC could do to assist the subcommittee.

      iii. President Swarthout stressed a need for urgency in developing online classes and degrees.

         1. NPC must offer 3 online degrees by the end of the Title III grant period. NPC is in the final year of the grant period.

         2. NPC cannot move forward on an online degree change request with the Higher Learning Commission until NPC is close to offering online degrees.

         3. Questions:

            a. Would failure to offer 3 online degrees jeopardize future Title III funding?

            b. Is it realistic to submit an online degree change request to the HLC without online degrees or procedures to develop online courses/degrees in place?

iv. Donna Ashcraft, SPASC co-chair, addressed Instructional Council regarding the online degree change request to HLC.

1. Donna began her remarks by listing numerous NPC online course documents that she compiled to be submitted to the Instructional Technology subcommittee.

   a. Russell will post copies of the information on IC myNPC for subcommittee review.

   b. Additionally, Michael Solomonson will forward online course development information to Russell to be posted to IC myNPC for subcommittee review.

2. NPC is closest to offering the Library Media Technician degree online. The degree currently lacks online MAT 103, MAT 105, as well as online physical or biology courses.

   a. Pat commented that a hybrid biology course is available. The hybrid biology consists of online instruction supplemented by on-campus labs.

   b. Pat commented that during the early Title III discussions, hybrid courses satisfied Title III requirements. It is unknown whether hybrid courses would satisfy HLC guidelines for online courses.

   c. President Swarthout will check with the HLC to determine whether hybrid courses are acceptable for use in online degrees.

3. A discussion of the HLC change request and the development of online course guidelines ensued.

   a. It is unrealistic for NPC to move forward with the HLC online change request without procedures for online course development guidelines in place.

   b. Michael Lawson emphasized to the Instructional Council that the HLC change request and procedures for online course development are two separate discussions.

   c. Conclusion: procedures for online course development and the HLC online change request are two separate, but closely related issues, as offering online programs is dependent upon establishing guidelines for online course development.

v. President Swarthout would like a recommendation from the Instructional Council in the February meeting that addresses whether to withdraw the HLC change request (or not).

1. Jeannie moved that IC direct the IT subcommittee to form a recommendation to be presented to President Swarthout by February 1, 2009.

2. Point of order: Peggy commented that action was not possible because charging the IT subcommittee was not on the agenda as an action item.

3. Jeannie voiced her concern about potentially losing future Title III funding and stressed the immediate need for IC to give direction to the IT subcommittee and asked if there was anything that could be done to address the February 1 deadline set by President Swarthout.

    a. Peggy asked Michael Lawson if he understood what was being asked and had direction.

    b. Michael indicated his understanding citing his presence as acting chair of the IT subcommittee reporting at the meeting.

    c. Task: Russell to list IC direction of IT subcommittee to form a recommendation by February 1, 2009 as action item on the January 16, 2009 IC meeting agenda.

vi. Peggy suggested that a review of past IC minutes would provide more direction since Michael Lawson recently assumed the position of chair for the IT subcommittee.

    1. Michael requested that the recorder to Instructional Council be made responsible for researching past minutes.

    2. Task: Russell to look through last year's IC minutes for information related to an official charge to the IT subcommittee. Russell will forward findings to Michael Lawson.

b. Placement

i. Sandy Johnson reported that the Placement subcommittee was formed in January 2007 to examine "Opt-up" in 2006 and 2007 and make recommendations. Instructional Council did not feel that there was enough information gathered to make a formal recommendation. This year, the subcommittee resumed its examination of "Opt-up" and "Decision Zone". The subcommittee looked at student success rates before and after implementation.

ii. Sandy, aided by Eric Henderson, presented the Placement report, including charts and statistical information, to Instructional Council members.

    1. See *REPORT AND RECOMMENDATIONS ON STUDENT PLACEMENT FOR THE 2009-2010 SCHOOL YEAR* for data and analysis.

iii. Subcommittee concerns based on data:

    1. Students who fail classes usually don't return to NPC.

    2. No restriction of the number of times a student can take placement tests. Sandy cited an extreme example in which a student took a placement test 6 times in one day.

