

Northland Pioneer College

Instructional Council (IC)

11-30-12

Voting Members Present: Clover Baum, Peggy Belknap (proxy for Ken Wilk for most of the meeting), Lynn Browne-Wagner, Janice Cortina, Eric Henderson, Rickey Jackson, Michael Lawson, Julie Neish, Ryan Rademacher, Carol Stewart, Mark Vest and Ken Wilk

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

Guests: Eric Bishop, John Chapin, Tracy Chase, Peg Erdman, Karen Hanson, Janet Hunter, Kenny Keith and Jeannie McCabe

- I. Roll Call
- II. Approval of 11-16-12 IC Minutes
 - a. Ryan **MOVED** to approve the minutes of 11-16-12; **SECOND** by Clover.
 - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees - none
- IV. Curriculum
 - a. New Programs
 - i. NAT CP – Peg Erdman
 1. Peg submitted a revised overview of the NAT CP, which included the changes that were requested by IC.
 2. Change needed:
 - a. In the overview, where it says “To obtain the certificate the student must: Complete at least 14 credits with Northland Pioneer College”, it needs to be changed to 15 credits. (This should also be changed in the Feasibility Study.)
 - i. Eric H. **MOVED** that we approve the Nursing Assistant Training Certificate of Proficiency, with the above mention change; **SECOND** by Ryan.
 1. Motion **APPROVED** by unanimous vote.
 - ii. CON – Ken Wilk
 1. Discuss CON 241 & CON 242
 - a. There was discussion regarding whether these two courses should have Department Chair consent or Instructor Permission consent. It was decided that the wording under the prerequisites would be “Department Chair approval”.
 - i. Eric H. **MOVED** that we approve CON 241 and CON 242 with the change in the prerequisite wording to “Department Chair approval”; **SECOND** by Michael.
 1. Motion **APPROVED** by unanimous vote.
 - ii. **Task:** Wei will make the change to the prerequisite wording in ACRES.

2. Ken made the changes suggested at the 11-16-12 IC Meeting to the CON Feasibility Study and catalog format document. The appendices are not new documents and were included in an earlier version of the Feasibility Study.
 3. Ryan **MOVED** that we approve the Construction Associate of Applied Science, Certificate of Applied Science and (2) Certificates of Proficiency; **SECOND** by Rickey.
 - a. Motion **APPROVED** by unanimous vote.
 - b. **Task**: Ken will talk with Beulah Bob-Pennypacker, Director of Financial Aid, one more time regarding the program.
 - c. **Task**: Ken needs to go in to ACRES and fill out the new program shell for the CON Program and attach supporting documentation.
- iii. BUS – Janet Hunter
1. BUS 100 - no longer a prerequisite for BUS 240
 2. BUS 101 - had enough votes to pass
 3. BUS 103 – discussion – but, had enough votes to pass
 4. BUS 104 – concerns answered – course passes
 5. BUS 105 – enough votes
 6. BUS 106 – **Task**: Wei will fix the typo (space missing between money and management)
 7. BUS 108 – discussion regarding the test-out component for a core class – Procedure 3105 does allow departmental test-out exams (we may need to come back and discuss Procedure 3105 – to possibly insert language that says if a course is part of a program core, students are not allowed to test-out)
 8. BUS 109 – enough votes
 9. BUS 110 – enough votes
 10. **Task**: Mark asked Wei to check to see if courses could be sorted in ACRES by comments (whether or not you have commented on a particular course)
 11. BUS 112 – returned to Department Chair by Dean
 12. BUS 117 – wait until BUS 112 is resolved – set aside for now
 13. BUS 120 – set aside for now
 14. BUS 119 and its relationship to MDA 120 – lengthy discussion regarding the front office/back office distinction – course topics and objectives need to be changed – MDA 120 is under review by Learning Technology Subcommittee (Quality Matters Rubric); and, they need to wait on the final version of the course before proceeding
 - a. Lynn **MOVED** that we table decisions on BUS 119 and MDA 120 and return them (to the creator) for new objectives and outcomes; **SECOND** by Julie.
 - i. Michael **AMENDED** the motion to temporarily table Quality Matters Rubric online review for MDA 120 until IC makes a final decision on the course.
 1. Motion **APPROVED** by unanimous vote.
 - a. **Task**: Wei will return BUS 119 and MDA 120 to creator of courses.

