

Northland Pioneer College

Instructional Council (IC)

03-14-14

Voting Members Present: Clover Baum, Brian Gardner, Eric Henderson, Rickey Jackson, Ryan Jones, Pat Lopez, Ryan Rademacher, Carol Stewart, Joan Valichnac (proxy for Janice Cortina), Mark Vest and Ken Wilk

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

Guests: Marius Begay, Eric Bishop, Tracy Chase, Ruth Creek-Rhoades, Debbie Myers and Steve Peck

(NOTE: Some items were taken out of order from original agenda.)

- I. Roll Call
- II. Approval of 02-28-14 IC Minutes
  - a. Ryan R. **MOVED** to approve the minutes of 02-28-14; **SECOND** by Ken.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
  - a. Catalog Review Subcommittee – no report
  - b. Dual Enrollment Subcommittee – no report
  - c. Placement Subcommittee – no report
- IV. Curriculum
  - a. ACRES
    - i. AJS 102 – Mark Vest
      1. There are currently enough votes in ACRES and the consensus of IC was that the course should be moved forward.
    - ii. EDU 291 – Rickey Jackson
      1. Ryan R. **MOVED** that we approved EDU 291; **SECOND** by Ken.
        - a. Motion **APPROVED** by majority vote.
        - b. Eric H. **ABSTAINED**.
    - iii. PHT 102 – Carol Stuart
      1. There was discussion regarding the contact hours/credit hours/clinical hours.
      2. Rickey **MOVED** to approve PHT 102; **SECOND** by Ryan R.
        - a. Motion **APPROVED** by majority vote.
        - b. Eric H. **ABSTAINED**.
  - b. New Programs - none
  - c. Program Modifications
    - i. MDA AAS, CAS – Carol Stewart
      1. It appears that the document submitted in ACRES was the same as the last MDA program modification. In addition, it had the insertion of the proposal to cross-list MAT 103 and BUS 133 (the attachment also

- reflected the same information). As submitted, it looks like IC is being asked to approve several modifications that they already approved.
2. Ken **MOVED** that we accept ONLY the MAT 103/BUS 133 cross-listing proposed changes of this program modification with the caveat that Nursing and Allied Health (N&AH) will redo the catalog strike-through document and clean up the Proposed Modification portion of the Program Modification to reflect only this change (which will have to be done next Monday);
    - a. In addition to Ken's motion stated above, he **AMENDED** his motion to state that N&AH will also reflect the following changes to the Program Modification and the catalog strike-through document: 1) include the language that Eric H. suggested in his 03-12-14 comments in ACRES; 2) change the language in the CAS to reflect "three MAT credits or BUS 133"; **SECOND** by Pat.
      - i. **DISCUSSION** – Carol agreed that this motion is acceptable to N&AH.
      - ii. Motion **APPROVED** by majority vote.
      - iii. Carol **ABSTAINED**.
    - ii. NAT CP – Carol Stewart
      1. There was discussion regarding this program modification and several concerns/comments were expressed, including: 1) the MAT language needs work; 2) the understanding is that this is not an urgent change for the 2014-2015 year; 3) no rationale given in the proposal.
      2. Ken **MOVED** that we do NOT approve the NAT CP Program Modification; **SECOND** by Pat.
        - a. Motion **APPROVED** by majority vote.
        - b. Carol **ABSTAINED**.
  - d. Program Deletions - none
  - e. Program Suspensions – none
  - f. Misc. Curriculum
    - i. Eric H. and Marius Begay gave the history regarding BUS 140/141 and ECN 211/212 and how we arrived at our current situation (being held up at the university level). It was also noted that the BUS AAS in Entrepreneurship was approved by IC (for FA14) with the ECN designation for these courses. A great deal of discussion followed.
    - ii. Eric H. **MOVED** that we retain BUS 140/141 in the BUS AAS in Entrepreneurship for the 2014-2015 academic year (therefore, simply delaying the change to ECN designation for one year); **SECOND** by Ken.
      1. Motion **APPROVED** by unanimous vote.
    - iii. **Task**: Clover will change the FA14 schedule to reflect BUS 140/141, instead of the ECN prefix for these courses.
    - iv. **Task**: Jake will notify all Student Services personnel that we will use the BUS 140/141 designation (instead of ECN) for these courses.
    - v. **Task**: Peggy Belknap will make sure that the catalog gets changed to reflect BUS 140/141 (instead of ECN).
- V. Old Business Not Related to Curriculum
- a. Faculty Professional Development Application – clarification on vote from 02-28-14