3. Returning students may not be adequately prepared for coursework after an extended absence from the college. Placement test scores from a year or two ago may not truly reflect a student's ability to successfully complete coursework.

4. There is no system in place for monitoring TLC co-enrollment. A system of monitoring needs to be developed.

5. Inconsistency in placement.

iv. Recommendations

1. See *REPORT AND RECOMMENDATIONS ON STUDENT PLACEMENT FOR THE 2009-2010 SCHOOL YEAR* for recommendations.

v. Question: would a change in the placement scores decrease enrollment?

1. Eric speculated that raising placement scores would shift enrollment to TLC classes, at least initially.

vi. Michael Solomonson moved to table IC approval of the Placement subcommittee recommendations until the first IC meeting in January; second by Peggy. Motion to table approved unanimously.

vii. Suggested revisions to/questions about Placement recommendations

1. Recommendation 2: change student decision zone range to 71-81 (originally listed as 70-81).

2. Recommendation 3: limit number of times a student can retake placement tests to three times, total, during a school year. Also, NPC has not enforced its policy that states: a student, unhappy with test scores, may retake the test one time, at no cost. Subsequent retakes will cost $5.

3. Recommendation 4: clarification needed to identify correct group of students, namely, those who drop out. IC members did not think that a returning student, with either substantial previous coursework, or having satisfied course prerequisites, should be required to take placement tests. Also, the recommendation needs to make it clear that returning students are not required to test, but that it is recommended for students returning after an absence of two or more years. This would give the advisor discretion.

4. Recommendation 5: who will be responsible for developing processes and procedures to monitor co-enrollment? The Placement subcommittee needs to name specific groups/departments that will develop procedures.

5. Recommendation 7: how do departments acquire this placement test data? Shannon Newman commented that departmental test score review, based upon data (see Recommendation 6) is not realistic for this year given a lack of data. It was suggested that departments could review course placement test scores but without the requirement to gather placement testing data.

6. Instructional Council recommended that the Placement subcommittee amend all of the recommendations to include a statement (in bold font), following the recommendation, that lists the group or department responsible for developing the processes/procedures recommended by the Placement subcommittee.

viii. Task: The Placement subcommittee will clarify recommendations and submit a revised copy of its report to Instructional Council for review.

ix. Task: Russell to list review and approval of revised Placement recommendations as action item on the agenda of the first January IC meeting.

c. Assessment of Student Knowledge

i. ASK subcommittee requested IC approval of General Education student learning outcomes.

ii. Michael Solomonson moved that the General Education student learning outcomes be accepted by Instructional Council; second by Jeannie.

iii. Motion passed; Pat abstained.

d. Business Plan Task Force

i. Peggy reported that the committee is still being formed.

ii. Task Force consists of: Carol Stewart (Nursing), Jan Kraai (Developmental Services), Maderia Ellison (Finance Director) and Peggy Belknap.

iii. Peggy will identify someone from Workforce Development to serve as the third faculty member.

iv. Peggy anticipates a report to the Instructional Council in January following one or two meetings of the task force.

III. Curriculum

a. EMT

i. EMT 132: revise prerequisites to include Hepatitis B vaccination waiver and remove EMT 130 as a prerequisite.

ii. EMT 240: revise course description.

1. Michael Solomonson moved to approve revisions to EMT 132 and EMT 240; second by Shannon.

2. EMT 132 and EMT 240 approved by majority of IC members; abstention by Peggy.

iii. Approval of EMT 244 and EMT 245—new courses.

1. Suggested revisions:

a. EMT 244 total contact hours incorrectly listed as 500; it should be 456.

b. Remove "al" (typographical error) from Module 3, item 3-1 for EMT 244 and EMT 245.

2. Jeannie moved to approve EMT 244 and EMT 245 as revised (see above); second by Ruth.

3. EMT 244 and EMT 245 approved by majority of IC members; abstention by Peggy.

iv. EMT program changes—Associate of Applied Science in Paramedicine.

1. Cindy mentioned that the wording "MAT 101 or higher" needs to be changed in the prerequisite language.

2. Peggy will work with Cindy to clear up the math requirement language and resubmit EMT program changes for the January IC meeting.

