Northland Pioneer College

Instructional Council (IC)

09-26-14

Voting Members Present:	Brian Burson (proxy for Eric Henderson), Amber Gentry, Rickey Jackson, Ryan Jones, Pat Lopez, Shannon Newman (proxy for Janice Cortina), Ryan Rademacher, Doug Seely (proxy for Clover Baum), Carol Stewart and Ken Wilk
Non-Voting Members Present:	Cindy Hildebrand, Stan Pirog, Mark Vest, Leslie Wasson and Hallie Lucas (recorder)
Guests:	None

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

I. Roll Call
II. Approval of 09-12-14 IC Minutes – Ryan Rademacher
   a. Ken **MOVED** to approve the minutes of 09-12-14; **SECOND** by Pat.
      i. Motion **APPROVED** by unanimous vote.
III. IC Subcommittees/Task Forces
   a. Charge to Dual Enrollment (DE) Subcommittee – Rich Harris
      i. Rich reported that DE is a member of National Alliance of Concurrent Enrollment Partnerships (NACEP), and he noted that we have received several questions from institutions, nation-wide, regarding our program, which allows us the opportunity to share our best practices. He believes that NPC does a good job of managing the integrity of our DE program.
      ii. Rich confirmed that he is okay with the quantity/composition of the DE Subcommittee (per the 10-25-13 IC Minutes) of 9 Faculty members – 3 from Arts and Sciences (A&S), 5 from Career and Technical Education (CTE), 1 from Nursing and Allied Health (N&AH) – Subcommittee will choose their own chair.
      iii. Ken **MOVED** that we approve the following charge to the DE Subcommittee for 2014-2015:
         1. Look at classes taught at the collegiate level and classes taught at the high school level (what are we teaching at the dual enrollment level and what needs to be evaluated?)
         2. Determine the quality control measures and how we monitor/train for professional development, taking into account: 1) consistency; 2) accountability for work done outside of the classroom; 3) consider part of Faculty load; 4) classroom observation; 5) use of college textbooks and materials; 6) grading rigor; 7 qualifications; 8) proposal must be well articulated, including - how it needs to be done, recommended release time and projected benefits.
         3. Create an auditing procedure that establishes the priority level for dual enrollment courses to be evaluated

4. Evaluate relationships with high school institutions and determine ways we can more effectively streamline those relationships, including: 1) bringing new DE Contacts up to speed; 2) consistency of academic advising; 3) consider including Deans/Department Chairs in DE Meetings
5. Recommend the feasibility of new courses becoming dual enrollment
6. Develop general guidelines/standards to define courses that may or may not be available for dual enrollment
7. **SECOND** by Doug.
    a. **DISCUSSION** – Rich elaborated on the point pertaining to quality control measures/training for professional development, and a discussion followed, including possibly applying for a FIPSE Grant and how it would impact DE.
8. Ken **AMEMDED** his motion to include an additional charge of:
    a. Explore the feasibility of participation in the FIPSE Grant including implementing remote/linked classroom system at approximately 12 high schools, and this is a priority for DE to complete by 02-01-15 and bring a recommendation to IC; **SECOND** by Doug.
        i. Motion **APPROVED** by unanimous vote.
    b. **Task**: From last year FIPSE Grant information, Rickey will send the DE Subcommittee the grant application, data, notes and abstract, to assist the with part of their charge from IC.
b. Charge to NAVIT (NAV) Subcommittee – Ken Wilk
    i. Ken confirmed that he fine with the quantity/composition of the NAV Subcommittee (per the 10-11-13 IC Minutes) of 4 Faculty members – a minimum of one from A&S, CTE and N&AH).
    ii. Carol **MOVED** that we approve the following charge to the NAV Subcommittee for 2014-2015:
        1. Recommending ways to help NAVIT students become more successful including:
            a. Evaluate study prep course (HDE 103 – determine feasibility of incorporating it into the NAVIT rollouts), including assessment data and student feedback
            b. Bring suggestions to IC that they believe should be included in their charge
            c. Host NAVIT/Faculty in-service (cross disciplinary) to identify concerns
            d. **SECOND** by Pat.
                i. Motion **APPROVED** by unanimous vote.
    iii. **Task**: Ken will check with Carrie Jordan to get feedback regarding last year's NAVIT/Faculty In-Service Meeting, including when it was and how it worked, etc.
c. Charge to Professional Development (PD) Subcommittee – Ryan Jones
    i. Ryan J. confirmed that he is fine with the quantity/composition of the PD Subcommittee (per the 10-11-13 IC Minutes) of 5-6 Faculty members – a minimum of one from A&S, CTE and N&AH).
    ii. Shannon **MOVED** that we approve the following charge to the PD Subcommittee for 2014-2015:

1. Continue with their evaluations of professional development applications
2. Address the possibility of funding tuition for coursework
3. Consider competency-based learning and how it translates into lateral moves for Faculty
4. **SECOND** by Doug.
   a. Motion **APPROVED** by unanimous vote.

