

Northland Pioneer College

Instructional Council (IC)

04-24-15

Voting Members Present: Janice Cortina, Amber Gentry, Amy Grey (proxy for Ryan Jones), Eric Henderson, Rickey Jackson, Pat Lopez, Ryan Rademacher, Carol Stewart and Ken Wilk

Non-Voting Members Present: Karen Hall, Cindy Hildebrand, Wei Ma, Stan Pirog, Jeremy Raisor, Josh Rogers, Mark Vest and Hallie Lucas (recorder)

Guests: Everett Robinson

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

I. Roll Call

II. Approval of 04-10-15 IC Minutes – Ryan Rademacher

a. Ken **MOVED** to approve the IC Minutes of 04-10-15; **SECOND** by Pat.

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

III. IC Subcommittees/Task Forces

a. Academic Standards Subcommittee – recommendation on Placement Testing – Amy Grey

i. Amy went over the Academic Standards Subcommittee Report to IC of 04-10-15 [it is now posted in MyNPC, but it was received after the posting deadline for the meeting], which consisted of their recommendations regarding placement.

Recommendations included:

1. Discontinue COMPASS (when it is no longer available) and not pursue COMPASS 5.0
2. Expand the current multiple methods approach to placement testing to include:
  - a. High school GPA (2.6 on a 4.0 scale cutoff for college level classes)
  - b. GED with honors
  - c. Keep SAT/ACT scores (as currently being used)
  - d. Use ASSET test for 2015-2016 academic year
  - e. All placement methods have 2 year expiration date
3. Departments review placement scores at longitudinal intervals until new placement methods are fully integrated
4. Begin researching commercial placement tests to replace ASSET – have new placement test in place for 2016-2017 academic year (February)
5. Continue to investigate feasibility of replacing a commercial test with a home-grown placement test

ii. Discussion followed, including: 1) ASSET test is time-consuming to administer/grade/record – possibly appointment only (student complaints will probably go up) – more temporary help will be needed; 2) cutoff date for COMPASS (current version) is 09-01-15 (some potential that date could change);

3) ASSET used in high schools (pencil and paper test) – important for NPC employee to administer; 4) committee checked with other community colleges regarding their placement method(s) – most use ACCUPLACER; 5) what placement methods are successful community colleges using? 6) with new rigor of GED testing, students will likely be ready for college classes if they pass GED; 7) if testing model includes placement test OR high school GPA, you are actually lowering the bar; 8) there is currently a policy in college catalog that says we require high school transcript; 9) several people expressed appreciation for the enormous amount of work that the Academic Standards Subcommittee has done! 10) many courses currently designate specific placement scores; 11) much work is needed to tie high school transcript is with current placement scores.

- iii. Eric **MOVED** that NPC not migrate to COMPASS 5.0; **SECOND** by Rickey.
  - 1. **DISCUSSION** – this motion will allow us to continue using COMPASS until it is no longer available.
  - 2. Motion **APPROVED** by unanimous vote.
  - 3. **Task:** Everett will include verbiage in the catalog regarding the decision that NPC will not migrate to COMPASS 5.0.
- iv. The second recommendation is to: 1) expand our current multiple methods approach to placement to include GPA and GED; 2) keep SAT and ACT; 3) use ASSET for the short term 2015-2016.
  - 1. Pat **MOVED** to reject the second recommendation; **SECOND** by Ken.
    - a. Motion **APPROVED** by unanimous vote.
- v. Another recommendation is to set expiration dates for SAT and ACT to two years.
  - 1. Discussion followed.
  - 2. Ken **MOVED** that placement scores be valid for 5 years for SAT/ACT/COMPASS/ASSET; **SECOND** by Pat.
    - a. Ken **AMENDED** his motion to placement scores be valid for 5 years from date test was taken for SAT/ACT/COMPASS/ASSET; **SECOND** by Pat.
      - i. Motion **APPROVED** by unanimous vote.
    - b. **Task:** SAT/ACT/COMPASS/ASSET (placement testing) scores will be valid for 5 years:
      - i. Cindy will change this information in the system.
      - ii. Josh will notify Advisers.
      - iii. Mark will change the Placement Handbook.
- b. Dual Enrollment Subcommittee – no report
- c. NAVIT Subcommittee – no report
- d. Professional Development Subcommittee – no report
- e. Charges to IC Subcommittees – Ryan Rademacher
  - i. Academic Standards (ACA) Subcommittee
    - 1. Charge from IC to ACA for 2015-2016:
      - a. Work with PASS and Department Heads in evaluating placement testing and making a recommendation for long-term; deadline of December 2015 for this charge.
      - b. Look at NPC’s Academic Standards.
  - ii. Assessment of Student Knowledge (ASK) Subcommittee