15. BUS 118 – Ryan **MOVED** to approve BUS 118; **SECOND** by Lynn.
 - a. Motion **APPROVED** by unanimous vote.
 16. BUS 126 – discussion regarding how similar this course is to HES 170
 - a. Lynn **MOVED** to table BUS 126 pending a discussion between the Allied Health Department and the Business Department regarding outcomes/applicability; **SECOND** by Ryan.
 - i. Motion **APPROVED** by unanimous vote.
 17. BUS 149 – discussion regarding lab component in an online environment
 - a. **Task:** Hallie will agenda BUS 149 for the next IC Meeting.
 18. **Task:** Janet will send Hallie a list of the BUS courses that IC Members need to look at.
 19. Mark summarized the discussion regarding BUS: 1) distinctly different outcomes need to be clear in courses – it is up to the Faculty members to figure out how to determine this; 2) the question is, would you take either course?; 3) if Faculty thinks that the courses do not need to change, ask IC for a vote.
- iv. Mechatronics – Peggy
 1. Kenny resubmitted the Mechatronics Feasibility Study, including the changes that were suggested by IC, and would like to move forward to submit courses.
 - a. Ryan **MOVED** that we approve the Mechatronics Program and Feasibility Study; **SECOND** by Carol.
 - i. Motion **APPROVED** by unanimous vote.
 - b. Program Modifications
 - i. MDA – Karen Hanson
 1. Mark reviewed the unwritten voting rules for IC.
 - a. Deans over the area cannot vote
 - b. Teaching Faculty members in that Department cannot vote
 2. MDA 124 – Wei fixed the comma needed in the co-requisites – co-requisite AIS 123 will soon be deleted
 3. Mark suggested that we set MDA aside until the next meeting, so that the course prerequisite can first be approved by IC. Also, MDA needs to consider the wording in the co-requisites that say HES 170 or AIS 123.
 4. MDA 125 – implementation date needs to change to Fall 2013 – Cindy would like to have each MAT course, that is acceptable, listed (this would be applicable for numerous courses throughout the college) – there was a general discussion regarding the MAT prerequisite for this course
 - a. **Task:** Wei will return MDA 125 to the creator of the course.
 - b. **Task:** Karen will contact Mark to work out the specifics of the MAT for this course.
 5. MDA 126 – usually internships fall under 198 – this course is an internship plus more – co-requisite question was answered
 - a. Rickey **MOVED** to approve MDA 126; **SECOND** by Ryan.
 - i. Motion **APPROVED** by unanimous vote.
 - ii. AA, ABUS, AAEE, AS, AAS, AGS (informational only) – will be discussed at another meeting
 - c. ACRES

- i. Wei gave a brief refresher of ICT including; 1) online student readiness program; 2) students take competency test before taking online courses; 3) if student fails test, they can take ICT 095 or take a self-paced online training
- ii. Information Services is helping to automate functionality behind the competency test and we hope to pilot ICT 096 (train the trainer course) Spring 2013.

VI. New Business Not Related to Curriculum

- a. IS Matters – Eric Bishop (this item was taken out of order from original agenda)
 - i. A few weeks ago, in discussions with the Learning Technology (LT) Subcommittee, we agreed that we would have LT report back to IC with any issues or concerns that they have collated from talking to the Faculty about learning technology and Eric Bishop would come in on a regular basis and meet with IC to discuss concerns. To date, we do not have specific concerns submitted from LT. Eric B. gave an overview of the Title III Grant (at Michael’s request), along with the progress to date, including: 1) multi-year project; 2) main components – Model Classroom (4 currently at campuses and 5 at centers for SP13) (problems with audio – may have to move to Polycom phone), Virtual Desktop Infrastructure (VDI) and back-end infrastructure (backbone to support resources); (5 delays include – HOPI infrastructure, Model Classrooms tutorials; 6) grant is student-focused and instructional-focused, gives more distance education classroom environments, offers more computing lab resources in a virtual environment to help students with their studies; 7) what is next? – add more Model Classrooms, provides/updates tutorials, thin clients with VDI environment (access to files from anywhere, along with access to various software).
 - ii. Michael invited Eric B. and Wei to come to the LT Meeting on Monday, 11:15 a.m. and asked if they could attend in person.
 - iii. Additional information from Eric B. included: 1) NEFSIS software offers the most flexibility and instructor control; 2) additional training is needed (in addition to tutorials) – training at the end of Fall 2012 semester, refresher training before Spring 2013 semester begins and four weeks into Spring 2013 semester – ad hoc training also available.
- b. Guidelines for Creating & Modifying Courses – Carol Stewart (see motion below)
- c. **Task:** Voting members of IC should write down some things that would help them, as an IC member and as a faculty member, in developing curriculum and bring to the next IC Meeting. We may need to put together an ad hoc group outside of IC to develop a draft template.
- d. Distance Education Guidelines - legacy online course issue
 - i. Rickey **Moved** that we table the Guidelines for Creating & Modifying Courses and the Distance Education Guidelines-legacy online course issue until the next IC Meeting; **SECOND** by Lynn.
 - 1. Motion **APPROVED** by unanimous vote.

VII. Other

VIII. Adjournment

- a. Peggy **Moved** that we adjourn; **SECOND** by Lynn.
 - i. Motion **APPROVED** by unanimous vote.