

Northland Pioneer College

Instructional Council (IC)

10-14-16

Voting Members Present: John Chapin, Janice Cortina, Ruth Creek-Rhoades, Amber Gentry, Rickey Jackson, Ryan Jones, Pat Lopez, Deb McGinty, Ryan Rademacher, Carol Stewart and Ken Wilk  
Non-Voting Members Present: Cindy Hildebrand, Wei Ma, Mark Vest and Hallie Lucas (recorder)  
Guests: Tracy Chase, Allison Landy, Betsy Peck, Colleen Readel, Everett Robinson and Mike Solomonson

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

- I. Roll Call
- II. Approval of 09-23-16 IC Minutes – Ryan Rademacher
  - a. Carol **MOVED** to approve the IC Minutes of 09-23-16; **SECOND** by Janice.
    - i. Motion **APPROVED** by unanimous vote.
- III. IC Subcommittees/Task Forces
  - a. Academic Standards (AS) Subcommittee Recommendation to IC (October 2016)
    - i. In addition to discussing the placement recommendation, IC reviewed the AS Placement Testing Recommendation Questions/Answers (Draft 10-13-16) in which some questions were answered and other input was given. Extensive discussion included: 1) AS was commended for the impressive/well-thought-out work that they did on the placement recommendation – it has the potential of being far superior to our current placement mechanism – by taking our time to accomplish this task, everyone (employees of NPC) had the opportunity to give input; 2) there are likely unintended consequences as we move forward with implementation; 3) the specific non-cognitive assessment test is yet to be determined – will be piloted the first couple of years to see if there is a correlation between success and the outcome of this assessment test; 4) recommendation includes multiple measures; 5) concern was expressed about who will do the various new tasks that are associated with this recommendation; 6) it appears that the high schools are fairly consistent with the names for MAT courses; 7) AS will have to re-evaluate the recommendation, in approximately 6-12 months, as we move forward (IC will likely have to update their charge to AS to reflect this); 8) of those at NPC who took the Accuplacer Test, there were no red flags expressed; 9) some reservations were expressed regarding the writing samples, which are computer scored, but is OK to proceed for now; 10) there was discussion regarding whether the intent is to create boxes or to create multiple pathways – after much discussion, IC agreed that it is best to start with the pathway approach and switch to a box approach, at a later date, if desired; 11) for ENL placement, we do not need to look at individual high school courses, since it is more holistic; 12) educating our high schools and other potential students about the placement process is key; 13)

Institutional Effectiveness will need to provide Faculty with appropriate data to evaluate effectiveness; 14) note regarding the discussion of placement testing in the high schools [reference 09-09-16 IC Minutes – motion was made and approved that AS Subcommittee be given the freedom to explore non-paper based testing for high schools]; 15) it is not really the responsibility of AS or IC to plan out the implementation details.

- ii. PAT **MOVED** to accept the AS Committee Recommendation to IC (October 2016) with the change in Avenue 1, bullet 2 to “And/Or college transcript with GPA of 2.0 or above in applicable general education or developmental education courses (within five years)”; **SECOND** by Carol.
  - 1. Motion **APPROVED** by majority vote.
  - 2. Janice **ABSTAINED**.
- iii. **Task:** Mark will meet with Rickey Jackson, Gail Campbell, Cindy Hildebrand and Josh Rogers regarding how we should implement placement. They will bring information forward to IC.
- b. Assessment of Student Knowledge (ASK) Subcommittee Report to IC (Draft 09-23-16) – Michael Solomonson
  - i. Michael gave an overview of the report and noted that, in the near future, he will forward a recommendation to IC regarding suggested changes to the assessment language in the NPC Catalog.
  - ii. Pat **MOVED** to accept the ASK Subcommittee Report to IC (Draft 09-23-16); **SECOND** by Ken.
    - 1. Motion **APPROVED** by unanimous vote.
  - c. PASS Report to IC (Draft 10-11-16) – Colleen Readel
    - i. Colleen gave an overview of the report and a brief discussion followed.
    - ii. Ken **MOVED** to accept the PASS Report to IC (Draft 10-11-16); **SECOND** by Pat.
      - 1. Motion **APPROVED** by unanimous vote.
    - iii. **Task:** Colleen will check with Josh Rogers regarding when training will be available for Starfish and will ask him to follow up with Ryan R.
    - iv. **Task:** Colleen will ask Josh Rogers if there are any Internet courses currently in the Starfish pilot and will ask him to follow up with Wei.

#### IV. Curriculum

##### a. ACRES

- i. **Task:** As IC voting members review curriculum in ACRES, they should go through the Instructions for Course Forms in ACRES to make sure each piece of curriculum meets the guidelines that were approved by IC.
- ii. BUS 183 in ACRES – Modification to an Existing Course Form – Tracy Chase
  - 1. Tracy explained that this modification is to add Internet modality and the course has passed Quality Matters Rubric. She also explained that the lab component of this course consists of the use of online interactive software, and the instructor can log in at the same time the student does and “look over the student’s shoulder”. There are enough votes in ACRES, so Ryan R. will move this course forward.
  - 2. There were concerns about the course having two lab hours, as it does not constitute IC’s own definition of lab hours (as seen in the Instructions for Course Forms in ACRES, Rev. 04/17/16). Some discussion followed.

3. **Task:** Tracy will contact Cengage and McGraw-Hill regarding their privacy and security practices with their online interactive learning software.
- b. New Programs – none
- c. Program Modifications
  - i. BUS Medical Technologies/Medical Transcription Request to Proceed (Draft 09-07-16) – Tracy Chase
    1. Tracy gave an overview of the proposal and a brief discussion followed.
    2. Ken **MOVED** that we approve the BUS Medical Technologies/Medical Transcription Request to Proceed (Draft 09-07-16); **SECOND** by Janice.
      - a. Motion **APPROVED** by unanimous vote.
    3. **Task:** Tracy will check with the BIO Department regarding the possibility of making BIO 160 a requirement for the BUS Medical Technologies Program.
  - ii. ECD Program Modification Request to Proceed (Draft 09-26-16) – Allison Landy
    1. Allison gave an overview of the proposal and stated that we want to create a broader program that will set students up for multiple pathways. Discussion followed; and, it was noted that the title of the proposed, foundational CP may become Early Childhood Studies.
    2. Pat **MOVED** that we approve the ECD Program Modification Request to Proceed (Draft 09-26-16); **SECOND** by Carol.
      - a. Motion **APPROVED** by majority vote.
      - b. Rickey **ABSTAINED**.
  - d. Program Deletions - none
  - e. Program Suspensions – none
  - f. Misc. Curriculum - none
- V. Old Business Not Related to Curriculum - none
- VI. New Business Not Related to Curriculum - none
- VII. Other
  - a. CASO Oven Mitts – Hallie Lucas
    - i. Hallie explained that CASO is currently raising money for student scholarships via an oven mitt fundraiser (\$8.00 apiece).
  - b. Pathways Project – Mark Vest
    - i. **Task:** IC members were encouraged go to the American Association of Community Colleges (AACC) website and take a long look at the pathways Project.
  - c. Room for Next IC Meeting – Ryan Rademacher
    - i. **Task:** Hallie will check into which room we will meet in, at SCC, for our next IC Meeting and communicate the information through the IC Meeting reminder and the IC Agenda.
- VIII. Adjournment
  - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Pat.
    - i. Motion **APPROVED** by unanimous vote.