- i. It was decided to leave this vote as reflected in 02-28-14 minutes.
- VI. New Business Not Related to Curriculum
- a. Moodle Student Course Evaluation – Wei Ma and Debbie Myers
    - i. Debbie explained about the problems/suspected problems with having the Student Course Evaluations in Moodle and asked IC’s permission for them to be moved to Qualtrics. Students would be e-mailed (via NPC e-mail address) the link to their survey. Eric B. gave some of the history regarding whether students should be allowed to use their personal e-mail account vs. their NPC e-mail address and explained how easy it is to transfer NPC e-mail accounts to personal e-mail accounts.
    - ii. Ryan R. **MOVED** that we accept this recommendation to move the student course evaluations from Moodle to Qualtrics, effective immediately; **SECOND** by Pat.
      - 1. **DISCUSSION** – it was clarified that this is only for Internet courses.
      - 2. Motion **APPROVED** by unanimous vote.
    - iii. **Task:** Debbie Myers will send e-mails to the Internet course instructors and ask them to remove the questionnaire from the course shell in Moodle.
  - b. Model Classroom – Eric Bishop
    - i. As we have more widespread usage of the Model Classrooms, Eric B. presented information regarding an 04-25-14 “retreat” to: 1) gather Faculty input; 2) give the latest updates regarding the grant and classrooms, including the addition of 6 more classrooms (help determine locations/purposes for these classrooms); 3) demonstrate new technologies to enhance the Model Classroom experience; 4) discuss and take action to adjust the layout of the classrooms; 5) discuss the future of onsite distance learning at NPC.
    - ii. This training will be in conjunction with the Video training scheduled for that day.
    - iii. There was discussion regarding giving our students the best possible education. If we do not use technology to reach them, then how do we reach them?
      - 1. **Task:** Ryan R. will send the studies to Eric H. that he has read about student success as it relates to distance education.
    - iv. **Task:** Hallie will add an agenda item for the 04-11-14 and 04-25-14 IC Meetings to discuss modes of instruction.
    - v. **Task:** Regarding data on modes of instruction, IC Members and other Faculty members will send their documentation (that supports their position) to Hallie so that she can post it in MyNPC.
    - vi. **Task:** Eric B. has planned a retreat for 04-25-14 to discuss the Model Classroom/future of distance education at NPC and ask for Faculty input. He will send an agenda out.
  - c. Moodle Registration Issues – Wei Ma and Eric Bishop
    - i. Wei stated that on 03-04-14, Remote Learner (our Moodle vendor) reported that it appears that we have been hijacked by a serious group of spammers on our live production site. They recommended that we take action immediately. As outlined in the Distance Education Guidelines, NPC took action by enabling the reCaptcha function, which is designed to stop bots.
    - ii. Another security measure would be to restrict new Moodle registration to NPC based e-mails and IC had a great deal of discussion regarding this matter, including the risks of not taking this measure. It was noted that Faculty using

Moodle shells are also affected. If we change to the domain based authentication (by using only mail.npc.edu or npc.edu to sign up for Moodle) reCaptcha would not be necessary. It was also noted that by FA14 this will be a moot point as we bring Moodle in-house.

- iii. Ken **MOVED** that we require students use an NPC issued e-mail address to register for Moodle.
    - 1. Ken accepted a friendly **AMENDMENT** to broaden the motion to restricting registrations to npc.edu and mail.npc.edu accounts; **SECOND** by Clover.
      - a. **DISCUSSION** included: 1) we will take more measures to educate students regarding how they can forward their NPC e-mail to their personal e-mail; 2) timing of implementation and notification to Faculty; 3) this Fall the Distance Education Guidelines will need to be revised to reflect current practice.
      - b. Ken **AMENDED** his motion **TABLE this matter** until the next IC Meeting so that there will be time to notify Faculty and ask for their input; **SECOND** by Clover.
        - i. Motion **APPROVED** by unanimous vote.
    - iv. At the next IC Meeting we will also discuss the timeframe for bringing Moodle in-house and moving to version 2.5.
    - v. **Task:** Hallie will reserve the Symposium for the 03-21-14 IC Meeting, 10:00 a.m.-1:00 p.m. at SCC.
    - vi. **Task:** Mark will send an All Faculty e-mail to invite Faculty members to come to the IC Meeting, 03-21-14, 10:00 a.m.-1:00 p.m., SCC, Symposium and will give an overview of the issues regarding the current Remote Learner Server. He will ask them to send input to Hallie.
  - d. AGEC – Leslie Wasson
    - i. Leslie reported on the progress of the IC decision of 10-11-13 to issue AGEC completion certificates and wants to make sure we are on track with all the necessary changes that accompany such a decision. She went over all the processes that have been put in place. Discussion followed.
    - ii. **Task:** Colleen Readell and Leslie Wasson will work together to identify other community colleges in Arizona that issue certificates of completion for AGEC, including whether or not those students are invited to participate in Commencement.
- VII. Other - none
- VIII. Adjournment
- a. Ken **MOVED** the meeting be adjourned; **SECOND** by Pat.
    - i. Motion **APPROVED** by unanimous vote.