d. Make Plans for Academic Standards Subcommittee Including Discussion of Charge and Membership Composition – Ryan Rademacher
   i. Doug **MOVED** that we approve the following charge to the Academic Standards Subcommittee for 2014-2015:
      1. Work with the Quality Initiative Group
      2. Look at NPC's Academic Misconduct policies
      3. Study placement data and evaluate placement testing and make recommendations on changes
      4. Investigate testing procedures
      5. Evaluate competency-based education
      6. **SECOND** by Ryan J.
      7. Ken **AMENDED** the motion that the subcommittee composition will be:
         a. 6 Faculty members – 2 from A&S, 2 from CTE, 1 from N&AH, 1 from DEV
         b. Advisory members – librarian, adviser, Disability Resources Coordinator
         c. **SECOND** by Ryan J.
            i. Motion **APPROVED** by unanimous vote.
   ii. **Task**: Ryan R. will speak with Faculty Association President, Gary Mack, regarding membership for the Academic Standards Subcommittee. In addition, he will send an All-Faculty e-mail inviting participation. He will also speak with Sandy Manor regarding her role on the Subcommittee as an advisory member.
   iii. **Task**: Stan will speak with his librarians about who will serve as an advisory member on the Academic Standards Subcommittee.
   iv. **Task**: Mark will work with the Academic Advisers to identify an advisory committee member for the Academic Standards Subcommittee.

e. Logistics of Disbanding Placement Subcommittee – Ryan Rademacher
   i. **Task**: Ryan R. will e-mail the Deans to let them know that the Placement Subcommittee was disbanded. He will also give them a list of committee members and let them know who will be available to serve on other subcommittees.

f. Curriculum Development Task Force – Ryan Rademacher
   i. Stemming from last year's task force that created the Guidelines for Course Forms in ACRES, there was discussion about having an additional IC task force to create a curriculum development document. Suggestions for items to be included: 1) define meanings of LEC/LAB/MC/AUD, load, credit hours, etc. terminology; 2) think through curriculum as a unified whole with specific direction; 3) how changes in curriculum can echo out and affect other areas; 4) curriculum design - how programs flow together - CP flows into the CAS, CAS flows into the AAS (alignment needed) – financial aid implications; 5) there are

some Instructional Skills Workshop materials that will be helpful to developing this document.

    ii. **Task**: Ryan R. and Leslie will start working on a curriculum development document to incorporate some of the suggestions that came out of the 09-26-14 IC Meeting. They will bring the revised document back to IC to get their feedback. Ryan will also send an e-mail to Faculty letting them know that this document is being created and asking for volunteers to assist.

IV. Curriculum
    a. ACRES – there are a few course forms pending – votes needed – Ryan Rademacher
    b. New Programs - none
    c. Program Modifications – none
    d. Program Deletions - none
    e. Program Suspensions – none
    f. Misc. Curriculum – none

V. Old Business Not Related to Curriculum
    a. LEC/LAB/MC/AUD Discussion - Ryan Rademacher
        i. Ryan R. took the college catalog wording of various learning environments listed in the 2014-2015 NPC Catalog (page 70) and made several comments (see review document dated 09-22-14). The verbiage regarding the various learning environments should be intentional and describe what we are currently doing, taking into consideration how the course is delivered pedagogically and the modality, as well. If IC creates a group to work on the terms, it was suggested that an academic adviser serve on the group.
        ii. IC defined the modalities in which courses are offered at NPC: 1) video; 2) model; 3) audio; 4) stand alone; 5) Internet; 6) hybrid; 7) multi-course lab; 8) science lab; 9) Nursing lab; 10) ceramics lab (suggested verbiage studio time). The discussion also included start dates. It was suggested that we look the abbreviations/terminology that other colleges use, including Mohave, Central Arizona and Cochise.
        iii. **Task**: Hallie will add an IC Agenda item for our next meeting to discuss LEC/LAB/MC/AUD terminology.
        iv. **Task**: IC members will send their suggestions to Ryan R. regarding input on the LEC/LAB/MC/AUD terminology and he will compile that information.

VI. New Business Not Related to Curriculum
    a. MAT Curriculum Changes – Brian Burson
        i. Brian gave an update/explanation/recap of anticipated MAT changes.
        ii. Since many programs will need to submit a program modification, because of the proposed MAT 105 deletion, it was suggested that this be a good time to clean up/provide consistency with MAT wording in the programs. There was discussion about: 1) possibly listing each acceptable MAT course; 2) encourage program Chairs to consult with the MAT Department for suggestions regarding appropriate MAT courses for each program; 3) each program affected will need to submit to ACRES/get approval for a program modification.
        iii. **Task**: Hallie will add a Deans' Agenda item to discuss general MAT cleanup, including consistent catalog language and ideas of ways to determine appropriate MAT courses in degrees.
    b. Procedure 2125 (Potential Changes) – Ryan Rademacher

      i. Ryan R. presented Procedure 2125 with comments regarding suggested changes (09-18-14 document). Suggested changes included (additions/changes noted in red font or strikethrough):

1. IC will select its own chair from among the sitting voting members of the committee.
2. Membership language – …one department chair; ~~and an adjunct~~ and should an adjunct be available, interested, and willing to serve on IC a slot will be made available
3. Add a DEV Faculty member

     ii. **Task**: Ryan R. will make IC's suggested changes in wording to Procedure 2125 and will bring it back to IC for approval. Once he cleans up the document, he will send it to Hallie to add to the IC Agenda and post on the MyNPC IC Group.

VII.   Other

    a. 12-12-14 IC Meeting – Move it Up One Week? - Ryan Rademacher

      i. There was discussion about the timing of this meeting, and it was agreed to leave it as scheduled.

VIII.   Adjournment

    a. Doug **MOVED** the meeting be adjourned; **SECOND** by Ken.

      i. Motion **APPROVED** by unanimous vote.

Approved at 10-10-14 IC Meeting