1. There was discussion about calling attention to assessment early in the year, with a recommendation of having a Convocation Break-Out session and a Division Meeting session, as well.
  2. Charge from IC to ASK for 2015-2016:
    - a. Continue with the assessment of student knowledge
    - b. Send information to the Instructional Division about ASK events, including Planning Day, Reading Day and Dialog Day
    - c. Implement plan to assess student learning across modalities
- iii. Catalog Review (CR) Subcommittee
1. Just as a side note, all Departments need to make sure they have submitted program modifications that include the new math wording and the new second communications course wording established by IC this year.
  2. There was discussion about placing employer requirements in the catalog (such as background checks, drug testing, no felonies, etc.). The consensus of IC seemed to be that it is incumbent upon the student to be aware and responsible for his/her own choices.
  3. Charge from IC to CR for 2015-2016:
    - a. Review course descriptions
    - b. Keep the catalog concise
    - c. Create a template of best practices for what a course description should include and bring it to IC for approval
    - d. Update assessment language from 2014-2015 catalog, page 79, Section V.
  4. **Task:** Mark will talk with the Deans regarding the programs that still need to have the verbiage changed regarding the second communications course (reference 12-12-14 IC Minutes). The Deans will then communicate with their Department Chairs.
- iv. Dual Enrollment (DE) Subcommittee
1. DE is the only committee in the college that is statutory.
  2. Charge from IC to DE for 2015-2016:
    - a. 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?)
    - b. Investigate the feasibility to implement the quality control measures approved by IC during the 2014-2015 academic year
    - c. 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
    - d. Review general guidelines/standards to define courses that may or may not be available for dual enrollment
- v. Learning Technology (LT) Subcommittee
1. Charge from IC to LT for 2015-2016:
    - a. Meet with new Information Services (IS) Director on a regular basis to improve facilitated communications between Faculty and IS

- b. Work with IS Director to evaluate Title III grant data and make recommendations on sustainability
  - c. Give recommendations for best practice trainings
  - d. Conduct Quality Matters course reviews for online courses
  - e. Review and coordinate issues related to learning technology
- vi. NAVIT (NAV) Subcommittee
  - 1. It was the consensus of IC that the NAV Subcommittee accomplished the tasks assigned and there is no need to continue the Subcommittee.
  - 2. **Task:** Ken will notify the members of the NAV Subcommittee that this Subcommittee has been dissolved (their tasks have been accomplished) and ask them to consider service on other committees.
- vii. Professional Development (PD) Subcommittee
  - 1. Charge from IC to PD for 2015-2016:
    - a. Continue with their evaluations of professional development applications
    - b. Review possibility of funding tuition for coursework
  - 2. **Task:** Ryan R. will ask the Faculty Association to address several issues, including: 1) team teaching; 2) Faculty probationary procedure; 3) pedagogy.
- viii. **Task:** Hallie will invite the IC Subcommittee Chairs to come to the first IC Meeting to receive their charges.
- ix. **Task:** As determined at today's IC Meeting, Hallie will revise the charges to the IC Subcommittees and will e-mail it out to the IC Group in Outlook (she will also post the document in MyNPC).
- x. **Task:** Hallie will send an e-mail out to the IC Group in Outlook, notifying them that there will not be an IC Meeting on 05-08-15.
- xi. **Task:** If IC Faculty members would like to serve on an additional committee, please notify Ryan R.

#### IV. Curriculum

- a. ACRES - none
- 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. Procedure 2625 – Ryan Rademacher
  - i. IC is comfortable having Mark work with the college attorney to hash out some wording in Article IV (Non-Academic Misconduct).
  - ii. Slight wording changes to Article I, 8: second sentence should read “Academic misconduct includes, but is not limited to, cheating, plagiarism and violations of ethical standards set by individual programs and courses.”
  - iii. Amber **MOVED** to approve Procedure 2625 (04-18-15 version) including the change of wording to Article 1, 8 (noted above); **SECOND** by Pat.
    - 1. Motion **APPROVED** by unanimous vote.
  - iv. **Task:** Ryan R. will make the verbiage change resulting from today's IC Meeting to Procedure 2625 and will forward the document to Mark.
- b. Curriculum Deadline Schedule for 2015-2016 – Ryan Rademacher

- i. IC reviewed/discussed two documents:
    - 1. Curriculum Deadlines Suggested by Janice Cortina 03-30-15
    - 2. Instructional Council Curriculum Review Calendar and Processes 2015-2016 (Discussion of Curriculum Deadlines) 03-26-15
  - ii. It was decided to use the Instructional Council Curriculum Review Calendar and Processes 2015-2016 (Discussion of Curriculum Deadlines) 03-26-15 as a template for curriculum deadlines and add Janice's suggested change "Deadline to submit courses/programs to ACRES (first IC Meeting in February)".
- VI. New Business Not Related to Curriculum
  - a. Placement Scores in NPC Catalog – Eric Henderson
    - i. Ken **MOVED** to allow Everett to strike all references to placement scores (that are in course descriptions); **SECOND** by Pat.
      - 1. Motion **APPROVED** by unanimous vote.
- VII. Other
  - a. 05-08-15 IC Meeting? – Ryan Rademacher
    - i. After discussion it was decided that IC will not meet on 05-08-15.
- VIII. Adjournment
  - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Carol.
    - i. Motion **APPROVED** by unanimous vote.

Approved by IC 09-11-15