3. Jeannie moved to table the EMT AAS, CAS and Certificate of Proficiency in Paramedicine until the January IC meeting; second by Shannon.

a. Motion approved by a majority of IC members; abstention by Peggy.

b. EDU

i. Removal of prerequisites for EDU 280, EDU 281 and EDU 282

1. Cindy noted that spring 2009 implementation date must be changed since prerequisite changes cannot change in the middle of a school year.

2. Peggy moved to approve to approve EDU 280, EDU 281 and EDU 282 with a revised implementation date of summer 2009; second by Shannon.

a. Motion approved by unanimous vote.

c. CIS

i. Deletion of CIS 108, CIS 122 and CIS 213

1. Peggy moved to approve the deletion of CIS 108, CIS 122 and CIS 213 from the catalog and course bank; second by Barry.

a. Motion approved unanimously.

d. AIS

i. Deletions

1. Peggy moved to delete AIS 142, AIS 146, AIS 226 and AIS 248 from the catalog and course bank; second by Jeannie.

a. Motion passed unanimously.

2. Shannon moved to remove AIS 142 from any affected programs; second by Barry.

a. Motion passed unanimously.

      ii.   CIS 230 and CIS 235 Conversion to AIS 213 and AIS 232

          1.   Procedural issues

             a.   When courses (that are used by other divisions) are being changed, in this case replaced by new ones, the initiating division is required to inform the affected division of the change. The affected division then has the opportunity to voice issues/concerns regarding the proposed changes. The initiating division is then responsible for completing the course changes.

             b.   Approval of new courses needs to occur before deleting the old courses.

                 i.   <u>Task:</u> For future meetings, Russell to agenda new course approval before deletions.

          2.   Approval of new AIS courses

             a.   Jeannie moved that IC approve new courses AIS 231 and AIS 232; second by Shannon.

                 i.   Motion passed unanimously.

             b.   Shannon moved to approve the replacement of CIS 230 with AIS 231 and CIS 235 with AIS 232 for all affected programs; second by Barry.

                 i.   Motion passed unanimously.

          3.   Deletion of CIS 230 and CIS 235

             a.   Shannon moved to delete CIS 230 and CIS 235; second by Jeannie.

                 i.   Motion passed unanimously.

             b.   Doug Seely noted that the deletion of CIS 235 from the AAS-Computer Technology in Business degree must be handled separately from the blanket motion to delete (item III, d., ii, 3., a.) because it will not be replaced by a newly approved AIS course.

             c.   Shannon moved to delete CIS 235 from required electives of the Computer Technology in Business program and make sure that CIS 257 is changed to CIS 114 (previously approved); second by Jeannie.

                 i.   Motion passed unanimously.

             d.   Shannon amended her previous motion (Item III, d., ii, 3, a. *above*) and moved that CIS 230 and CIS 235 be deleted from the catalog and course bank; second by Jeannie.

                 i.   Motion passed unanimously.

IV. New business not related to curriculum

    a.   Discuss rescheduling of January IC meetings due to convocation

          i.   IC members decided that two January meetings were needed.

        ii.   Possible meeting dates: January 16 and January 30.

              1.   <u>Task:</u> Russell to contact Support Center for meeting room availability.

   b.   Discussion of Student withdrawal guidelines for faculty

        i.   Item tabled for lack of time; to be addressed at next IC meeting.

V.   Old business not related to curriculum

   a.   ACRES

        i.   Discuss level of authority to be granted to deans' secretaries

              1.   Item tabled for lack of time; to be addressed at next IC meeting.

        ii.   Discussion of ACRES routing chains

              1.   Item tabled for lack of time; to be addressed at next IC meeting.

        iii.   Discuss and get IC feedback on ACRES forms

              1.   Request for IC approval of new course, course deletions and minor modification to an existing course ACRES forms.

                    a.   Item tabled for lack of time; request for ACRES form approval to be addressed at next IC meeting.

              2.   Michael Solomonson moved to use ACRES on a trial basis; second by Jeannie.

                    a.   Motion passed; Peggy voted not to go approve use of ACRES at this time citing lack of training by enough potential users.

                    b.   Eric asked IC members to give him feedback after using the ACRES forms.

Jeannie moved to adjourn; second by Barry.

Motion passed unanimously; meeting adjourned.