

Northland Pioneer College

Instructional Council (IC)

04-28-17

Voting Members Present: Eric Bishop, 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: Jeremy Raisor, Josh Rogers, Mark Vest and Hallie Lucas (recorder)
Guests: Amy Grey, Allison Landy and Everett Robinson

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

- I. Roll Call
- II. Approval of 04-14-17 IC Minutes – Ryan Rademacher
 - a. Deb **MOVED** to approve the IC Minutes of 04-14-17; **SECOND** by Pat.
 - i. Motion **APPROVED** by majority vote.
 - ii. Janice **ABSTAINED**.
- III. IC Subcommittees/Task Forces
 - a. Academic Standards (AS) – no report
 - b. Dual Enrollment (DE) – no report
 - c. Professional Development (PD) Subcommittee Report to IC 04-24-17 – Ryan Jones
 - i. Ryan J. gave an overview of the report and noted that it has been a slow year for professional development spending. Discussion followed.
 - ii. Eric **MOVED** to accept the Professional Development Subcommittee Report to IC 04-24-17; **SECOND** by Ruth.
 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Ryan R. will send out an e-mail to all Faculty, letting them know that there are still Faculty Professional Development funds available (for 2016-2017); however, since most of the subcommittee is gone during the summer, applications must be submitted right away.
 - d. Charges to Subcommittees (Including Review of each Subcommittee Composition) – AS, DE and PD – Ryan Rademacher
 - i. PD Subcommittee Charge
 1. See changes below, as reflected in the motion.
 - ii. AS Subcommittee Charge
 1. There was a lengthy discussion about the AS charge and placement, in general. Mark gave an update regarding work that has been done to put the new placement guidelines into actual practice. He also noted that in Accuplacer it is possible for us to create a grit test (in theory, there is a way to fold the results of the grit test into the overall Accuplacer test results). For high school transcripts, a grid has been created to compare the high school math courses with the NPC math courses.
 - iii. DE Subcommittee Charge

1. Discussion included: 1) items d and f need to remain in charge – even if someone else is assigned the task, the DE Subcommittee is ultimately responsible for making sure it gets done or are involved in the process; 2) there are things in the DE Guidelines that need to be addressed.
- iv. Pat **MOVED** that we approve the following changes to the PD, DE and AS Subcommittee charges/compositions (for 2017-2018):
 1. Professional Development – b. remove the “pay for publication” verbiage (as it has already been addressed); add the charge “Work with the Learning Technology Subcommittee and the Faculty in Educational Technology to investigate the optimum professional learning for the Audio/Video environments”; leave the remainder of the charge and composition as currently stated.
 2. Dual Enrollment – to the composition, add High School Program & Recruitment Coordinator as a non-voting member; leave the remainder of the charge and composition as currently stated.
 3. Academic Standards – b. add “including the issue of academic probation”; leave the remainder of the charge and composition as currently stated.
 - a. **SECOND** by Amber.
 - b. Motion **APPROVED** by unanimous vote.

IV. Curriculum - none

- 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 – none

VI. New Business Not Related to Curriculum

- a. Incomplete Grade Contract (Draft 03-30-17) – Allison Landy
 - i. Allison gave an overview of the recommended changes; and, it was noted that the document was discussed, at length, at the Faculty Association.
 - ii. Agreed upon additional changes to the document include: 1) change the word “contract” to “agreement” (in all instances); 2) add a line that says “Semester Course Taken _____” and a line that says “Semester All Work Due _____”; 3) first sentence should be corrected to read “The incomplete grade agreement is to be used only to support student success when an extenuating circumstance exists (not to delay a final grade when a student is performing poorly)”; 4) remove color designations (of form distribution) and change it to read “Copies to Dean’s Office; Department Chair; Instructor; Student”; 5) change following statement “By signing below, the student acknowledges that all listed course work must be completed within....” 6) change to an electronic form (Adobe e-sign); 7) Assignments Completed Prior to Agreement and Assignments to be Completed for Change of Grade should have an equal number of lines.
 - iii. The consensus was that the form does not need to go back to Faculty Association for review.

- iv. Pat **MOVED** that we make the revisions to the Incomplete Grade Agreement (Draft 03-30-17), as noted above; **SECOND** by Ryan J.
 - 1. Motion **APPROVED** by unanimous vote.
 - b. Incomplete Grades – Proposed Catalog Changes (Draft 03-30-17) – Allison Landy
 - i. Discussion followed and the following changes were suggested: 1) change the word “contract” to “agreement” (in all instances); 2) change this sentence - “An incomplete grade may be given to support student success when an extenuating circumstance exists (not to delay a final grade when a student is performing poorly); 3) change this sentence to read “If an incomplete is not removed within one semester from the end of the semester (Fall or Spring) in which...”
 - ii. Eric **MOVED** to accept the changes to the Incomplete Grades – Proposed Catalog Changes (Draft 03-30-17) to include the above mentioned changes; **SECOND** by Ken.
 - 1. Motion **APPROVED** by unanimous vote.
 - iii. **Task:** Mark will check with the college attorney to determine when a form is required to contain the Public Notice of Nondiscrimination language. He will e-mail IC regarding his findings.
 - iv. **Task:** Allison will make the changes to the Incomplete Grade Agreement document, as determined in today’s IC Meeting. She will also contact Information Services regarding converting the form to an Adobe e-sign document.
 - c. Refund and Withdrawal Policy – Jeremy Raisor
 - i. Jeremy explained that Student Services recommends the following changes to the SU deadline dates:
 - 1. Change the 50% refund deadline from 2 days to 1 week.
 - 2. Change the withdrawal deadline where students must get instructor permission to drop classes from 2 days to 1 week.
 - 3. Pat **MOVED** that we approve the suggested deadline dates as stated above; **SECOND** by Janice.
 - a. Motion **APPROVED** by unanimous vote.
 - d. 2019-2020 Academic Calendar (Rev. 04-25-17) – Rickey Jackson
 - i. There was discussion about the proposed calendar; and, specific needed changes include: 1) grades due May 20th (instead of 15th); 2) Rickey noticed a typo in November.
 - ii. This calendar will be presented to IC early this Fall, giving Faculty/Staff members a chance to review it more.
- VII. Other
- a. Tasks previously given to Wei Ma
 - i. Ryan R. read Wei Ma’s e-mail from 04-20-17, which gave an update on Wei’s tasks from the 03-24-17 IC Meeting.
 - b. Zero Down Registration Policy
 - i. Beginning in 2018-2019, NPC would like to eliminate the Zero Down Registration Policy. Mark explained some of the problems associated with this policy (we would possibly require a minimum of 15% down).
 - c. 05-12-17 IC Meeting?
 - i. IC agreed that we do not need an IC Meeting on 05-12-17.
 - d. IC Membership

- i. In conjunction with our discussion at the last IC Meeting, it was confirmed that Eric Bishop will continue to serve on IC next year.
 - e. Procedure 2925
 - i. Mark and the Deans have a proposed revision to Procedure 2925 (and related documents), which will comply with new Higher Learning Commission requirements. He will bring it to the Faculty Association in May.
 - f. Thank You
 - i. Mark stated that in the last three to four years, IC has come a long way toward Faculty being in charge of the process, which is not an easy task; and, he said thank you to the group.
- VIII. Adjournment
 - a. Ken **MOVED** the meeting be adjourned; **SECOND** by Ryan J.
 - i. Motion **APPROVED** unanimous vote.

Approved by IC 09-08-17